



PRELIMINARY LAND DIVISION

SUBMITTAL CHECKLIST

VMC 20.320

STANDARD PROCESS (LATER ENGINEERING SUBMITTAL)

PLANS

- Existing Conditions Plan – [VMC 20.320.030.B.1](#)
- Preliminary Plat – [VMC 20.320.030.B.2](#)
- Tree Plan – [VMC 20.770](#)
- Preliminary Grading Plan with Erosion Control Measures – [VMC 20.330.030.C.4.i](#) and [VMC 14.24](#)
- Preliminary Stormwater Plan – [VMC 14.25](#) and [Design Requirements](#)
- Preliminary Civils, Water/Sewer Plan – [Design Requirements](#)
- Preliminary Civils, Street Design Plan – [Design Requirements](#)
- Signing and Striping & Street Lighting Plan – [Design Requirements](#)

DOCUMENTS

- Signed and Dated Application Form
- Narrative
- Clark County Public Health Project Review Evaluation Letter or receipt
www.clark.wa.gov/public-health/site-septic-system-forms
- SEPA Checklist (see Pre-app report if required)
- Geotechnical Soils Report
- Preliminary Stormwater Report
- Traffic information in compliance with Title 11
(see Pre-app Report or www.cityofvancouver.us/publicworks/page/concurrency)
 - Traffic Study
 - Trip Generation and Distribution Report
 - Trip Compliance Letter
 - Trip Generation Letter
- Road Modification Request (if applicant elects to vary from the approved transportation standards)
 - Minor
 - Technical
 - Major
- Archaeological Pre-Determination Report (see Pre-app Report required)

(continued next page)

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 6th Street).

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