



**PRE-APPLICATION SUBMITTAL REQUIREMENTS**

**Required application fee per VMC 20.180**

**Applicant must submit electronically through ePlans as of June 1, 2017** (please visit: [www.cityofvancouver.us/ePlans](http://www.cityofvancouver.us/ePlans) )

**Completed and signed pre-application conference request form**

**Plan of the proposed development** (drawn to scale), no larger than 24"x36" and clearly marked with the following:

- (a) Project name
- (b) Vicinity map
- (c) Scale
- (d) North arrow
- (e) Date
- (f) Applicant's name and contact information

**Project Description:** Provide a narrative description of the following:

- (a) Uses proposed for the site
- (b) Hours of operation
- (c) Estimated vehicular traffic to and from the site

**Preliminary Site Plan** – Existing and proposed on-site structures and improvements including the following:

- (a) Identify use(s) of all existing and proposed structures
- (b) Location and dimensions and height of all existing and proposed buildings and structures
- (c) Location and dimensions of existing and proposed recreation areas and open space
- (d) Location of existing and proposed driveways, off-street parking and loading areas.
- (e) Location, dimensions and screening of proposed solid waste and recyclables storage areas
- (f) Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveway(s) and buffering for off-street parking and loading areas
- (g) Location and dimensions of existing and proposed streets, right-of-way and public/private access easements on and adjoining the site
- (h) Location and dimensions of all existing and proposed above ground and below ground utilities

**Preliminary Engineering Information** - Provide a conceptual drawing or sketch showing the following:

- (a) Approximate location of existing fire hydrants within a 100' radius of site
- (b) Proposed method of providing storm-water drainage on site
- (c) Proposed erosion control measures
- (d) Proposed grading activity for the site, indicating areas of proposed cuts and fills

**Preliminary Architectural Information** – Provide a brief narrative description of the following for each structure and outdoor activity to be built or retained on site: (*Commercial, Multi-Family and Industrial applications only*)

- (a) Gross square footage
- (b) Proposed and potential uses and occupancy group
- (c) Number of floors, building height and construction type
- (d) Conceptual plans showing at least the gross square footage
- (e) Conceptual elevation drawing
- (f) Dimensions and area of the project site

**Preliminary Plat Information** – Provide a conceptual drawing or sketch showing the following: (*Short Subdivisions, Subdivisions & Planned Developments and Critical Area applications only*)

- (a) The approximate location and type of all existing vegetation including;
  - a. Individual trees with a diameter of six (6) inches or more measured four (4) feet above grade regardless of whether the trees are proposed for retention or removal as it relates to the proposed development
  - b. The tree plan may show clusters of such trees, rather than individual trees when individual trees are near one another
- (b) Provide proposed plan for compliance with tree conservation ordinance per VMC20.770

**PRE-APPLICATION WAIVER REQUEST SUBMITTAL REQUIREMENTS**

**Completed and signed pre-application waiver request form**

**Required application fee per VMC 20.180**

**A written narrative justifying the request for pre-application waiver**