

## Planning Permit Application

### ZONING VERIFICATION LETTER OR CERTIFICATE (LUP)

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 legal nonconforming
- 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

Business Name:

Contact Name:

Address:

City/State/Zip:

Phone:

Email:

#### REQUIRED SIGNATURE

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: