



**proud past, promising future**

**CLARK COUNTY**  
WASHINGTON

# **FINAL SITE 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)  
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# FINAL SITE PLAN REVIEW SUMMARY

## Development Engineering

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### **A. What is the purpose of final site plan review?**

Final site plan review is conducted by Development Engineering Program staff to ensure that a development's final site plans and final landscaping plans are consistent with the approved preliminary site plan, the land use conditions of approval, the construction plans submitted for final engineering plan review, and applicable sections of the Clark County Code (CCC) 40.520.040.

The review also ensures that documentation has been processed for dedicating right-of-way, establishing needed easements, covenants, and agreements, and that guaranties have been provided for improvements and maintenance (e.g., bonds and escrow accounts).

When applicable, staff ensures that documentation is received confirming that requirements of other governmental agencies have been satisfied prior to the final site plan approval.

### **B. When do I need to apply for final site plan review?**

For all development subject to site plan review, you may apply for *final* site plan approval as soon as your *preliminary* site plan approval is effective. Your preliminary site plan is effective after the close of the appeal period provided no appeal has been filed. Preliminary site plan approvals expire in five years, unless a building permit has been issued and remains in effect or a final occupancy permit has been issued.

A proposed final site plan must be approved prior to the issuance of a building permit for all development subject to a site plan review. (See also *Clark County Code 40.520.040(F) (1) (d)*)

Final engineering plan reviews for approved preliminary site plans require a concurrent final site plan review. (See also *Handout Final Engineering Plan Review*) Final site plan review applications should be submitted at the same time as final engineering plan review submittals. Final engineering plans will not receive the signature as approved for construction until the concurrent final site plans are approved.

### **C. How are final site plans processed?**

All submittals for final site plan review are made at the Community Development Permit Services Center, located on the first floor of the Public Service Center.

Final site plans are subject to a Type 1 review pursuant to Section 40.510.010. Where a final engineering plan review is also required, the proposed final site plan must be included as a sheet in the final engineering plan set. (See also *Handout Final Engineering Plan Review*)

1. Counter Complete Review. The final site 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

Post decision reviews and new Type I applications should be coordinated through Development Services, in the Community Development Department.

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

A signed and stamped certification of landscape installation form shall be submitted to the final site plan planning technician. A copy of the form is included in this application, and can also be accessed on the county website at [www.clark.wa.gov/publicworks/engineering/index.html](http://www.clark.wa.gov/publicworks/engineering/index.html)

The form must be 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 approved landscape plans and verifying that any plant substitutions are comparable to the approved plantings and are suitable for the site. A copy of the approved landscape plans shall accompany the completed form.

The completed form can be submitted at any time at Community Development Permit Services. The final site plan planning technician must receive the form before being able to sign the final occupancy card that is a part of the building permitting process. The form should reference the final site plan case number assigned to the project, which is a case number beginning with the prefix 'FSR'.

**F. If a wetland area is located on the site, what additional requirements are there?**

If the preliminary plan review decision and conditions of approval require a wetland permit, a *final* wetland permit approval is required before the final site plans and final engineering plans can be approved. Wetland permits can be applied for at the Permit Service Center, and are reviewed and approved by the Community Development wetland biologist. (*See also Handout Final Wetland Permit Application*)

The final wetland permit should be applied for and reviewed concurrent with the final site plan review and the final engineering plan review to ensure that approved wetland impacts, stormwater facilities within wetland or buffers, and wetland mitigation plans are accurately represented in the construction and site plans approved by the county.

The wetland biologist may require that a conservation covenant be recorded, and a financial guarantee for the construction of proposed mitigation be secured before the final wetland permit can be approved.

If you have any questions, please contact:

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<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 Clark County Code 40.510.010 Type I Process – Ministerial Decisions and 40.520.040(F) Final Site Plan/Final Construction Plan Review



## FINAL SITE PLAN REVIEW (FSR) 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!*

<b>FINAL SITE PLAN REVIEW</b>	
<input type="checkbox"/>	Cover Sheet / Letter of Transmittal
<input type="checkbox"/>	Application form
<input type="checkbox"/>	Application fee
<input type="checkbox"/>	Submittal requirement checklist
<input type="checkbox"/>	Four (4) copies of full size plans, including, but not limited to the following: <div style="margin-left: 40px; padding-left: 20px;">Project name; legend; location; boundary survey; street names; easements; lot, block and street right of way and centerline dimensions; street name(s); scale, including graphic scale, north arrow and basis of bearing; utility easements; walkways; building square footage and dimensions; parking lot layout and number of spaces</div>
<input type="checkbox"/>	Reduced Site Plan – Two (2) reduced copies (8-1/2" X 11")
<input type="checkbox"/>	Landscape Plan – Four (4) copies full size
<input type="checkbox"/>	Private road maintenance agreement* **
<input type="checkbox"/>	Stormwater covenant, if applicable* **
<input type="checkbox"/>	Wetland and/or habitat covenant(s)* **
<input type="checkbox"/>	Recorded conservation covenant* **
<input type="checkbox"/>	Latecomer's Agreement(s)* **
<input type="checkbox"/>	Verification of the installation of required landscape* **
<input type="checkbox"/>	Copy of right of way dedications (Deed)* **
<input type="checkbox"/>	Receipt showing payment of concurrency modeling fee* **
* Not required as part of counter complete submittal BUT may be required for final approval ** if applicable	

Not all items required for a complete review of site plans are on this list. It is the responsibility of the engineer to provide plans that will satisfy all conditions of land use approval and all code requirements.