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**CLARK COUNTY**  
WASHINGTON

# **FINAL PLAT AND RECORDING REVIEW APPLICATION PACKET**

**Public Works  
Development Engineering  
1300 Franklin Street  
Vancouver, WA 98660  
(360)397-6118 ext 4559  
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Revised 2/1/2012

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## ENGINEERING SERVICES FINAL PLAT REVIEW SUBMITTAL REQUIREMENTS

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!*

<b>FINAL PLAT REVIEW</b>	
<input type="checkbox"/>	Cover Sheet / Letter of Transmittal
<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Copy of Preliminary Plan Decision
<input type="checkbox"/>	Proposed Final Plat to include but not limited to: subdivision name; legend; location, including one quarter section, section, township, range, donation land claim; boundary survey; lot, block and street right of way and centerline dimensions; street names; scale, including graphic scale, north arrow and basis of bearing; identification of areas to be dedicated; surveyor's certificate, stamp, date and signature; signature blocks to include County Engineer; County Auditor; Chairperson, Board of County Commissioners; County Assessor; Clark County Health Department; the Responsible Official; special setbacks; private easements; utility easements; walkways; parcel area of lots in square footage; and mathematical closures
<input type="checkbox"/>	Four (4) Full-size Blueline Copies of Proposed Plat
<input type="checkbox"/>	One (1) Full-size Blueline Copies of Proposed Plat [ARCHAEOLOGICAL, if applicable]
<input type="checkbox"/>	One (1) Full-size Blueline Copies of Proposed Plat [FOREST PRACTICE, if applicable]
<input type="checkbox"/>	One (1) Full-size Blueline Copies of Proposed Plat [HABITAT, if applicable]
<input type="checkbox"/>	One (1) Full-size Blueline Copies of Proposed Plat [WETLAND, if applicable]
<input type="checkbox"/>	One (1) Full-size Blueline Copies of Proposed Plat [HAZEL DELL SEWER DISTRICT, if applicable]
<input type="checkbox"/>	One (1) Reduced Copy of Proposed Plat (scale: 1" = 200')
<input type="checkbox"/>	Legal Documentation to include but not limited to: certification of platting from a Title Company; dedication of plat; treasurer's certificate; legal description of the boundary which has been certified by the land surveyor, with seal and signature; conditions, covenants and restriction; private road maintenance agreement; recorded conservation covenant; utility letter(s); other legal description required as outlined in preliminary land decision; Developer Covenants to Clark County
<input type="checkbox"/>	Supporting Documents to include but not limited to: receipt showing payment of concurrency fees; verification that fees have been paid for stormwater and roadway improvements; copies of previously recorded public and/or private offsite easements and right of way dedications; Health Department Final Approval Letter; verification of the installation of required landscape; other documents required as outlined in prelim land decision
<input type="checkbox"/>	Mylar File
<input type="checkbox"/>	Recording Fee

## DIGITAL PLAT SUBMISSION OR DIGITAL PLAT PREPARATION FEE

The applicant shall submit a digital file for layers specified in Section 40.540.060 that conforms to all applicable requirements discussed in Section 40.540.060 and the guidelines below. The responsible official shall forward the digital file to the Department of Assessment and GIS. Alternatively, if the applicant chooses, the County will prepare the digital file based upon the submitted Mylar. The applicant shall provide payment for the preparation of the digital file in accordance with the fee established in Title 6.

### **Guidelines for Submitting Digital Final Plat Files -**

In accordance with Section 40.540.060 of Title 40, digital final plat files may be submitted on 3.5 high density disks, CD-ROM, or transmitted via electronic mail at [digitalplats@clark.wa.gov](mailto:digitalplats@clark.wa.gov). The digital plats should be saved in drawing interchange file (DXF) format as an AutoCAD 2000 or earlier version.

Digital submittals shall include the following layers in the DXF:

<u>Layer Descriptions</u>	<u>Preferred layer name</u>	<u>Feature Type</u>
Parcel Boundary	parcels	Line
Road Centerline	Roads	Line
Road Right-of-Way	ROW	Line
PLSS Corner	Plss	Point
Road Name	RoadName	Text
Parcel Lot Number	Parcelld	Text

- Each applicant may utilize unique layer names in lieu of the preferred layer names. Subsequent submittals from the same firm must use the previous layer names.
- Digital submittals that do not conform to the above guidelines or files not readable by Clark County GIS will need to be re-submitted.
- Each applicant will be given two re-submittals to correct technical issues without additional fees. After the second re-submittal the applicant will be billed \$85.00 per hour for additional time required by Clark County GIS to process re-submittals.
- Digital submittals that cannot be processed within the above steps will be required to pay the Digital Plat Preparation Fee.



# FINAL PLAT REVIEW & RECORDING SUMMARY

## Development Engineering

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### A. What is the purpose of the final plat process?

The final plat review process ensures that all conditions of approval of the preliminary plat have been satisfied. This review also ensures that private and public improvements have been completed or performance guarantees have been secured, maintenance guarantees (e.g., bonds) secured, and the appropriate legal recordings have been completed.

The State of Washington, under the Revised Code of Washington (RCW) 58.17.010, and Clark County, under Clark County Code (CCC), Sections 40.510.010 and 40.540.070, set forth standards under which the County reviews and approves final plat applications.

### B. How long do I have after approval of the preliminary plat before the final plat has to be recorded?

Preliminary plat approval is valid for a period of 5 years, during which time a fully complete application for final plat approval must be submitted. Submittal requirements for a fully complete application are identified in CCC Section 40.540.070(B) and referenced in the submittal requirement checklist in the handout.

Except for approved phased developments, plat extensions cannot be granted.

Those applications specifically approved for phased development may request an unlimited number of subsequent two-year extensions, subject to certain approval criteria (See CCC Section 40.500.010B).

### C. How do I verify that the required landscape has been installed in accordance with my approved landscape plan?

You must submit a copy of the approved landscape plan(s) with a certification (standard form provided by the County) signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached plan(s), and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site.

### D. What is the final plat approval process?

Final Plat applications are subject to a Type I review pursuant to CCC Section 40.510.010. The Type I review process involves an application subject to non-discretionary standards or standards that require the exercise of professional judgment about technical issues, and exempt from the State Environmental Policy Act (SEPA) review. County staff has the authority to issue Type I review permits. The final plat review and approval process allows the incremental submittal and review of information. Upon submittal at the front counter, materials will be reviewed for "counter completeness". All of the submittal requirements identified in CCC Section 40.540.070(B) must be provided for a "fully complete" determination.

- Submittal Package A includes a completed application form, final plat fee, a copy of the signed preliminary plan review decision, and copies of the "Blue lines" of the final plat proposal. Once a complete package A is submitted, county staff will route the "Blue lines" for review and comment.
- Submittal Package B includes the digital plat file or fee, Sight Distance Compliance Letter and/or Performance Guarantee information, if required. In addition, a number of approvals by other

## **J. When building permits may be issued?**

Prior to the recording of your plat: residential building permits for individual residences, additions to existing residences, or "model" homes may be approved under certain circumstances. Only one home is allowed per existing lot of record within the boundaries of the preliminary land division. (CCC40.260.170A) After the plat is recorded but construction of all required public improvements is not complete: Performance bonds or financial guarantees have been accepted and approved for those public improvements which have not been constructed, only one home is allowed per each twenty (20) lots within the plat. Plats with fewer than twenty (20) lots do not qualify. Engineering Services must authorize the issuance of the building permit to ensure that adequate provisions exist for necessary services and facilities. (CCC40.260.170B)

If you have any questions, please contact:

Department of Public Works  
Development Engineering Program  
1300 Franklin Street  
Vancouver, WA 98660  
(360) 397-6118 ext. 4559  
<http://www.clark.wa.gov/publicworks/engineering>  
email: [engserv@clark.wa.gov](mailto:engserv@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 40.380 Stormwater and Erosion Control.