



# PRELIMINARY SITE PLAN REVIEW

## SUBMITTAL CHECKLIST

VMC 20.270

### STANDARD PROCESS (LATER ENGINEERING SUBMITTAL)

#### PLANS

- Existing Conditions Plan – [VMC 20.270.040.B](#)
- Preliminary Site Plan – [VMC 20.270.040.C](#)
- Landscape Plan – [VMC 20.270.040.F](#)
- Elevation Plan - [VMC 20.270.040.E](#)
- Floor Plan – [VMC 20.270.040.E](#)
- Site Lighting (Photometric) Plan – [VMC 20.945.040.H.6](#)
- Site Electrical Plan – [WAC 51-50-0429](#)
- Tree Plan – [VMC 20.770](#)
- 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](#)
- Preliminary Signing and Striping & Street Lighting Plan – [Design Requirements](#)

#### DOCUMENTS

- Signed and Dated Application Form
- Narrative
- Clark County Public Health Project Review Evaluation Letter or copy of receipt  
[www.clark.wa.gov/public-health/site-septic-system-forms](http://www.clark.wa.gov/public-health/site-septic-system-forms)
- 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 to determine if required)

(continued next page)

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

*(Not required for Type I Applications)*

**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.