

**SUBMIT TO:**  
City of Vancouver  
Development Review Services  
1313 Main Street  
Vancouver, WA 98660



www.ci.vancouver.wa.us

**For Office Use Only**

DATE RECEIVED:

CASE NUMBER:

## STREAMLINED SUBDIVISION REVIEW APPLICATION

All new developments and modifications to existing developments shall require site plan and engineering review and approval prior to the issuance of any building permits, establishment of any new uses, or commencement of any site work unless otherwise exempted in the VMC.

The streamlined review process combines land use review with detailed civil plan review. An expedited project shall be contingent upon City staffing and other resource availability. Development Review Services will endeavor to complete the review of a subdivision project within 130 days from receipt of the development application to the pre-construction meeting.

### SUBMITTING PLANS FOR REVIEW:

#### Pre-submittal meeting:

Prior to submitting the land use application and civil plans at the Permit Center, the applicant must arrange a pre-submission meeting with the case manager (planner) where the planner, engineers, engineering technician, and a permit specialist will go over the plans and application materials to make sure that the required information will be submitted, fees can be calculated, etc. An application will be accepted by the City of Vancouver only after the City finds that the application package 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 complete application package, 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, Engineering Standards, 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 days after the application is accepted as fully complete, the Planning Official will issue a public notice of the application pending review.

**Incomplete applications will not be accepted**

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## Streamlined Subdivision Review Application

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

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

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

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

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

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

General physical description of site, including current uses: \_\_\_\_\_

Total parcel area in acres *and* square feet: \_\_\_\_\_

Zoning District \_\_\_\_\_ Qtr. Sec., Township, Range \_\_\_\_\_ Tax serial number(s) \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plat name \_\_\_\_\_

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

Sewage Disposal:  Septic  Public      Water Source:  Private Well  Public

Names of all utility purveyors: \_\_\_\_\_

**PROPOSED SUBDIVISION NAME:** \_\_\_\_\_

Refer to attached supplemental Lot Number sheets for subdivision lot descriptions

I/we understand that per Vancouver Municipal Code (VMC), if it is determined that this application is not complete, the City of Vancouver 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Counter Person: \_\_\_\_\_ Date: \_\_\_\_\_

# LOT NUMBER SHEET

**SUBDIVISION NAME:** \_\_\_\_\_ **CASE NUMBER:** \_\_\_\_\_

Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
Lot Area							
Lot Width							
Lot Depth							
Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
Lot Area							
Lot Width							
Lot Depth							
Lot Numbers	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #	Lot #
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## STREAMLINED SUBDIVISION REVIEW SUBMITTAL REQUIREMENTS

### Please read carefully:

- The following information is required to be submitted with a Streamlined Subdivision Review application. Applications without the required information will not be accepted. The Planning Official may require additional information if it is determined that such information is necessary to properly evaluate the application. The Planning Official may waive information required if it is determined that such information is not necessary to properly evaluate the application.
- Applications submitted without the additional information requested under Section W below will not be deemed technically complete, unless the applicant signs a written statement at Section X 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.  **Fees** Any fees associated with the application (site plan, SEPA, archaeological, critical area permit, etc.)

### Document Submittal Requirements

**Provide 1 original and 9 copies, collated, containing all of the information required below.**

- B.  **Application Form** Submit a completed application. If someone other than the owner is signing application, an authority to act letter from the legal owner is required.
- C.  **Pre-application Summary** Submit the Pre-application Conference Summary as well as any additional information required in the summary. If the pre-application was waived, submit the approved waiver.
- D.  **Narrative** A preliminary plat application shall include the following:
1.  A comprehensive narrative addressing how the development complies with the technical standards in Section 20.320.080 VMC; other applicable standards of this Title and the policies of the Comprehensive Plan outlined by staff as being applicable to the proposed development.
  2.  Description of the uses proposed for the site.
  3.  Phasing plan, if applicable.
  4.  Construction schedule.
  5.  Any variances requested pursuant to the regulations in Chapter 20.290 VMC.
  6.  Existing covenants or restrictions and easements, if applicable.
  7.  History of any previous subdivisions and short subdivisions of the property.
- E.  **SEPA Checklist** (if required - see pre-application conference notes)
- F.  **Percolation test results** (if applicable).
- G.  **School District Response Letter** (if applicable).
- H.  **Legal Lot Determination** Provide proof of legal lot status by supplying a deed history of all applicable properties dating back to 1969 or other information such as recorded subdivision or short plat information, boundary line adjustment documentation, etc.
- I.  **Quarter Section Map and Mailing Labels** Submit a current Clark County Assessor's quarter section map(s) showing the property(ies) within a radius of 500' of the plat boundary, 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, a title company, or other party approved by the Director, and a computer printout of the names and addresses. The mailing labels are to be typed onto 8 1/2" x 11" sheet(s) of address sized adhesive labels.
- J.  **Reduced copies of all oversized plans** Oversized development plans shall be reduced to 8 1/2" x 11" legible copies, including proposed preliminary plat.
- K.  **Clark County Health Department Review Evaluation** Provide a request for development review application or letter of exemption from the Clark County Health Department.

- L.  **Certificate of Concurrency Request** Provide a letter requesting certificate of concurrency which indicates am/pm peak trips; either number of units or size of building; describe the use. Provide traffic study prepared by licensed engineer if so requested at pre-application conference.

### Plan Submittal Requirements

**Provide 1 original and 9 copies, collated and folded, containing all of the information required below. Plans must be either 22" x 34" or 24" x 36" for acceptance.**

- M.  **Existing Conditions Plan** An existing conditions plan shall include the following information:
1.  A vicinity map showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations within a 500' radius of the site.
  2.  The site size, dimensions and orientation relative to true north.
  3.  The location, name and dimensions of all streets adjoining the site indicating whether privately or publicly owned.
  4.  The location, dimension, and purpose of existing easements.
  5.  The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space, and utilities.
  5.  Elevation of the site at 2' contour intervals for grades 0% to 10% and at 5' contour intervals for grades more than 10%.
  6.  The approximate location of significant natural conditions, such as:
    - a.  The 100-year floodplain.
    - b.  The location of drainage patterns and drainage courses.
    - c.  Slopes in excess of 15%.
    - d.  Unstable ground (land subject to slumping, slides or movement).
    - e.  High seasonal water table or impermeable soils.
    - f.  Areas having severe soil erosion potential.
    - g.  Areas having severe weak foundation soils.
    - h.  Significant wildlife habitat or vegetation.
    - i.  Rock outcroppings.
    - j.  Information necessary to comply with Chapter 20.770 VMC, Tree Conservation, where applicable.
- N.  **Proposed Preliminary Plat** Preliminary plats shall be drawn at a scale of 1" = 50' or larger. Other scales may be used with the approval of the Planning Official. The proposed preliminary plat shall include the following information presented on one or more drawings:
1.  The proposed site and its dimensions and area, orientation relative to north.
  2.  Proposed lots, tracts and easements including dimensions, individual lot areas, and total acreage.
  3.  Abutting properties or, if abutting properties extend more than 100' from the site, the portion of abutting properties within 100' of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property.
  4.  The location and dimensions of proposed development, including but not limited to the following:
    - a.  Streets and other rights-of-way and public or private access easements on and adjoining the site.
    - b.  Vehicle, pedestrian and bicycle parking and circulation areas, including handicapped parking stalls and disembarking areas, accessible route of travel, proposed ramp and signage as required by WAC 51-40.
    - c.  Loading and service areas.
    - d.  Active or passive recreational or open space features.
    - e.  All utilities.
    - f.  Existing structures to be retained on the site and their distance from proposed property lines.
    - g.  Proposed structures on the site, including signs, fences, etc., and their distance from property lines.
    - h.  The location and type of proposed outdoor lighting and existing lighting to be retained.
    - i.  Boundary delineation of any wetlands, including required buffers and shoreline setback lines if applicable.
- O.  **Lighting Plan** Show all existing and proposed lighting on site and within right of ways. Include light sources, patterns and candling. Minimum of one (1) foot-candle for parking and ADA areas and .5 candle for other areas required. (This plan will be routed to Clark Public Utilities for comments and compliance with standards).
- P.  **Landscape Plan** The proposed landscape plan shall be drawn to the same scale as the proposed preliminary plat and shall include the following:
1.  Location, species and size of existing landscape material, identifying the material to be removed and to be retained.
  2.  Location, species, size at planting and spacing of proposed plant materials.
  3.  Proposed landscape area of the site, i.e., in terms of square feet and a percentage of the net site area, including street trees.
  4.  Location, height and material of fences, buffers, berms, walls and other proposed screening.
  5.  Location and dimensions or area of terraces, decks, shelters, play areas and open spaces.
  6.  Surface water management features that are integrated with landscape, recreation or open space areas.
  7.  Irrigation plan (submit prior to final approval) Include location of lines, backflow preventors and hose bibs/sprinkler heads. Submission not required for technical completeness.

- Q.  **Tree Plan** that complies with the requirements of the Tree Conservation Ordinance (VMC 20.770).
- R.  **Engineering Plans** Complete set of civil engineering plans per the VMC, including:
  1.  **Utility Plan**, showing location and size of all existing and proposed water and sewer lines adjacent to site and on-site (on-site may be conceptual as pre-app), existing fire hydrants within 100 feet of site, proposed hydrants on-site, manholes, etc.
  2.  **Stormwater and Erosion Control Plans** The application shall include stormwater and erosion control plans consistent with Title 14 of the Vancouver Municipal Code.
  3.  **Grading/Erosion Control/Tree Protection Plan** (all shown on one sheet) showing existing contours on-site and on adjacent properties within 25 feet of the site, proposed - preliminary contours/spot elevations, tree protection measures, erosion control measures, etc.
  4.  **Street Design**, showing location/dimensions of existing and proposed accesses, existing and proposed rights-of-way, curb, sidewalk, pavement section, etc.
  5.  **Signing and Striping Plan**, showing traffic control devices, including signs and pavement markings.
  6.  **Standard Engineering Details**

**Report Submittal Requirements**

**Provide 4 copies of the reports listed below (if requested at the pre-application conference).**

- S.  **Archaeological Predetermination Report** (if applicable, that complies with the requirements of Chapter 20.710 VMC, Archaeological Resource Protection).
- T.  **Traffic Study.** A traffic study is required to determine the impact of the proposed development to the existing street system concurrency corridors. The traffic study shall be prepared by a Civil Engineer licensed in the State of Washington with appropriate traffic engineering experience.
- U.  **Hydrology Report.** The applicant will provide a hydrology report that outlines all aspects of the site hydrology, assumptions, water quantity and quality design calculations. The report should be formatted as outlined in VMC 14.25.410. A sample report is included in the City Engineering General Requirements and Details.
- V.  **Geotechnical Report.** A detailed soils report will be required if infiltration testing is used to size a proposed infiltration system.
- W. **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, unless the applicant signs a statement requesting that the application be deemed complete without such items at Section X below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

X. **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 W above (complete both sections of table):

Information not submitted	Reason not submitted
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**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 subdivision review application being DELAYED OR DENIED.**

**Applicant's Signature** \_\_\_\_\_  
**(Must be signed to be accepted)**