

SUBMIT TO:
City of Vancouver
Community Development
415 W. 6th ST
Vancouver, WA 98660



www.cityofvancouver.us

For Office Use Only

DATE RECEIVED:

CASE NUMBER:

TYPE III APPLICATIONS

Type III procedures are for quasi-judicial permits and actions that predominantly contain discretionary approval criteria. Type III applications are decided by the Hearings Examiner or Planning Commission, depending on the application. The following applications are classified as Type III:

- Conditional Uses per VMC 20.245
- Human Services Facility (new)
- Major Variance that results in the modification of more than 20% of a numerical development standard per VMC 20.290
- Preliminary Subdivisions per VMC 20.320
- Public Facility Master Plans, initial approval
- Shoreline Conditional Use permit (recommendation to State Department of Ecology)
- Shoreline Substantial Development permit, major
- Shoreline Variance (recommendation to State Department of Ecology)
- Zoning Map amendments of 25 acres or less not involving a Comprehensive Plan amendment**

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 hearing will not be scheduled until the application has been deemed fully complete.

Public notification:

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

Incomplete applications will not be accepted

ZONE CHANGE APPLICATION NOT INVOLVING A COMPREHENSIVE PLAN AMENDMENT

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 Address/Location (address; or side of fronting street and distances and direction from nearest cross street)

General Physical Description of Site (including current uses) _____

Zoning District _____ Qtr. Sec., Township, Range _____ Tax Assessor Serial Number(s) _____

Legal Description: _____ Block(s) _____ Plat name _____
 Lot(s) _____

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

This application is to be used for rezone request only. Comprehensive Plan amendments must be processed in accordance with RCW 36.70A.030.

Proposal is to change the Zoning from _____ to _____

A rezone of the subject property is necessary for the following reasons/change in circumstances:

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 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 hearing notices.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Counterperson: _____ Date: _____

ZONE CHANGE REQUEST MINIMUM SUBMITTAL REQUIREMENTS

Please read carefully

- The following information is required to be submitted with a Zone Change Request application per VMC 20.285. Applications without the required information will not be accepted. The Planning Official may require information in addition to that required by VMC 20.285 if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required by VMC 20.285 if it is determined that such information is not necessary to properly evaluate the application.
 - Applications submitted without the additional information requested under Section K below will not be deemed fully complete unless the applicant signs a written statement at Section L of this application which states 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. Required application fee. Refer to VMC 20.180
- B. One copy of a completed State Environmental Policy Act (SEPA) checklist with SEPA processing fee.
- C. One 8½" X 11" reduced site plan
- D. Copy of latest recorded warranty deed, contract of purchase, or copy of lease agreement containing a current legal description, and written proof that the applicant has authority to act as the property owner's (owners') representative.
- E. Current Clark County assessor map(s) showing the property(ies) within a radius of 500' of the site.
- F. Two sets of mailing labels and a complete mailing list with the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the Planning Official. For non-owner occupied properties, provide mailing labels addressed to "occupant," as can be determined from assessor records.

PROVIDE 1 ORIGINAL AND 9 COLLATED AND FOLDED COPIES OF THE ITEMS NOTED BELOW:

- G. Completed application form
- H. Drawn to scale site plan, maximum 24"x 36", showing accurate representation of the size and shape of the parcel(s), including easements of any kind, all dimensions, and parcel orientation. Include north arrow, and the following information.
1. Locations, dimensions, and height of all existing and proposed buildings and structures, including garages, carports, 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.
 2. Location, height, and material of fences, buffers, berms, walls, and other proposed screening. Note the location and dimensions or area of terraces, decks, shelters, and play areas.
 3. Location and detailed layout of off-street parking and loading areas, including lighting, landscaping, and buffering as required by VMC 20.81. Include handicap parking stalls and disembarking areas, accessible route of travel, proposed ramp, and signage, as required by WAC 51-30. Include location and screening for proposed solid waste and recyclables storage areas.
 4. 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.
 5. If required at the pre-application meeting, provide complete set of final civil engineering plans, including
 - a. Water
 - b. Sewer
 - c. Stormwater
 - d. Erosion control
 - e. Street design, detailing compliance with Title 11 VMC. Note existing and proposed curb cuts, right-of-way dedications, curbs and sidewalks, as required by VMC 11.70
 6. The location and type of all vegetation, including individual trees that have a diameter of 6" or more measured four and one-half (4½) feet 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 tree conservation ordinance (VMC 20.770).
- I. Summary table which includes parcel zone, total site area, gross floor area by use (i.e., manufacturing, office, retail, storage), itemized numbers of full size, compact and handicap parking stalls and the collective total number, total lot coverage proposed, and amount of landscaped area.
- J. Pre-Application Conference Summary

K. **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. _____

L. **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 K above. Complete both columns 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)