



# Planning Permit Application

## ZONING VERIFICATION LETTER OR CERTIFICATE (LUP)

415 W 6<sup>th</sup> ST ~ Vancouver, WA 98660, P.O. Box 1995 ~ Vancouver, WA 98668, Phone (360) 487-7800

**Email completed application to [eplans@cityofvancouver.us](mailto:eplans@cityofvancouver.us)**

### HELPFUL HINTS

- Make sure the property is located within the City of Vancouver's jurisdiction: [Property Information](#).
- Email application to [ePlans@cityofvancouver.us](mailto:ePlans@cityofvancouver.us) and pay fees via [ePermits](#) online portal.
- The zoning verification or certificate will be provided in a standard format from the City.
- Copies of certificates of occupancy or approved site plans, must be obtained via a public records request: [Public Records Request](#).

#### Zoning Verification

**What is a zoning verification Letter?**  
A zoning verification letter is a document provided by the City to verify the current zoning of a site with a summary of the allowable uses within the zoning classification.

**What type of information is provided in a zoning verification letter?**  
The zoning verification letter will contain the following information:

- The zoning district and zoning overlay districts that apply to the property
- If the use of the subject property is legal/nonconforming/or legalnonconforming
- If there are any outstanding code enforcement violations on the property
- Provisions set forth for rebuilding the structure if destroyed

**How long does staff have to issue a zoning verification letter?**  
Staff has 14-days to issue the zoning verification letter once a complete application is received, fees are paid, and the application is distributed for review.

#### Zoning Certificate

**What is a zoning certificate?**  
A zoning certificate is a document provided by the City that covers the information provided in a zoning verification letter, as well as the process and review the project went through prior to construction or renovation.

**What type of information is provided in a zoning Certificate?** The zoning certificate will contain the information provided in the zoning verification letter as well as:

- Historical zoning of the property
- Compliance with parking standards
- Compliance with setbacks
- If the project is located within any known critical areas.
- Information on whether the project was built as a planned unit development or under the site plan review process

**How long does staff have to issue a zoning certificate?**  
Staff has 14-days to issue the zoning certificate once a complete application is received, fees are paid, and the application is distributed for review.

**APPLICATION TYPE:**    **Zoning Verification**     **Zoning Certificate**

**USE**

Single-Family     Multi-family     Commercial     Industrial

### PROJECT LOCATION

**Site address:**

**Parcel #(s):** *(if project/complex spans multiple parcels, please list ALL parcel #s applicable to request)*

APPLICANT/CONTACT		ELECTRONIC PLANS SUBMITTER <b>(required)</b> <small>(responsible for ePlans uploading and correspondence)</small>	
Business Name:		Name:	
Contact Name:		Address:	
Address:		City/State/Zip:	
City/State/Zip:		Phone:	
Phone:	Email:	Email:	

### ONLINE PAYMENT

**Existing ePermits User Name:** [Request an ePermits Account](#)

### REQUIRED SIGNATURES

As evidenced by my signature below, I/we agree that City of Vancouver staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.

Applicant Signature:	Date:
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