Subdivision Application
Type III Review

Handout #39 Revised 6/25/04

What is the difference between a short plat and a subdivision?
A short plat is the division of land into 4 or less lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. A subdivision is a division or re-division of land into *5* or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. Please note that if a parcel of land has been approved for a short plat, any subsequent divisions within 5 years must be processed as a subdivision.

What is a Type III Review Process?
Proposed subdivisions are subject to a Type III review process, which requires a public hearing before the County Hearing Examiner. In making the decision, the Hearing Examiner must determine if the proposed subdivision meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal, and after considering staff's recommendation and testimony from the public. The Hearing Examiner will approve, approve with conditions, or deny the application. This decision may be appealed to the Board of County Commissioners.

Is a pre-application conference required?
A pre-application conference is required before submitting a Type III application. The requirement for a conference may be waived if the Planning Director determines that the proposal is relatively simple. A waiver requires the applicant to submit a completed "Pre-Application Review Waiver Request Form" and fee in the amount of **$139**.

What is the application process?
The first step is to complete a State Environmental Policy Act (SEPA) environmental checklist, if applicable. The Customer Service staff, located at the Public Service Center, Customer Service Center at 1300 Franklin Street, Vancouver, Washington, will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are available at the Customer Service Center.

The next step is to submit a completed Type III Subdivision Application Form, fees and a copy of the submittal requirements to the Customer Service Center.

What if I didn't submit all of the required information?
The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal package. This initial review ensures that **all items with a bold underlined space** listed within the subdivision submittal requirements have been submitted before accepting your application (see attached submittal list). These include:

1. Cover sheet & Table of Contents
2. Application Form
3. Pre-Application Conference Report
4. Developer's GIS Packet Information
5. Narrative
6. Legal Lot Determination Information
7. Approved Preliminary Plats Abutting the Site
8. Proposed Land Division Plan
9. Soil Analysis Report
10. Preliminary Stormwater Design Report
11. Proposed Stormwater Plan
12. Proposed Erosion Control Plan
13. Traffic Study
14. State Environmental Review
15. Sewer Purveyor Utility Review Letter
16. Water Purveyor Utility Review Letter
17. Health District Development Review Evaluation Letter
18. Covenants or Restrictions
19. Associated Applications
20. Submittal Copies

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the "**Fully Complete** " review. This more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached "Type III Subdivision Submittal Requirements," have been submitted. As an example, does the "Proposed Land Division Plan" show: "Topography at two-foot contour intervals", "Water courses [streams, rivers, etc], "Center of stream surveyed for all on-site water courses", "FEMA designated 100 year floodplain…", etc.).

If required items are missing from your original submittal, you will receive a letter of "**Not** Fully Complete," with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, the applicant will be directed to submit five (5) additional copies that contain the revisions and additional information that may have been required to be Fully Complete. Once all Fully Complete copies have been received, you will receive a "Fully Complete" determination letter and be vested on the date you submitted the Fully Complete application.

What is Vesting?
Upon a determination of Fully Complete, your application is vested with the development regulations that are in place at the time the fully complete application was submitted.

Examples:
1) An application is submitted on June 1st and determined to be "Fully Complete" on June 25th. The application is vested as of June 1st.

2) An application is submitted on June 1st and subsequently determined to be "Not Fully Complete" on June 25th. In response, the applicant submits additional information on July 8th. The revised application is subsequently determined to be "Fully Complete" on July 18th (Note: the completeness decision will be made within 14 calendar days of new submittals). The application is vested as of July 8th, the day the fully complete application was submitted.

To be vested on the date a pre-application is filed (i.e., contingently vested), the following conditions must be met:

1) All the required pre-application conference information was submitted on the pre-application submittal date (Note: the Pre-Application Conference Report will indicate whether the application is contingently vested); and,
2) A fully complete application for substantially the same proposal was filed within 180 calendar days of the date the County issued the Pre-Application Conference Report.

What kind of public notice is provided?

At least 15 calendar days prior to the public hearing date, a notice including the date, time and place of the hearing and describing the proposal will be:

- Posted at the site,
- Published in the newspaper,
- Mailed to property owners within a 300' radius (if within an urban growth boundary), and a 500' radius (if outside an urban growth boundary) of the project site, and
- Mailed to the applicant.

The notice will invite interested parties to present testimony at the hearing either orally or in writing.

What is a SEPA determination?

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed subdivision be conducted. County staff and interested agencies will review the subdivision application to determine its compliance with applicable Federal, State and County Code. Through this process a determination will be made as to whether the impacts will be considered non-significance (DNS), mitigated non-significance (MDNS), or significance (DS). For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report referenced below. If a DS determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the County considering the proposed subdivision. The SEPA determination is published in the Columbian Newspaper.

What is a Staff Report?

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code (CCC). In this report, staff will make a recommendation to approve, approve with conditions or deny the application. This written report will be mailed to the applicant at least 14 calendar days prior to the scheduled public hearing on this matter.

When will the public hearing be held?

Within 78 days of a Fully Complete determination, a public hearing will be held before the County's Hearing Examiner to consider the application.

What happens at the public hearing and when do I get to speak?
First, the applicant or their representative will be asked to present an overview of the proposed project to the audience, including those viewing the hearing over CVTV cable access television. The applicant will next give a detailed description of the project and design considerations, showing the site plan and other drawings by either utilizing the overhead projector or making pre-meeting arrangements to use the Power Point projector.

Once the overview is completed, the applicant may next raise issues regarding the staff report and recommendations. This is also the time for the applicant to address issues that they believe may be brought up during the public testimony portion of the hearing, and/or issues they believe the Hearings Examiner may raise.

Once the applicant has completed their presentation, county staff will present an overview of their analysis, findings and recommendation as to whether the application meets or exceeds the approval criteria.

Following the staff presentation, the hearing will be open to the general public for their testimony.

Once all the public testimony has been presented, the applicant will have the opportunity to provide rebuttal testimony.

The Hearing Examiner will next close the public hearing.

When will I receive a decision on my application?
Within 14 calendar days after the date the record closes, the Hearing Examiner will issue a written decision regarding the application. Within 7 calendar days of its issuance, the decision will be mailed to the applicant, other parties of record and the neighborhood associations.

Can the decision be appealed?
The Hearing Examiner's decision may be appealed to the Board of County Commissioners by the applicant or a party of record (i.e., someone who presented written or verbal testimony, or signed the hearing sign-in sheet on the specific application). An appellant must submit an appeal application and **$279** fee within 14 calendar days after the written notice of the decision is mailed.

After the Preliminary Subdivision Plan is approved, what is next?
After receiving approval of the preliminary subdivision plan, the applicant may take one of two courses of actions:

1. Bond all the improvements and apply for a final plat approval, or
2. Complete all the subdivision improvements and apply for a final plat approval

Application for final plat approval by the applicant consists of demonstrating compliance with all conditions of approval of the preliminary subdivision and requirements of the final subdivision requirements under CCC, Section 40.540.040. This includes, and is not limited to, a survey of the proposed plat, dedications of rights-of-way, maintenance agreements, escrow agreements, utility

connection agreements, and production of a final plat drawing prepared by a surveyor or engineer to be submitted for final recording.

Once all the requirements have been met, the signed subdivision mylar (i.e., plan) and all necessary documents must be recorded at the County Court House. Please note that other development permits (e.g., building permits) cannot be issued, or sales closed until after the subdivision has been recorded.

How long do I have before I must complete the Final Plat?
Preliminary subdivisions shall be valid for a period of 5 years after approval, during which time a fully complete application for final plat approval must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved. (See Clark County Code, Section 40.500.010B for more details)

Please see "Final Plat Submittal Information" handout, Form 40, for further information about the final plat review process.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Chapter 40.540 Boundary Line Adjustments and Land Divisions.

DEVELOPMENT REVIEW
SUBDIVISION APPLICATION
SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e., ___) must be submitted before the application will be considered "**Counter Complete**." All items with a box to the left must be submitted before the application will be determined "**Fully Complete**." All bulleted items must be submitted, as applicable, but are not a "Fully Complete" requirement. **(Note: The Pre-Application Conference Report will indicate any additional/exempted submittal requirements).**

At the time of application, only **one copy of the main submittal** with original signatures**, shall be submitted and bound by a jumbo clip or rubber band.** One copy of any **special studies (e.g., wetland, floodplain, etc) shall also be submitted but bound separately.**

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal and any special studies with revisions.

1. __ COVER SHEET AND TABLE OF CONTENTS - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

2. __ APPLICATION FORM - The application form shall be completed and original signed in ink by the applicant.

3. __ APPLICATION FEE - The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".

4. __ PRE-APPLICATION CONFERENCE REPORT – A copy of the "Pre-Application Conference Report" must be submitted.

5. __ DEVELOPER'S GIS PACKET INFORMATION

A copy of the "Developer's GIS Packet" shall be submitted with the Subdivision application submittal. This packet is available from the Customer Service Center for **$30.00,** and must be ordered [(360) 397-2375 ext. 4082] at least 24 hours prior to pickup. The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours

- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

6. __ NARRATIVE

A written narrative shall be submitted that addresses the following:

- ❑ How the application meets or exceeds each of the applicable approval criteria and standards.
- ❑ How the proposed plan meets the minimum area and dimensions of the base zone.
- ❑ How the issues identified in the pre-application conference have been addressed, and generally, how services will be provided to the site.

7. __ LEGAL LOT DETERMINATION INFORMATION

The preliminary plat shall encompass the entire area of the legal lot(s) involved in the plat and designate the proposed use (i.e., lots, tracts, easements, dedications) for all land contained within the plat and any boundary line adjustments to be completed prior to final plat. In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- ❑ Current owner's deed if lot determination not required, as specified in the Pre-Application Conference Report, or one of the following:
- ❑ Prior County short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; or,
- ❑ Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

8. __ APPROVED PRELIMINARY PLATS ABUTTING THE SITE

A map shall be submitted that shows all approved preliminary land divisions that are yet to be recorded (as listed within the pre-application conference summary), that abut the site (including across public and private streets from the site). Also include preliminary approved and unrecorded divisions that are between the site and nearest public or private street providing vehicular access to the site.

9. __ PROPOSED LAND DIVISION PLAN

- ❑ The proposed plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36", and

The following information shall be clearly depicted on the proposed land division plan

<u>GENERAL INFORMATION</u>

- ❑ Applicant's name, mailing address and phone number;
- ❑ Owner's name and mailing address;
- ❑ Contact person's name, mailing address, and phone number;

- ❑ North arrow (orientated to the top, left or right of page) scale and date;
- ❑ Proposed name of project (i.e., subdivision or business);
- ❑ Vicinity map covering ¼ mile radius from the development site (not required for rural area plans); and
- ❑ Area of the site in acres or square feet.

EXISTING CONDITIONS

Environmental

[On and within one hundred (100) feet of the site] For purposes of being determined fully complete, only those existing conditions that are shown on the GIS map, known by the applicant or are discussed in the pre-application summary must be included on the proposed plan).

- ❑ Topography at 2 foot contour intervals, or other intervals if not available from a public source (see GIS Packet);
- ❑ Watercourses (streams, rivers, etc.) (see GIS Packet);
- Center of stream surveyed for all on-site water- courses with Professional Land Surveyor Stamp and signature;
- Areas prone to flooding;
- ❑ FEMA designated floodplains, flood fringe, or floodway (see GIS Packet);
- ❑ Designated Shoreline areas (see GIS Packet);
- ❑ Water bodies and known wetlands (see GIS Packet);
- ❑ Wetland delineation (see Pre-application Report)
- ❑ Unstable slopes and landslide hazard areas (see GIS Packet);
- ❑ Significant wildlife habitat or vegetation (see GIS Packet); and
- ❑ Significant historic, cultural or archaeological resources (see GIS Packet and Pre-Application Report).

Land Use and Transportation

- ❑ Layout, square footage and dimensions of all parcels;
- ❑ Location(s) of any existing building(s) on the site and use;
- Location and width of existing easements for access, drainage, utilities, etc.;
- ❑ Name, location and width of existing rights-of-way;
- ❑ Centerline and right-of-way radius of existing roadways that abut the site;
- ❑ Name, location, width and surfacing materials (e.g., gravel, asphalt or concrete) of roadways and easements (private and public);
- ❑ Location of existing driveways and those driveways across the street to include distance between driveways and roadways (edge to edge);
- Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site; and,
- ❑ Transit routes and stops within 600 feet of the development site (see GIS Packet).

Water and Sewer

- ❑ Location and direction to nearest fire hydrant (see GIS Packet);
- ❑ Location of existing sewage disposal systems and wells on the site; and
- Location of existing sewage disposal systems and wells within100 feet of the site (as available from the health district).

PROPOSED IMPROVEMENTS

Environmental

- Wetland, stream, steep bank buffer areas/protected areas; and
- Planned enhancement areas.

Land Use and Transportation - Information provided below shall demonstrate compliance with the applicable zoning districts and the 1999 Transportation Standards (CCC40.350):

- ❑ The configuration and dimensions of the project boundaries, proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements;
- ❑ Dimensions of all proposed easements;
- ❑ Location (i.e., dimensions from property lines) of any existing buildings to remain on the site to include approximate square footage. For all structures include the number of stories, construction type (e.g., metal, wood, concrete block, etc.) and proposed uses;
- ❑ Location and width of all road rights-of-way;
- Pedestrian and transit facilities;
- Location and width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way;
- ❑ Location, width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing or note and typical cross- section (from county road standards);
- Location of all road segments in excess of 15 percent grade that are either on the site or within 100 feet (urban area)/500 feet (rural area) of the site which are being proposed for site access;
- ❑ Location, width and surface material of off-site roads which will provide access to the site within 100 feet (urban area)/500 feet (rural area) of the site;
- Location and width of proposed driveways for corner lots and driveways where site distance standards cannot be met;
- Site distance triangles where site distance standards can not be met;
- Location and width of proposed easements for access, drainage, utilities, etc. (provided by drawing or note).

10. __SOIL ANALYSIS REPORT

11. __PRELIMINARY STORMWATER DESIGN REPORT

12. __PROPOSED STORMWATER PLAN

13.__PROJECT ENGINEER STATEMENT OF COMPLETENESS AND FEASIBILITY

The project engineer shall include a statement that all information required by Clark County Code Chapter 40.380 Stormwater and Erosion Control Ordinance, is included in the preliminary stormwater plan and that the proposed stormwater facilities are feasible.

14. __TRAFFIC STUDY

- ❑ Depending on the impacts associated with the proposal, a traffic study may be required to be undertaken by an engineer licensed to practice within the State of Washington, with special training and experience in traffic engineering. If a traffic study is required, the county will provide a scope of the study at the pre-application conference.
- ❑ Traffic study must be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington.

15. __STATE ENVIRONMENTAL REVIEW

A State Environmental Policy Act (SEPA) ENVIRONMENTAL CHECKLIST must be completed, original signed in ink and submitted. *(Available at the Customer Service Center*)

16.__SEWER DISTRICT UTILITY REVIEW LETTER

A utility review letter must be submitted from the public sewer district, or 1 copy of a preliminary soil suitability analysis, or equivalent, for on site systems from the Clark County Health Department. For existing septic systems, provide a copy of the original approval. (*Clark county Health Department is located at 2000 Fort Vancouver Way, Vancouver, (360) 696-8428*

17.__WATER UTILITY REVIEW LETTER

A utility review letter must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal (as specified within the "Pre- Application Conference Summary Report"). Or provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided. (*Contact the Clark County Health Department).*

18.__HEALTH DEPARTMENT DEVELOPMENT REVIEW EVALUATION LETTER, IF THE USE OF WELLS OR SEPTIC SYSTEMS IS PROPOSED

A Development Review Evaluation letter from the Clark County Health Department must be submitted if the proposed development is planning to use wells and/or septic systems. This evaluation is conducted to identify any on-site water wells or septic systems, and confirm that the use of wells and/or septic systems is feasible.

19.__ COVENANTS OR RESTRICTIONS

All existing covenants or restrictions and/or easements that apply to the property must be submitted. *(Available from a Title Company)*

20.__ASSOCIATED APPLICATIONS

Applications associated with the preliminary plat (e.g., archaeological, critical aquifer recharge areas [CARA], floodplain, forestry, geo-hazard, habitat, shoreline, wetland, road

modification, variances, etc.) must be submitted with this application (see Pre-Application Conference Report).

21. SUBMITTAL COPIES:

____ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures; and,

____ One copy of any special studies (e.g., wetland, floodplain, etc) and bound separately.

When all required information is submitted with the original application, the applicant will be directed to submit five (5) additional individually bound copies of the **main submittal**, including copies of the "Developer's GIS Packet". The applicant will also be directed to submit additional individually bound copies of any **special studies** as identified below. These copies must contain any revisions or additional information required in the Fully Complete review, and bound using jumbo clips, stapled, comb or spiral binding, etc.

Copies of any special studies (as identified within the "Pre-Application Report") as following:

- ❑ 1 original - Archeological Pre-Determination Report
- ❑ 1 original - Archeological Study
- ❑ 1 original and 3 copies - Traffic Study and Road Modification requests
- ❑ 1 original and 2 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland).
- ❑ 2 reduced copies of 11" x 17" for all sheets larger than 11" x 17."

Staff Notes:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This application was determined to be Counter Complete on: ____/_____/____

Community Development Specialist: _____

SUBDIVISION REVIEW
FEE SCHEDULE

The following fees are required to be paid at submittal of a preliminary subdivision application.

Application:	$6,022
Environmental Checklist Review (SEPA):	$1,896 + $27/lot
Preliminary Stormwater Plan Fee:	$1,412
Preliminary Transportation Review:	$1,790
Lot Determination Fee:	$511 + 187/lot over 2*

* This fee is not required if a previous legal review has been completed.

Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: http://www.clark.wa.gov

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)

PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet)**:**	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT)**:**	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:	Comp Plan Designation:	
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature Date

Assigned at Customer Service Center	**CASE NUMBER:**	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ❑ Annual Review
- ❑ Appeal
- ❑ Boundary Line Adjustment and Lot Reconfiguration
- ❑ Conditional Use

Environmental/Critical Areas:

- ❑ Archaeological
- ❑ Critical Aquifer Recharge Area (CARA)
- ❑ Columbia River Gorge
- ❑ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ❑ Floodplain
- ❑ Geological
- ❑ Habitat
- ❑ Historic
- ❑ SEPA
- ❑ Shoreline
- ❑ Wetland

Land Division:

- ❑ Binding Site Plan
- ❑ Final Plat
- ❑ Plat Alteration
- ❑ Short Plat (__ Infill)
- ❑ Subdivision (__ Infill)

Miscellaneous:

- ❑ Addressing
- ❑ Accessory Dwelling
- ❑ Covenant Release
- ❑ Garden Shed Setback Waiver
- ❑ Home Occupation
- ❑ Legal Lot Determination & Innocent Purchasers Determination
- ❑ Non-Conforming Use Determination
- ❑ Reconstruct Letter
- ❑ Sewer Waiver
- ❑ Shooting Range
- ❑ Sign

Planning Director Review:

- ❑ Post Decision
- ❑ Pre-Application Conference
- ❑ Pre-Application Waiver
- ❑ Public Interest Exception
- ❑ Similar Use
- ❑ Temporary Use
- ❑ Other

- ❑ Planned Unit Develop/Master Plan
- ❑ Road Modification
- ❑ Site Plan
- ❑ Variance
- ❑ Zone Change