

# Planning Application

## PRE-APPLICATION, PRE-APP WAIVER, PRE-APP CRITICAL AREAS (PIR)



### CITY OF VANCOUVER

Submit to: 415 W 6<sup>th</sup> ST ~ Vancouver, WA 98660  
 PO Box 1995 ~ Vancouver, WA 98668  
 Phone (360) 487-7800 Fax (360) 487-7808  
 www.cityofvancouver.us

<b>OCCUPANCY TYPE</b>				<b>COMMERCIAL, INDUSTRIAL &amp; MULTI-FAMILY *ONLY*</b>					
<input type="checkbox"/> Single-Family		<input type="checkbox"/> Commercial		<input type="checkbox"/> Multi-Family		<b>Do you anticipate managing/storing any chemicals, petroleum products or automotive fluids on the site? If yes, please describe:</b>  			
<input type="checkbox"/> Industrial		<input type="checkbox"/> Critical Area							
<b>WORK TYPE</b>				<b>Will this facility process wastewater to the sanitary sewer system? If yes, please describe:</b>  					
<input type="checkbox"/> Pre-Application		<input type="checkbox"/> Pre-Application Waiver Request							
<b>ADDITIONAL INFORMATION</b>				<b>Which NAICS classification(s) in VMC 20.440.030 (Table 20.440-2) best describes your proposed use? (Industrial only)</b>  					
<b>Infill Project:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>If yes, tier level:</b>					<input type="checkbox"/> Tier I	<input type="checkbox"/> Tier II
<b>Lot Acreage/sf:</b>			<b># of lots:</b> <i>(if applicable)</i>						
<b>Comp Plan:</b>			<b>Zoning Designation:</b>						
<b>PROJECT SITE INFORMATION AND LOCATION</b>				<b>PROJECT QUESTIONS</b>					
<b>➔ Project site address:</b> Suite/bldg./apt #: Project name: Job #: Tax Assessor Serial Number:				<b>Please list specific questions and/or issues you wish to have answered at the Pre-Application conference:</b> 1.  2.  3.  4.					
<b>PROJECT DESCRIPTION</b>									
<b>Briefly describe the proposed project including the general physical features of the site and current uses.</b> <i>(Provide a more detailed description in the project narrative)</i>									
<input type="checkbox"/> <b>APPLICANT</b>				<b>NOTICE</b>  <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/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>					
<input type="checkbox"/> <b>CONTACT PERSON</b>									
Business name:									
Contact name:									
Address:									
City/State/Zip:									
Phone:		Fax:							
<b>E-mail (required):</b>									
<input type="checkbox"/> <b>PROPERTY OWNER</b>				<b>REQUIRED SIGNATURES</b> Applicant Signature:  Print Name: _____ Date: _____  Property Owner Signature:  Print Name: _____ Date: _____					
<input type="checkbox"/> <b>TENANT</b>									
Name:									
Address:									
City/State/Zip:									
Phone:		Fax:							

See following page for minimum submittal requirements

**PRE-APPLICATION SUBMITTAL REQUIREMENTS**

**Required application fee per VMC 20.180**

**Applicant must submit twelve (12) folded and collated copies of the following information**

**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**