



VARIANCE

SUBMITTAL CHECKLIST

VMC 20.290

PLANS

- Site Plan – [VMC 20.290.030.B](#)
- Elevation Plan – [VMC 20.290.030.B.4](#)

DOCUMENTS

- Signed and Dated Application Form
- Narrative addressing both Submission Requirements and Approval Criteria in [VMC 20.290.030.B.1](#) and [VMC 20.290.040](#)

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 6th Street).

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