



# CONDITIONAL USE SUBMITTAL CHECKLIST

VMC 20.245

## PLANS

- Site Plan – [VMC 20.245.030.A](#)
- Floor Plan – [VMC 20.245.030.A.9](#)

## DOCUMENTS

- Signed and Dated Application Form
- Narrative addressing both Submission Requirements and Approval Standards in [VMC 20.245.030.A.1](#) and [VMC 20.245.040.A](#)

**HARD COPIES** (Must be received by Permit Center prior to uploading plans and documents into LUP)

### **MAILING LABELS**

Mail two hard copies of certified 500-foot mailing labels (owner and occupant) and associated map showing the mailing area (obtain from Clark County or Title Company) to:

Clarissa Bowen  
City of Vancouver  
PO Box 1995  
Vancouver, WA 98668

(This can also be placed in the drop box at the south parking lot at City Hall 415 W 6<sup>th</sup> Street).

Submit a transmittal with the PRJ & PIR number, project title and case manager's name in the header of the transmittal.