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**CLARK COUNTY**  
WASHINGTON

# **FINAL ENGINEERING PLAN REVIEW APPLICATION PACKET**

**Public Works  
Development Engineering  
1300 Franklin Street  
Vancouver, WA 98660  
(360)397-6118 ext 4559  
[www.clark.wa.gov/publicworks/engineering/index.html](http://www.clark.wa.gov/publicworks/engineering/index.html)  
email: [DevEngineer@clark.wa.gov](mailto:DevEngineer@clark.wa.gov)**

Revised 2/1/2012

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# FINAL ENGINEERING PLAN REVIEW SUMMARY

## Development Engineering

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### A. What is a final engineering plan review?

Final engineering plan review is conducted by Development Engineering Program staff for a variety of development projects. Use this application for the following types of projects:

1. Land divisions such as subdivisions and short plats that have vested development approvals and that require final construction plan review. (i.e., preliminary land use approvals) (*See also Handout - Final Plat Review and Recording*)
2. Site plans that have received preliminary site plan approval and that require final construction plan review. (*See also Handout Final Site Plan Review*)
3. Drainage projects that require stormwater plan review.
4. Plan revisions to previously approved final construction plans. (May also require a post decision review – *See also Handout Post Decision Review*)

Separate application handouts cover engineering plan review for Critical Aquifer Recharge Area (CARA), Geologic Hazard, Flood Plain, Grading, and Road Modifications (variance from transportation standards).

These handouts and applications are available on our website at [www.clark.wa.gov/publicworks/engineering/index.html](http://www.clark.wa.gov/publicworks/engineering/index.html).

### B. What is the purpose of a final engineering plan review?

The purpose of a final engineering plan review is to ensure that final engineering design and construction drawings for the transportation, stormwater, and erosion control aspects of proposed development meet requirements of the associated land use decision (if applicable) and standards adopted by Clark County. The goal of the review is to facilitate construction of facilities that protect public health and safety and that will be durable and maintainable with lasting quality.

### C. What is the final engineering plan review process?

All submittals for final engineering plan review are made at the Community Development Permit Services Center, located on the first floor of the Public Service Center. Appointments can be made, but are not required, for plan submittal and pick up by calling 360-397-2375, extension 4998.

1. Counter Complete Review. The final engineering plan review process begins with a “Counter Complete” review of your submittal package. This review ensures that all items listed within the plan review submittal requirements have been submitted before accepting your application. If the submittal package is not counter complete, the plans will *not be accepted* for review and will be returned to the applicant for correction.
2. Engineering Review. Once the submittal is Counter Complete, the plans are routed to Development Engineering.
3. Land divisions, drainage projects, plan revisions:
  - a. 1<sup>st</sup> review – Development Engineering conducts review of plans, and coordinates the routing of copies to other departments, divisions, or staff members that will be required to sign the final mylars for approval (Wetland Biologist, Habitat Biologist, Fire Marshall

review is required, the final engineering review will be placed on hold until the post decision review is complete and conditions of development approval are determined.

Plan revisions proposed after receiving final engineering approval require a new final engineering plan review application and the payment of post plan approval review fees. The developer will be responsible for informing the construction contractor of all approved plan revisions.

## **F. How are construction plans for off-site improvements processed?**

New development will sometimes receive conditions of approval requiring improvements to off-site roadways that serve the new development site. Final engineering review of construction plans for off-site improvements follows the same process described in this handout. However, applications for off-site construction final engineering plan review must be submitted separately from the on site final engineering plan review application. A separate case number will be established and separate fees required. The title for the project should include the project name followed by "Off-Site Improvements Plan".

## **G. What if I have to construct a traffic signal?**

If your conditions of approval require you to construct a traffic signal, you will need to have engineering plans submitted to the Public Works Transportation Office. These plans are submitted separately from the engineering civil drawings. You will need to contact the public Works Transportation Office for submittal requirements at 397-6118 ext 4111.

If you have any questions, please contact:

Public Works  
Development Engineering  
1300 Franklin Street  
Vancouver, WA 98660  
(360) 397-6118 ext. 4559  
[www.clark.wa.gov/publicworks/engineering/index.html](http://www.clark.wa.gov/publicworks/engineering/index.html)

email: [DevEngineer@clark.wa.gov](mailto:DevEngineer@clark.wa.gov)

This handout is not a substitute for county code. For more detailed information, please refer to the International Building Code (IBC) and / or International Residential Code (IRC) and Clark County Code 40.385 Stormwater and Erosion Control.



## FINAL ENGINEERING PLAN REVIEW (ENG) SUBMITTAL REQUIREMENTS

### Development Engineering Program

NOTE: The following checklist identifies information to be included. **ALL** items checks **MUST** be submitted before the submittal can be accepted. All submittals not determined to be complete will be **RETURNED** to the applicant for corrections. *Following these guidelines will help us serve you better and avoid any unnecessary delay in moving this project to plat recording. Thank you for your cooperation!*

\*\*\*\*Optional electronic submittal – 1 CD (see attached submittal requirements)\*\*\*\*

FINAL ENGINEERING PLAN REVIEW
<input type="checkbox"/> Cover Sheet / Letter of Transmittal
<input type="checkbox"/> Application form
<input type="checkbox"/> Application fee
<input type="checkbox"/> Submittal requirement checklist Copy of signed staff report or Hearing Examiner's decision with notations or narrative of how each condition of approval has been addressed
<input type="checkbox"/> One (1) Final Technical Information Report (TIR)
<input type="checkbox"/> Health Department Evaluation Approval Letter or receipt showing that Health Department Evaluation application has been made. <i>(Final engineering plans will not be approved for construction until the Health Department Evaluation Approval Letter has been received)</i>
<input type="checkbox"/> Construction Stormwater Pollution Prevention Documentation (SWPPP) as specified by minimum requirement #2 of the Clark County Stormwater Manual
<input type="checkbox"/> Final Development Plan per Chapter 3 of the Clark County Stormwater Manual (may be part of engineering plan set.)
<input type="checkbox"/> Six (1) copies of full size plans, including, but not limited to the following: <b>Plan and specifications for land division and site plan:</b> <u>General Requirements</u> <ul style="list-style-type: none"> <li>• Sheet size (22-24") x (34-36")</li> <li>• North arrows on plan views</li> <li>• Minimum text size greater than or equal to .08 inches</li> <li>• Standardized scale (bar scale and original's scale)</li> <li>• Distances in decimal to hundredths</li> <li>• Stamped by engineer responsible for plan preparation</li> </ul> <u>Cover sheet</u> <ul style="list-style-type: none"> <li>• Standard Clark County signature block</li> <li>• Water, sewer and fire district signature block</li> <li>• Legend</li> <li>• Vicinity map</li> <li>• Sheet index</li> <li>• Location by ¼ section, section, township, range, w.m.</li> <li>• Vertical datum and benchmarks used for project</li> </ul> <u>Existing conditions</u> <ul style="list-style-type: none"> <li>• Existing power pole, pedestals and other utilities</li> <li>• Any known buried tanks, buildings, driveways, water wells, septic systems</li> <li>• Public utility easements</li> <li>• Sidewalk, walkways, and trails</li> <li>• Topography</li> </ul> <u>Erosion control</u> <ul style="list-style-type: none"> <li>• Minimum ECN-1 and 2 notes and details</li> <li>• Construction entrance location and detail</li> </ul>

**FINAL ENGINEERING PLAN REVIEW – PLAN REVISIONS AFTER CONSTRUCTION REVISION**

Cover Sheet / Letter of Transmittal

Application form

Application fee

Plan sets – One (1) full size copies of revisions notes on civil plans including, but not limited to: Signature block noted as revisions; and plan and profiles, if applicable

**FINAL ENGINEERING PLAN REVIEW – DRAINAGE PROJECT**

Cover Sheet / Letter of Transmittal

Application form

Application fee

Plan sets – One (1) full size copies of civil plans including, but not limited to: cover sheet, existing conditions, final transportation plan and profiles, erosion control plan, final stormwater plan and signature block, if applicable.

NOTE: If any Minimum Requirements (MR) apply to the project submit a Final Development Plan and a Final Technical Information Report per Chapter 3 of the Clark County Stormwater Manual.