

# ZONING VERIFICATION/ZONING CERTIFICATE

## Type I Application



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7803 Fax: (360) 487-7808

*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Request Type** (please indicate the nature of your request, refer to the attachment for information/clarification)

**Zoning Verification** (process time:7 days) (fee: \$130.77)       **Zoning Certificate** (process time:28 days) (fee: \$426.40)

**Requesting Party Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Address letter to: \_\_\_ Requesting Party \_\_\_ Alternate Contact    How would you like to receive the letter \_\_\_\_\_

**Project Location/Information:**

Parcel Serial Number: \_\_\_\_\_

Parcel Address/Location: \_\_\_\_\_

Existing Land Use Conditions:

Vacant Lot     Residential     Commercial     Industrial     Other

Description (briefly describe all existing uses structures & their sizes): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Additional Information Required for Zoning Certificates (only):**

Year Built: \_\_\_\_\_ Existing Building height (feet): \_\_\_\_\_

Existing Number of Parking Spaces: \_\_\_\_\_ Building footprint/Log Coverage: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

Please provide a site plan for zoning certification letters

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that 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. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property.*

*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: \_\_\_\_\_



**SUBMIT TO:**  
 Development Review Services  
 4400 NE 77th Av  
 Vancouver, WA 98662

## ZONING VERIFICATION/ZONING CERTIFICATE

### Request Information

<u>HELPFUL HINTS</u>	<b>OVERVIEW</b>	
<ul style="list-style-type: none"> <li>Submit the request at least 10 days before the letter is needed.</li> <li>Use the application form provided.</li> <li>Make sure the property is located in the Vancouver City limits prior to requesting a letter.</li> <li>Make sure to include payment with your submittal</li> </ul> <p><b>City of Vancouver Development Review Services</b>                  4400 NE 77th Ave                  PO Box 1995                  Vancouver, WA 98668</p> <p>For more information contact:                  Erin Erdman                  Phone: 360-487-7800                  Fax: 360-487-7808                  E-mail:                  erin.erdman@ci.vancouver.wa.us</p>	<p><b>What is a Zoning Verification Letter?</b>                  A zoning verification letter is a document provided by the City to verify the current zoning of a site with a summary of the allowable uses within the zoning classification.</p> <p><b>What type of information is provided in a zoning verification letter?</b>                  The zoning verification letter provided will contain the following information:</p> <ul style="list-style-type: none"> <li>The zoning district and zoning overlay districts applied to the property.</li> <li>If the use of the subject property is legal/nonconforming/or legal nonconforming.</li> <li>If there are any outstanding code enforcement violations on the property.</li> <li>Provisions set forth for rebuilding the structure if destroyed.</li> </ul> <p>The zoning verification letter is provided in a standard format approved by the City of Vancouver. This is the <u>only</u> format in which this information will be provided. Please do not submit sample letters with desired format or content, as they will not be provided.</p> <p><b>How do I obtain a Zoning Verification letter?</b>                  Complete the form on the reverse side of this page and submit with the required application fee of \$130.77 per parcel.</p>	<p><b>What is a Zoning Certificate?</b>                  A zoning certificate is a document provided by the city that covers the information provided in a zoning verification letter as well as the process and review the project went through prior to construction or renovation.</p> <p><b>What type of information is provided in a zoning Certificate?</b>                  The zoning certificate provided will contain the information provided in the zoning verification letter as well:</p> <ul style="list-style-type: none"> <li>Historical zoning of the property</li> <li>Compliance with Parking standards</li> <li>Compliance with Setbacks</li> <li>If the project is located within any know Critical Areas.</li> <li>Information on whether the project was built as a planned unit development or under the site plan review process.</li> </ul> <p>The Zoning certificate is provided in a standard format approved by the City of Vancouver. This is the <u>only</u> format in which this information will be provided. Please do not submit sample letters with desired format as they will not be provided. We will, however, except supplemental letters providing information on the project that will allows us to conduct a more extensive study.</p> <p><b>How do I obtain a Zoning Certification?</b>                  Complete the form on the reverse side of this page and submit the required application fee of \$426.40 per parcel.</p>