PART I – REQUIRED MATERIAL

YOUR APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

☐ Title Company and Applicant Certification

☐ Clark County Assessor's Map with subject parcel(s) outlined and property(ies) within a 500-foot radius of the site.

☐ All stamped and addressed envelopes with the following:

1. Minimum envelope size of 9.5" x 4.13"
2. Address of property owner
   a. For non-owner-occupied label: 'Occupant'
3. Parcel number
4. Stamp
5. Leave return address area blank

☐ One set of mailing labels of property(ies) within 500-foot radius of the site.
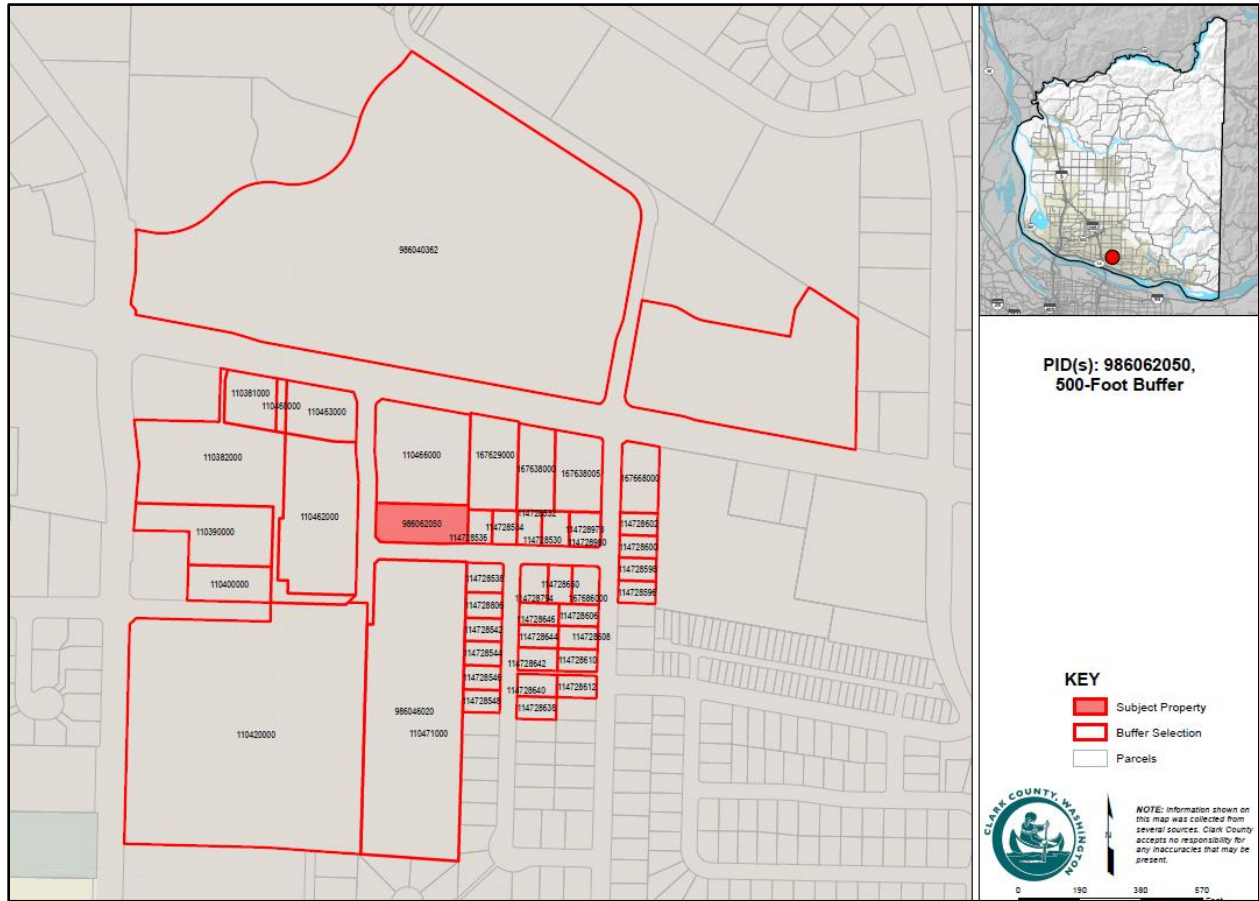
PART II – INSTRUCTIONS

Step 1:

Obtain Assessor's maps from [Clark County GIS Store](#) or by a title company. Identify the boundary of the proposed site with a **solid red line**. (see Example 1) and list of property owners within 500-foot radius of the site.

Step 2:

Utilizing the addresses obtained in Step 1, stamp and address each envelope (see Example 2). At the appropriate time, the Land Use Department will prepare and mail the Notice of Application to those property owners addressed on the envelopes. **Note: The applicant is responsible for verifying the completeness of the Title Company's ownership/taxpayer list against the Assessor's map(s) and must certify this with the 'Title Company and Applicant Certification' form.**

NOTE: The above required material must all be submitted before the land use application is created. If you fail to fill out the information appropriately and not submit everything required, your application will be deemed not fully complete. For additional information or questions, please contact your case manager.

Example 1:

PID(s): 986062050,
500-Foot Buffer

KEY

Subject Property
Buffer Selection
Parcels

NOTE: Information shown on this map was collected from several sources. Clark County accepts no responsibility for any inaccuracies that may be present.

Example 2:
Instructions for preparation of envelopes for notice of application:
All owners of adjacent properties within 500-foot radius of site shall receive a stamped-addressed envelope. If there is more than one owner, with separate addresses, a stamped-addressed envelope will need to be prepared for both.

Return address area
LEAVE BLANK

Parcel No. 123456000
Sally Citizen
1234 NE Main Street
Vancouver, WA 98660