

SUBMIT TO:

City of Vancouver
Development Review Services
4400 NE 77th Av
Vancouver, WA 98662



www.cityofvancouver.us

For Office Use Only

DATE RECEIVED:

CASE NUMBER:

TYPE I APPLICATIONS

Type I applications are decided by the Planning Official without public notice prior to decision and without a public hearing. The application is subject to standards that are clear and objective and is exempt from environmental review.

- Accessory Dwelling Units
- Boundary Adjustments that do not increase the allowable density or require one or more variances
- Design review not associated with site plan approval
- Grading Permits which do not require a Type II, Type III or Type IV development approval or SEPA determination pursuant to VMC Title 20
- Joint Use Parking Agreement
- Land Use Permit issued under clear and objective standards
- Minor A Variance that results in the modification of up to 10% of a numerical development standard per VMC 20.290
- Planning Official Review
- Sign Permits that do not require variances
- Temporary Use
- Tree Removal/Tree Plan Permits**

SUBMITTING PLANS FOR REVIEW:

Counter complete status:

An application will be accepted by the City of Vancouver only after the City finds that the application appears to include all the information required. No effort will be made to evaluate the substantive adequacy of the information. If all required information is not submitted, the application will not be accepted.

Fully complete status:

Within 21 days of acceptance of a counter complete application, the City will notify the applicant, in writing, as to the completeness of the application. An application will not be deemed fully complete until all information necessary to evaluate the proposed activity, its impacts, and its compliance with the provisions of the Vancouver Municipal Code and other applicable codes and statutes have been provided.

Decision:

The review authority for an application subject to a Type I procedure will approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as fully complete.

Notification:

Notice of a decision regarding a Type I procedure will be mailed to the applicant and applicant's representative. Type I decisions are subject to appeal pursuant to Section 20.210.130(A)(1)-(5) and 20.210.030(B)(1).

Incomplete applications will not be accepted

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Tree Plan/Tree Removal Permit Application

Applicant: _____ Telephone: () _____ Fax: () _____
(Print Name)

Mailing Address: _____
(Number, Street, City, State, ZIP)

Property Owner: _____ Telephone: () _____ Fax: () _____
(Print Name)

Mailing Address: _____
(Number, Street, City, State, ZIP)

Contact Person: _____ Telephone: () _____ Fax: () _____
(Print Name)

Mailing Address: _____
(Number, Street, City, State, ZIP)

Site address or side of fronting street and distances and direction from nearest cross street: _____

General physical description of site including current uses: _____

Is this permit application associated with a development proposal? Yes No

If yes, describe development proposal: _____

Tax Assessor Serial #s: _____ Qtr. Sec., Township, Range _____ Zoning Designation: _____

Legal description of site as given by a title company, surveyor licensed by the State of Washington, or other party approved by the Planning Director:

Lot(s): _____ Block(s): _____ Plat Name: _____

Check here if a Metes and Bounds description and attach narrative to this application

I/we understand that per Vancouver Municipal Code 20.210.090 (Review For Fully Complete Status) if it is determined that this application is not complete, the City of Vancouver shall immediately reject and return the application and identify in writing what is needed to make the application counter complete.

I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Counter Person: _____ Date: _____

Tree Plan/Tree Removal Permit Submittal Requirements

A Tree Plan is required to obtain a Tree Removal Permit. Specific Tree Plan requirements are delineated in Chapter 1 of the City of Vancouver's Urban Forestry Manual.

Level I A Level I tree plan is required for proposed single family residence, short subdivision (2-9 units), multifamily (2-4 units) or applicable single-family residence and multifamily (2-4 units) proposing site disturbance. The plan can be developed by the applicant but may require a qualified professional for significant wooded areas or trees on the parcel.

A Level I tree plan shall include the following components:

- A. Site Plan
- B. Existing Tree Protection Plan (if applicable)
- C. Tree Density calculation
- D. Planting Plan (o landscaping plan)
- E. Applicable Fee

Level II A Level II tree plan is required for existing commercial, industrial and multifamily (more than 4 units), parks, conditional use sites proposing an addition or site disturbance. It can be developed by the applicant but may require the assistance of a qualified professional.

A Level II tree plan shall include the following components:

- A. Site Plan
- B. Tree Protection Plan (on grading plan)
- C. Tree Density calculation
- D. Tree Planting Plan (on landscaping plan)
- E. Applicable Fee

Level III A Level III tree plan is required for the removal of any nuisance tree or for determination of a hazard tree on applicable properties. Either tree plan can be developed by the applicant for obvious cases, but may require the assistance of a qualified professional to make the determination. See VMC 20.770.070(D) and (E) for nuisance and hazard tree removal criteria. A Level III tree plan shall include the following components:

- A. Site Plan
- B. Narrative Report on criteria met for removal
- C. Tree Density Calculation
- D. Tree Replacement Plan
- E. Applicable Fee

Level IV A Level IV tree plan is required for proposed residential subdivisions, commercial, industrial, multi-family (more than four units), parks, conditional use sites that do not have any existing trees or where existing trees will not be impacted nor pose a hazard to the proposed project. It can be developed by the applicant, but shall require an individual knowledgeable in landscape design, soils and tree species selection. A Level IV tree plan shall include the following components:

- A. Tree Inventory (on Site Plan)
- B. Tree Density calculation
- C. Planting Plan (on landscaping plan)
- D. Applicable Fee

Level V

A Level V tree plan is required for proposed residential subdivisions, commercial, industrial, multi-family (more than four units), parks, conditional use sites in which existing trees are proposed for removal, could be damaged by construction activities, and/or could become hazardous. If the activity includes tree retention and necessary protection adjacent to the development activity, the plan must be developed with the assistance of a qualified professional. The plan shall include the following information:

- A. Tree Inventory (on Site Plan)
- B. Tree Protection Plan (on grading plan)
- C. Tree Density calculation
- D. Tree Planting Plan (on landscaping plan)
- E. Arborist Report
- F. Applicable Fee

Level VI

A Level VI tree plan is required for a Conversion Option Harvest Permit. The plan shall be developed by a qualified professional. A Level VI tree plan shall include the following components:

- A. Forest Inventory
- B. Harvest Plan
- C. Reforestation Plan / Tree Planting Plan
- D. Tree Density
- E. Applicable Fee

Level VII

A Level VII tree plan is required for tree removal above the six trees per acre limit on undeveloped properties. It can be developed by the applicant but may require the assistance of a qualified professional. A Level VII tree plan shall include the following information:

- A. Site Plan
- B. Narrative Report
- C. Tree Planting Plan
- D. Tree Density
- E. Applicable Fee