

**SUBMIT TO:**  
City of Vancouver  
Development Review Services  
4400 NE 77<sup>th</sup> Av  
Vancouver, WA 98662



www.cityofvancouver.us

**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

## TYPE I APPLICATION

**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
- Design Review not associated with site plan approval
- Espresso Stand/Portable Vendor
- 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**

**SUBMIT TO:**  
 City of Vancouver  
 Development Review Services  
 4400 NE 77<sup>th</sup> Av  
 Vancouver, WA 98662



**For Office Use Only**

DATE RECEIVED: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

**MINOR A VARIANCE APPLICATION**

A Minor A Variance is one that results in the modification of up to 10% of a numerical development standard that will be subject to a Type I procedure pursuant to Section 20.210.040 VMC and subject to the approval criteria contained in Section 20.290.040(A) VMC.

Property Owner \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
(Print Name)

Mailing Address \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Applicant \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
(Print Name)

Mailing Address \_\_\_\_\_  
(Number, Street, City, State, ZIP)

Relationship to Owner \_\_\_\_\_

Property Location (address; or side of fronting street and distances and direction from nearest cross street)  
 \_\_\_\_\_  
 \_\_\_\_\_

Physical Description of Site, including current uses, wetland or flood-plain locations, along with a topographic map of the site.  
 \_\_\_\_\_  
 \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Assessor Serial Number(s) \_\_\_\_\_

Legal description Lots(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plat Name \_\_\_\_\_

If a Metes and Bounds description, attach narrative to this application and check here

List all Zoning Ordinance Section number(s) pertaining to this Variance request, e.g., 20.210.040 and 20.290.  
 \_\_\_\_\_  
 \_\_\_\_\_

I/we understand that per VMC 20.210.090 Review for Counter Complete Status if it is determined the application is not complete the City will 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 Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Counterperson: \_\_\_\_\_ Date: \_\_\_\_\_

## MINOR A VARIANCE SUBMITTAL REQUIREMENTS

CASE NO: \_\_\_\_\_

The following information is required to be submitted with a Type I Minor A Variance application per VMC 20.290.030. The Planning Official may require information in addition to that required by VMC 20.290.030 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.290.030 if it is determined that such information is not necessary to properly evaluate the application.

### To apply for a Minor A Variance, submit

- A.  The required application fee per VMC 20.180

### Submit 1 original and 1 collated and folded copies of the items noted below

- B.  A completed application form
- C. Narrative describing the purpose of the variance and the specific code section(s) to be varied. Address the following issues in detail.
1.  Unusual circumstance or conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district. This could include steep slopes, odd-shaped lots, older buildings not constructed to current development standards, etc. The unusual circumstances or conditions must apply to the land and not to the personal circumstances of the owner or applicant.
  2.  Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, such as is possessed by the owners of other properties in the same vicinity or district. Identify by address which other properties are enjoying what you are being denied. Be specific about their particular level of non-compliance with similar issues to which you seek relief.
  3.  The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located. Show that granting the Variance would not have a negative impact on properties in the area or the city.
  4.  That the granting of such variance will not adversely affect the implementation of the Comprehensive Plan. Explain why the Variance would not lead to changing the current or future uses on the premises.
- D.  A site plan drawn to scale showing the arrangement of the proposed development and accurate representation of the size and shape of the parcel(s), including easements of any kind, all dimensions and parcel orientation. Include appropriate scale and north arrow.
- E.  Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines. Show dimension of eaves projecting beyond a wall or supporting post. Indicate usage of all structures.
- F.  Elevation of the site at 2' contour intervals for grades zero to 10% and at 5' contour intervals for grades greater than 10%.
- G.  Existing and proposed curbs, sidewalks and curb-cuts. Indicate center line of street(s).
- F.  Location and detailed layout of off-street parking and loading areas.
- G.  Location of unstable ground, including high seasonal water table, impermeable soils, areas having a severe soil erosion potential, areas having severely weak foundation soils, significant historical, cultural or archeological resources, significant wildlife habitat, and rock outcroppings. Note if none of these apply.
- I.  Archaeological pre-determination report, if necessary.
- J.  The approximate location and type of all vegetation, including individual trees that have a diameter of 6" or more measured 4' above grade. The plan may show clusters of such trees rather than individual trees when individual trees are near one another. Provide proposed plan for compliance with VMC Chapter 20.770 Tree Conservation, if necessary
- K.  Include one 8½" x 11" reduced site plan.