



# PUBLIC FACILITIES MASTER PLAN

## SUBMITTAL CHECKLIST

VMC 20.268

APPROVAL PROCESS [VMC 20.268.040-070](#)

### PLANS

- Existing Conditions Plan
- Preliminary Site Plan
- Landscape Plan
- Elevation
- Floor Plan
- 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 Water/Sewer Plan – [Design Requirements](#)
- Preliminary Street Design Plan – [Design Requirements](#)
- Preliminary Signing and Striping & Street Lighting Plan – [Design Requirements](#)

### DOCUMENTS

- Signed and Dated Application Form
- Narrative
- SEPA Checklist (see Pre-app Report to determine 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](http://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 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.