



# Planning Permit Application

## LAND USE PRELIMINARY APPLICATION (LUP)

415 W 6<sup>th</sup> ST ~ Vancouver, WA 98660  
 PO Box 1995 ~ Vancouver, WA 98668  
 Phone (360) 487-7800  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

Type Of Work		
<input type="checkbox"/> Type I	<input type="checkbox"/> Type II	<input type="checkbox"/> Type III
<input type="checkbox"/> Type IV	<input type="checkbox"/> Tree Removal Only **	
Use Type (Check One Box Only)		
<input type="checkbox"/> Single Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Duplex
<input type="checkbox"/> Wireless Communications Facility (new) <i>please see VMC 20.890</i>		
Process Type		
<input type="checkbox"/> Standard		<input type="checkbox"/> Streamline

Project Site Information And Location	
Project site address:	
Suite/bldg./apt #:	
Project name:	
Tax Assessor Serial Number:	
Nearest intersection if no site address:	

Description Of Project

PROPERTY OWNER	
Name	
Address:	
City/State/Zip:	
Phone:	
E-mail:	

APPLICANT	
Name	
Address:	
City/State/Zip:	
Phone:	
E-mail (required):	

CONTACT or ELECTRONIC PLANS SUBMITTER*	
Name	
Address:	
City/State/Zip:	
Phone:	
E-mail (required):	

Additional Information		
Special Review type: (if applicable)	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Other
	<input type="checkbox"/> Unoccupied Commercial/Utility Structure	
Plan Approval Type: (if applicable)	<input type="checkbox"/> Conceptual	<input type="checkbox"/> Detailed <input type="checkbox"/> Hybrid
Sewage Disposal:	<input type="checkbox"/> Septic	<input type="checkbox"/> Public
Water Source:	<input type="checkbox"/> Private Well	<input type="checkbox"/> Public
# of Units:		
# of Proposed Lots:		
# of Acres:		
Size:	<input type="checkbox"/> Up to 25 acres	<input type="checkbox"/> Over 25 acres
Impervious Area sf:		
Sq Ft:	Ground Floor:	
	Upper Floor:	

Notice
<p><i>I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application.</i></p> <p><i>If submitting electronically, I/we understand that if my electronic plan submission is deemed to be incomplete I will receive notification after the prescreening process and review will not begin.</i></p> <p><i>I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.</i></p>

Required Signatures	
Applicant signature:	
Print name:	Date:
Property Owner signature:	
Print name:	Date:

\* Please note that the contact listed as "Electronic Plans Submitter" should be the individual responsible for accessing ePlans, (electronic plan review software), and will receive all ePlans correspondence.

APPLICATION SUB TYPES			
Please check all applicable boxes and enter information where necessary			
<input type="checkbox"/> Archaeological Predetermination (fill out supplemental application)			
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Land Extensive	<input type="checkbox"/> Non-Residential	
	<input type="checkbox"/> Commercial Pad	<input type="checkbox"/> Unoccupied Com/Utility Structure	
<input type="checkbox"/> Boundary Line Adjustment	# of lots to be reviewed:		
<input type="checkbox"/> Comprehensive Plan Amendment			
<input type="checkbox"/> Conditional Use Permit	Type of Use:		
	Civil Review required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Covenant Release			
<input type="checkbox"/> Critical Areas Permit (fill out supplemental application)	<input type="checkbox"/> Minor Exception		<input type="checkbox"/> Reasonable Use
	Area Types:		
	<input type="checkbox"/> Fish & Wildlife	<input type="checkbox"/> Frequency Flooded	
	<input type="checkbox"/> Geological Hazard	<input type="checkbox"/> Wetlands	
<input type="checkbox"/> Design Review (contact case manager for submittal requirements)	<input type="checkbox"/> Vancouver Central Park		
	<input type="checkbox"/> Downtown	<input type="checkbox"/> Exterior Modification Only	
<input type="checkbox"/> Development Agreement (see VMC 20.250 for requirements)	<input type="checkbox"/> Initial Agreement		
	<input type="checkbox"/> Modification		
	<input type="checkbox"/> Extension		
<input type="checkbox"/> Engineering Variance Request Road Modification (see supplemental checklist)	<input type="checkbox"/> Administrative		
	<input type="checkbox"/> Design Major		
	<input type="checkbox"/> Technical / Minor		
<input type="checkbox"/> Historic Preservation ** (contact case manager for submittal requirements)	Historic Type:		
	<input type="checkbox"/> Major Modification		
	<input type="checkbox"/> Place Property on Registry		
	<input type="checkbox"/> Special Valuation		
	Register Type:		
<input type="checkbox"/> State	<input type="checkbox"/> Local		
<input type="checkbox"/> National			
<input type="checkbox"/> Human Services Siting Request (fill out supplemental application)			
<input type="checkbox"/> Joint Use Parking Agreement (see VMC 20.945.030 for requirements)			
<input type="checkbox"/> Legal Lot Determination	# of lots to be reviewed:		
<input type="checkbox"/> Master Plan Public Facilities			
<input type="checkbox"/> Modification	Modification Type:		
	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Minor	
		<input type="checkbox"/> Major	
	<input type="checkbox"/> Mixed Use Master Plan		
	<input type="checkbox"/> Public Facilities Master Plan		
	<input type="checkbox"/> Planned Unit Development		
<input type="checkbox"/> Post Decision Review Type: <input type="checkbox"/> Planning <input type="checkbox"/> Planning and Engineering			
<input type="checkbox"/> Planned Unit Development / Master Plan	<input type="checkbox"/> Commercial		
	<input type="checkbox"/> Mixed		
	<input type="checkbox"/> Residential		
<input type="checkbox"/> Preliminary Land Division	Plat Alteration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<input type="checkbox"/> Preliminary Site Plan Review	<input type="checkbox"/> Commercial Pad	<input type="checkbox"/> Land Extensive	
	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Residential	
	<input type="checkbox"/> Unoccupied Comm'l/Utility Structure		
<input type="checkbox"/> Shoreline Permit	Request Type:		
	<input type="checkbox"/> Conditional Use		
	<input type="checkbox"/> Variance Request		
	<input type="checkbox"/> Substantial Development		
	Shoreline Designation:		
<input type="checkbox"/> Aquatic	<input type="checkbox"/> Natural		
<input type="checkbox"/> High Intensity	<input type="checkbox"/> Medium Intensity		
<input type="checkbox"/> Urban Conservancy			
<input type="checkbox"/> Similar Use Determination ** (see VMC 20.160.030 for requirements)			
<input type="checkbox"/> Statement of Exemption **	Exemption Type:		
	<input type="checkbox"/> Shoreline Permit		
	<input type="checkbox"/> Critical Area Permit		
	Exemptions Requested: (Critical Areas only)		
	<input type="checkbox"/> Fish & Wildlife	<input type="checkbox"/> Wetlands	
<input type="checkbox"/> Geological Hazard	<input type="checkbox"/> Frequently Flooded		
<input type="checkbox"/> State Environmental Policy (SEPA) (fill out supplemental application)	Use Type:		
	<input type="checkbox"/> Single Family	<input type="checkbox"/> Other	
	SEPA Type:		
	<input type="checkbox"/> Grading	<input type="checkbox"/> Non-Projects	
	<input type="checkbox"/> Other	<input type="checkbox"/> Site Plan Rev (RES)	
<input type="checkbox"/> Land-division or PUD			
<input type="checkbox"/> Temporary Use ** (see VMC 20.885 for requirements)	Temporary Use Type:		
	<input type="checkbox"/> Commercial/Industrial		
	<input type="checkbox"/> Unforeseen Emergency		
	<input type="checkbox"/> Seasonal or Special Event		
	<input type="checkbox"/> Model Home		
	<input type="checkbox"/> Temp Sales Office		
<input type="checkbox"/> Tree Plan (see VMC 20.770.050 for requirements or see submittal requirement document for additional information)	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4	
	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 6	
	<input type="checkbox"/> Level 7		
	<input type="checkbox"/> Variance	Total # of Variance Requests:	
<input type="checkbox"/> Zoning Certification ** (see FAQ document for additional information)	Year Built:		
	Footprint/Lot Coverage:		
	Existing Building Height:		
	Existing # Parking Spaces:		
<input type="checkbox"/> Zoning Verification ** (see FAQ document for additional information)			
<input type="checkbox"/> Zoning Change	Change Type	With Comp Plan Change?	
	<input type="checkbox"/> Map Change	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Code Change	<input type="checkbox"/> No	
	Proposed Zoning:		

\*\*These application sub-types must be submitted as a separate LUP application. They may not be bundled with other sub-types.

## **Submittal Requirements Checklist**

(Preliminary Land Use – LUP)

The following information (when applicable) is required to be submitted with PRELIMINARY LAND USE applications

\*Folded and collated plans drawn to scale, 22” x 34” or 24” x 36” and clearly legible

**ALL Land Use Applications require the following:**

*(see specific Land Use types for **additional** submittal requirements)*

<input type="checkbox"/>	<b>Any and all fees associated with the application</b>
<b>Provide ten (10) folded and collated copies of the following items:</b>	
<input type="checkbox"/>	<b>Completed and signed application</b> <i>If someone other than the owner is signing the application, an authority to act letter from the legal owner is required</i>
<input type="checkbox"/>	<b>SEPA Checklist</b> <i>(if applicable)</i>
<input type="checkbox"/>	<b>Archaeological Predetermination and Survey</b> <i>(if applicable)</i>
<input type="checkbox"/>	<b>Reduced copies of all oversized plans</b> <i>(oversized development plans shall be reduced to 8.5” x 11” legible copies)</i>
<input type="checkbox"/>	<b>Narrative</b> addressing approval criteria and technical standards for appropriate land use type(s):
1. Explain the proposed uses for the site, hours of operation, hours and frequency of deliveries and construction schedule.	
<input type="checkbox"/>	<b>*Site Plan including the following:</b>
1. Abutting properties within a 100’ of the site, zoning boundaries if applicable	
2. Location and dimensions of the proposed development including the following:	
a. Both public and private streets and access easements on and adjoining the site	
b. Vehicular pedestrian and bicycle parking and circulation areas, including accessible parking stalls and disembarking areas, access route of travel, proposed ramp and signage as required by WAC 51-4	
c. Show loading, service areas, solid waste and recycling facilities.	
d. Recreational or open space features	
e. Above ground utilities	
f. Proposed and existing structures to be retained on the site, including signs, fences, etc. and their distance from property lines	
g. Location and type of existing and proposed outdoor lighting	
<input type="checkbox"/>	<b>Summary Table</b> including the following:
1. Parcel zone, total site area and gross floor area by use	
2. Itemized number of full size, compact and accessible parking stalls and collective total number	
3. Total lot coverage proposed, including residential density calculations	
<input type="checkbox"/>	<b>Engineering Plans (Preliminary Civils**) including the following:</b> <i>(if applicable)</i>
1. Utility Plan: Show location and size of all existing and proposed water and sewer lines adjacent to site and on-site (on-site may be conceptual), existing fire hydrants within 100’ of site, proposed hydrants on-site, manholes, etc.	
2. Stormwater and Erosion Control Plans: Projects will be subject to the Stormwater Control and Erosion ordinance if more than 2,500 square feet of impervious surfaces are created, more than 1,000 square feet are added or more than 5,000 square feet of impervious surfaces are replaced. If these thresholds are exceeded, stamped preliminary civil engineering plans will be required. If required, the applicant shall include Stormwater and erosion control plans consistent with the City’s General Requirement and Details for the Design and Construction of Surface Water Systems. This information is available online at <a href="http://www.cityofvancouver.us">www.cityofvancouver.us</a>	
3. Grading/Erosion Control/Tree Protection Plan <i>(shown on one sheet)</i> : Showing existing contours on-site and on adjacent properties within 25 feet of the site, proposed preliminary contours/spot elevations, tree protection measures, erosion control measures. Provide cubic yards of cut and fill	
4. Street Design: Showing location/dimensions of existing and proposed accesses, existing and proposed rights-of-way, curb, sidewalk, pavement section, etc.	
<b>**Full civil plans are required for Streamline project submittals</b>	
<input type="checkbox"/>	<b>Traffic Study in compliance with Title 11</b> <i>(if applicable)</i> - <b>Four (4) copies</b>
<input type="checkbox"/>	<b>Road Modification Request</b> <i>(if applicant elects to vary from the approved transportation standards)</i> - <b>Four (4) copies</b>
<input type="checkbox"/>	<b>Hydrology Report – Four (4) copies</b>
<input type="checkbox"/>	<b>Geotechnical Soils Report – Four (4) copies</b>

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**TYPE II and above LAND USE APPLICATIONS  
require the following:**

**Provide two (2) copies of the following items:**

<input type="checkbox"/>	<b>Quarter Section map and mailing labels</b>
1. Submit a current Clark County Assessor's quarter section map(s) showing the property(ies) within a radius of 500' of the site, mailing labels with the names and addresses of owners of all properties within that radius certified as accurate and complete by the Clark County Assessor, a title company, or other party approved by the Director, and a computer printout of the names and address. The mailing labels are to be typed onto 8.5" x 11" sheet(s) of address sized adhesive labels	

**Binding Site Plan (VMC 20.330), Conditional Use Permit (VMC 20.245),  
Master Plan Public Facilities (VMC 20.268), Mixed Use Master Plan (VMC 20.430.060),  
Planned Development (VMC 20.260), Preliminary Land Division (VMC 20.320) and  
Site Plan (VMC 20.270) applications require the following:**

**Provide ten (10) folded and collated copies of the following items:**

<input type="checkbox"/>	<b>Narrative (See narrative general requirements under "All Land use Applications")</b>
<input type="checkbox"/>	<b>*Existing Conditions Plan including the following:</b>
1. Show structures, driveways, parking, loading, pedestrian and bicycle amenities, recreational facilities, open space, utilities and vehicular circulation	
2. Show locations and size of all public and private utilities, easements and the elevation of the site (contours)	
3. Indicate location, name and dimensions of all public and/or private streets adjoining the site	
<input type="checkbox"/>	<b>*Proposed Plat (required for Preliminary Land Division and Binding Site Plan) including the following:</b>
1. Plat name, vicinity map and scale	
2. The proposed site and its dimensions and area, orientation relative to north	
3. Proposed lot, tracts and easements including dimensions of individual lot areas and total acreage	
4. Abutting properties or, if abutting properties extend more than 100' from the site, the portion of abutting properties within 100' of the site, and the approximate location of structures and uses on abutting property or portion of the abutting property.	
5. Location and dimensions of proposed development, including the following:	
a. Streets and other right-of-way and public or private access easements on and adjoining the site	
b. Vehicle, pedestrian and bicycle parking and circulation areas, including handicapped parking stalls and disembarking areas, accessible route of travel, proposed ramp and signage as required by WAC 51-40	
c. Loading and service areas	
d. Active or passive recreational or open space features	
e. Above ground utilities	
f. Existing structures to be retained on the site and their distance from property lines	
g. Proposed structures on the site, including signs, fences, etc., and their distance from property lines	
h. The location and type of proposed outdoor lighting and existing lighting to be retained	
<input type="checkbox"/>	<b>Covenants, Restrictions and Easements (existing or proposed, if applicable)</b>
<input type="checkbox"/>	<b>Clark County Health Department</b>
1. Provide the request for Development Review application or letter of exemption submitted to the Clark County Health Department	
<input type="checkbox"/>	<b>Architectural Plans and Elevations including the following: (not required for land division applications)</b>
1. Floor plans showing at least the gross square footage of each structure and outdoor activity proposed on the site, including existing structures and outdoor activity areas to be retained.	
2. A description of the proposed and potential uses of each structure proposed and each outdoor activity area	
3. Typical elevation drawings of each structure	
4. Identify locations of walls, exits and openings	
5. Conceptual plans showing at least the gross square footage of each structure proposed to be built or retained on-site	
6. Show the dimensions and area of the project site	
<input type="checkbox"/>	<b>Phasing Plan for implementation (if applicable)</b>

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<input type="checkbox"/>	<b>Other Information</b>
<p>1. Lighting Plan: Show all existing and proposed lighting on site and within right-of-ways. Include light sources, patterns and candling. Minimum of one (1) foot –candle for parking and ADA areas and .5 candle for other areas required. (This plan will be routed to Clark Public Utilities for comments and compliance standards)</p> <p>2. Landscape Plan: The proposed landscape plan shall be drawn to the same scale as the site plan and shall include the following:</p> <ol style="list-style-type: none"> <li>Location, species and size of existing landscape material, identifying the material to be removed and to be retained</li> <li>Location, species and size of planning and spacing of proposed plant materials</li> <li>Proposed landscape area of the site, i.e. in terms of square feet and percentage of the net site area, including street trees</li> <li>Location, height and material of fences, buffers, berms, walls and other proposed screening</li> <li>Location and dimensions or area of terraces, decks, shelters, play areas and open spaces</li> <li>Surface water management features that are integrated with landscape, recreation or open areas</li> <li>Irrigation plan (submit prior to final approval) – include location of lines, backflow preventers and hose bibs/sprinkler heads</li> </ol> <p>3. Tree Plan: (Type I, II, III, IV, V, VI) with elements as required by the Tree Conservation Ordinance (VMC 20.770), such as the tree density location, size and species of all trees, individual trees that have a diameter of six inches (6”) or more measured 4.5 feet above grade. (The plan may show clusters of such trees, rather than individual trees when individual trees are near one another)</p>	

**HUMAN SERVICES SITING REQUEST**  
(VMC 20.870)

<input type="checkbox"/>	<b>Narrative (See narrative general requirements under “All Land Use Applications”)</b>
<p><b>Additional</b> narrative requirements contained in VMC 20.870</p> <ol style="list-style-type: none"> <li><b>If Co-Location</b> (Describe how the co-location will address the following issues): <ol style="list-style-type: none"> <li>Providing a range of services to the same or similar client population</li> <li>Reducing accumulative impacts of the services that would occur if they were separately located</li> <li>Improving coordination of services by addressing gaps in services or by reducing duplication of services</li> <li>Improving the ability of the client population to access needed services in a more efficient and coordinated way</li> </ol> </li> <li><b>If New Class 1 Facility:</b> <ol style="list-style-type: none"> <li>Names and addresses of all Class 1 facilities within one mile (5,280’) of the perimeter of the proposed site and distance from the proposed site</li> <li>Names and addresses of all Class 2 and 3 facilities and residential care centers within ½ mile (1,320’) of the perimeter of the proposed site and distance from the proposed site</li> </ol> </li> <li><b>If New Class 2 Facility:</b> <ol style="list-style-type: none"> <li>Names and addresses of all Class 1, 2 and 3 facilities within ½ mile (1,320’) of the perimeter of the proposed site and distance from proposed site</li> </ol> </li> </ol>	
<input type="checkbox"/>	<b>Site plan, drawn to scale and including: (See site plan general requirements under “All land Use Sub-Types”)</b>
<p><b>Additional</b> site plan requirements specific to Human Services Siting Request applications</p> <ol style="list-style-type: none"> <li>Outdoor waiting area</li> </ol>	

**LEGAL LOT DETERMINATION**  
**BOUNDARY LINE ADJUSTMENT**  
(VMC 20.310)

<b>Provide two (2) folded and collated copies of the following items:</b>	
<input type="checkbox"/>	<b>Sales History</b> for each parcel through 1969. This is a copy of all deeds or real estate contracts showing previous owners or divisions of the original parcel. These are available from either a title company or the Assessor’s Office. <i>(Boundary Line Adjustment – this does not apply if the request involves lots in a subdivision that have not been altered or further divided)</i>
<input type="checkbox"/>	<b>Copies of existing conditions of approval, covenants, restrictions and/or easements</b>
<input type="checkbox"/>	<b>Boundary Survey of Existing Lots</b> <i>(Boundary Line Adjustment Only)</i>
<input type="checkbox"/>	<b>Signature of all property owners authorizing the proposed adjustment of their property lines as certified by a public notary</b> <i>(Boundary Line Adjustment Only)</i>

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**MODIFICATION: POST DECISION REVIEW**  
(VMC 20.210.140)

**Provide ten (10) folded and collated copies of the following items:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Copies of original approval (plans and decision)</b> |
| <input type="checkbox"/> | <b>Proposed development plan</b>                        |

**SHORELINE**  
(VMC 20.760)

**Provide ten (10) folded and collated copies of the following items:**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Narrative</b> addressing requirements contained in City of Vancouver Shoreline Master Program                       |
| <input type="checkbox"/> | <b>Site Plan, drawn to scale and including: (See site plan general requirements under “All Land Use Applications”)</b> |
- Additional** site plan requirements specific to Shoreline applications:
1. Ordinary high water mark and setback line
  2. Typical cross section(s) showing:
    - a. Existing and proposed ground elevations
    - b. Existing and proposed structure(s)
  3. If development involves grading, cutting, filling or other alteration of land contours, note proposed land contours using 5-foot intervals in water area and 10-foot intervals on areas landward of ordinary high water mark
    - a. Identify source, composition and volume of fill material or of extracted materials identifying proposed disposal areas
  4. Show dimensions and locations of existing structures which will be maintained
  5. Show location of proposed utilities including sewer, septic tanks, drain fields, water, gas and electricity. Show vegetation that will be preserved. (Refer to submittal requirements for tree Plan Removal Permit – VMC 20.770)
- Please Note:** If the development proposes septic tanks, applicant shall provide proof of approval from Clark County Health Department

**VARIANCE**  
(VMC 20.290)

**Provide ten (10) folded and collated copies of the following items:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Narrative</b> describing the purpose of the variance and the specific code section(s) to be varied. Address the approval criteria contained in VMC 20.290.040. |
|--------------------------|---|