

Pre-Application Conference – Frequently Asked Questions (FAQ)

Effective June 1, 2017 all Pre-applications must be submitted electronically through [ePlans](#).

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

2. What are the four types of development applications?

<i>Type I Procedure -</i>	Type I procedures apply to ministerial permits. Type I applications are decided by the Planning Official without public notice prior to the decision and without a public hearing.
<i>Type II Procedure -</i>	Type II procedures apply to quasi-judicial permits and actions that contain some discretionary criteria. Type II applications are decided by the Planning Official with public notice and an opportunity for comment.
<i>Type III Procedure -</i>	Type III procedures apply to quasi-judicial permits and actions that predominantly contain discretionary approval criteria. Type III applications require a public hearing and are decided by the Hearings Examiner or Planning Commission, depending on the permit.
<i>Type IV Procedure-</i>	Type IV procedures apply to legislative matters, planned unit developments and rezones. Legislative matters involve the creation, revision or large-scale implementation of public policy. Type IV applications are considered initially by the Planning Commission or Hearings Examiner with final decisions made by the City Council, automatically or on appeal.

3. Why are pre-application conferences held?

- a. 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; and
- b. 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 and exhaustive review of all the potential issues. The pre-application conference does not prevent the City from applying all relevant laws to the application.
- c. To inform applicable City recognized neighborhood associations of potential development activity within their neighborhoods

4. 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.

5. 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 (3) 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.

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

To request a pre-application conference, an applicant must submit the required fee and **12** sets of the completed Pre-Application conference application. The Planning Official may waive submittal requirements upon request if found to be inapplicable to the proposed development. All required information shall be submitted to the Permit Counter located at 415 W. 6th ST, Vancouver, WA 98660.

7. 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. The written summary will include information and suggestions that were discussed at the conference and identify approval criteria and development standards that will apply to the proposal. Details of additional information needed for a formal land use application will also be covered.

8. 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.

9. 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.