



PRE-APPLICATION CONFERENCE

FREQUENTLY ASKED QUESTIONS

When is a pre-application conference required?

A pre-application conference is required for all Type II, Type III and applicant-initiated Type IV applications, unless waived by the Planning Official. Generally, the Planning Official may waive the pre-application conference only if it is determined that the proposal is relatively simple (e.g. has few, if any, development related issues). Pre-application conferences shall not be waived for infill development, pursuant to Chapter 20.920 VMC.

To request a waiver of a pre-application conference, the applicant shall submit:

- A completed pre-application waiver request form provided by the Planning Official;
- A written narrative justifying the request for pre-application waiver; and
- Required fee.

What are the four types of development applications?

Type I

- Ministerial permits
- Decided by the Planning Official without public notice prior to the decision and without a public hearing

Type II

- Quasi-judicial permits and actions that contain *some* discretionary criteria
- Decided by the Planning Official with public notice and an opportunity for comment

Type III

- Quasi-judicial permits and actions that predominantly contain discretionary approval criteria
- Require a public hearing and are decided by the Hearings Examiner or Planning Commission, depending on the permit.

Type IV

- Legislative matters, such as planned unit developments and rezones
- Involve the creation, revision or large-scale implementation of public policy
- Considered initially by the Planning Commission or Hearings Examiner with final decisions made by the City Council, automatically or on appeal.

Why are pre-application conferences held?

- To acquaint City and other agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant of applicable approvals and requirements.
- To acquaint the applicant with the applicable requirements of the Vancouver Municipal Code and other laws and to identify issues and concerns in advance of a formal application to save the applicant time and expense through the process. However, the conference is not intended to provide an exhaustive review of all the potential issues. The pre-application conference does not prevent the City from applying all relevant laws to the application.

- To inform applicable City recognized neighborhood associations of potential development activity within their neighborhoods

Who will attend the pre-application conference?

The applicant or applicant's representative will meet with the City staff responsible for planning, engineering, transportation, drainage, parks and other pertinent subjects. In addition, staffs of other recognized affected agencies are invited to attend.

When and where are pre-application conferences held?

Pre-application conferences are held on Thursdays. Every attempt is made to schedule the conference within three weeks of the request. The specific time will be set according to availability. Applicants are notified of their scheduled conference time when they submit a completed Pre-application conference application. Pre-application conferences are held at 415 W. 6th St., Vancouver, WA 98660.

What do you need to submit for the pre-application conference?

To request a pre-application conference, an applicant must submit the PIR Application, pay the required fee and upload required submittal items. The Planning Official may waive submittal requirements upon request if found to be inapplicable to the proposed development. All required information shall be submitted through ePlans.

What happens after the pre-application conference?

At the pre-application conference, Community and Economic Development staff will present the applicant with a written summary of comments concerning the proposal. [Now available online through ePlans] The written summary will include information and suggestions that were discussed at the conference and identify approval criteria and developments standards that will apply to the proposal. Details of additional information needed and process steps for a formal land use application will also be covered.

Do the pre-application conference comments expire?

Per VMC 20.210.080, pre-application comments expire one year from the date the conference is held. If a fully complete land use application has not been submitted within one year from the date of the pre-application conference, a new conference must be held or approval of a pre-application waiver granted before the land use application will be accepted.

Vesting of Regulations Defined in the Pre-application Report

Type I, Type II, and Type III applications (other than zone change proposals) shall be considered under the subdivision, zoning, and other land development codes in effect at the time a fully complete application is filed: PROVIDED, an application which is subject to pre-application review shall contingently vest on the date a pre-application is filed, which contingent vesting shall become final if a fully complete application for substantially the same proposal is filed within one-hundred eighty (180) calendar days of the issuance of the pre-application report.

When can a land use application be submitted?

Once an applicant has received comments from a pre-application conference or an approved pre-application conference waiver, a formal land use application may be submitted.