

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 II APPLICATIONS

Type II applications apply to quasi-judicial permits and actions that contain some discretionary criteria. Type II applications are decided by the Planning Official with public notice and an opportunity for comment. The following developments are classified as Type II applications:

- Adult Entertainment
- Binding Site Plans
- Flood Plain Permit per VMC 20.730
- Grading Permits which do not require a Type III or Type IV development approval or SEPA determination pursuant to VMC Title 20
- Human Services Facility (co-location)
- Land Use Permit issued under clear and objective standards
- Minor B Variance that results in the modification of a numerical development standard from 10%-20% per VMC 20.290**
- Preliminary Short Subdivision (2-9 lots) not requiring major variances per VMC 20.320
- Shoreline Management Minor Substantial Development Permit
- Site Plan Review
- Wetland Permit
- Wireless Communications Facility Construction, new

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 28 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.

Public Notification:

Within 14 days after the application is accepted as fully complete, the City will issue a public notice of the application pending review.

Decision:

The Staff Report shall be completed and mailed not more than 120 calendar days, (90 calendar days is our performance goal), after the date that a fully complete determination is made.

Incomplete applications will not be accepted

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MINOR B VARIANCE APPLICATION

A Minor B Variance is one that results in the modification of a numerical development standard by 10%-20% that will be subject to a Type II procedure pursuant to Section 20.210.050 VMC and subject to the approval criteria contained in Section 20.290.040(B) 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 _____

Check here if a metes and bounds description and attach narrative to this application

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 Counter Person: _____ Date: _____

MINOR B VARIANCE SUBMITTAL REQUIREMENTS

CASE NO: _____

Please Read Carefully

- The following information is required to be submitted with a Type II Minor B 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.
- Applications submitted without the additional information requested under Section O below will not be deemed fully complete, unless the applicant signs a written statement at Section P of this application stating that the applicant chooses not to submit the specified items, but realizes that by not submitting such items the application may be **DELAYED** or **DENIED**.

A. The required application fee per VMC 20.180

To apply for a Minor B Variance, submit 1 original and 9 collated and folded copies of the items noted below.

B. 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).

H. Location and detailed layout of off-street parking and loading areas.

I. 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.

J. Archaeological pre-determination report, if necessary.

K. 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

L. Current Clark County assessor map(s) showing the property(ies) within a radius of 500' of the site and two sets of mailing labels with the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County Assessor. For non-owner occupied properties, provide mailing labels addressed to "Occupant."

M. Include one 8½" x 11" reduced site plan.

- N. Pre-application conference summary, as well as additional information required in the summary.
- 0. **Other applications, plans, studies, etc.** Other information shall be provided as requested at the pre-application conference, including related applications or studies, to show that the development complies with other applicable standards.

Additional information identified at the pre-application conference:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

- P. **Applicant's statement regarding information not provided at time of application:**
I (the applicant) respectfully request that this application be deemed fully complete without the following information requested at Section N above (complete both sections of the table):

Information not submitted	Reason not submitted
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

NOTE: The materials listed above are required for a review by a Counter Staff member to determine if the minimum submittal requirements have been met. Failure to supply all the above information will result in the return of all materials and fees.

I fully understand that the absence of this additional information, particularly if not submitted by the end of the public comment period, may result in my application being DELAYED or DENIED.

Applicant's Signature: _____
(Must be signed to be accepted)