60-day Development Review

What is the 60-Day Development Review process?

The 60-day process replaces the county's Fast Lane process. The process provides concurrent preliminary and final review. Developers are required to resolve most land use and technical issues prior to the start of the 60-day timeline. The process provides construction approval within 60 calendar days if no holds occur during the review process.

Who can apply for this process?

The 60-day process is an option for developers with straightforward Type II site plan and post-decision projects where the developer's consultant team wants to work collaboratively with county staff to obtain both preliminary and final review in a significantly shortened timeframe. Due to the county's commitment to complete these project reviews within a 60-day timeline, the directors of Community Development, Public Works and Environmental Services will evaluate whether a request for 60-day review can be accommodated.

What are the key features?

- The 60-day process is based on calendar days.
- Preliminary and final reviews occur concurrently, within the 60-day timeline.
- There is no formal pre-application conference or report.
- The applicant formally presents the proposed project to county staff in a "Project Introduction" meeting.
- A Case Manager is assigned to serve as primary contact for both the developer's consultant team and county staff.
- Major issues are resolved prior to submission of an "Initial Submittal Package" for the project.
- "Day One" of the 60-day process commences after the county determines the project is 'Fully Complete' and the applicant submits a final 'Fully Complete' package electronically.
- Site plans subject to Shoreline or Columbia River Gorge requirements are not eligible for the 60-day process due to conflicts with state notice timelines.

What needs to be done before the 60-day review timeline begins?

1. Applicant submits a request to the Community Development (CD) Director to use the 60-day review process. The request must be accompanied by a conceptual plan, location map, and narrative describing the proposed project.
2. Following consultation with the directors of Public Works and Environmental Services, the CD Director issues a determination on whether the project is accepted for review under the 60-day process.
3. A case manager is assigned to serve as the primary contact for both the applicant and county staff.
4. Applicable Habitat / Wetlands / Floodplain / Geological Hazard / Archaeological Predeterminations must be completed and a legal lot determination conducted. These predeterminations should occur before

Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/community-development

For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

the "Project Introduction" meeting is scheduled.

5. A "Project Introduction" meeting is scheduled for the applicant to formally present the proposed project to county staff. At the project introduction meeting, the applicant provides a copy of the plans, GIS packet, traffic information report, and a conceptual stormwater plan, at a minimum.
6. The Case Manager compiles a list of any issues, concerns, omissions, or other items that the applicant must address in the application submittal, based on comments from review staff after attending the project introduction and studying the materials and applicable review criteria. This summary is emailed to the applicant as a substitute for a pre-application conference report.
7. The applicant consults with technical discipline staff as often as necessary to collaboratively resolve specific issues. The Case Manager may participate, as needed.
8. The applicant must obtain "pre-approval" of any applicable related permits:
   a. Road modifications and deviation requests must be submitted and preliminarily approved (formal approval occurs when the land decision is issued).
   b. The traffic study must be submitted and deemed acceptable by Transportation Concurrency staff. The traffic modeling must be completed, mitigation identified and negotiated, and a City of Vancouver review completed, if applicable.
   c. Environmental (Critical Area) Public Interest Exceptions must be pre-approved by Environmental Services staff.
   d. Any stormwater variance must be requested and pre-approved.
   e. Obtain final letter from Washington State Department of Archaeology and Historic Preservation, if applicable.
   f. Any state and federal required permits must be obtained.
9. For projects in the Mixed Use zone or the Highway 99 overlay district, the applicant will need to consult extensively with the case planner regarding compliance with specific design requirements of the form based code.
10. The applicant contacts the Case Manager to schedule an appointment to submit the "Initial Submittal Package".

How long after the "Initial Submittal Package" does the 60-day review timeline commence?

Each county department will review the "Initial Submittal Package" to determine if major issues are adequately addressed. This review is similar to a 'Fully Complete' determination but requires more detailed information than is normally provided at preliminary review due to the expedited nature of the 60-day process.

The county has two weeks to review the package for completeness. If all identified issues have not been resolved or information necessary to review the project is missing, a 'Not Fully Complete' letter will be issued which identifies the missing items. It will be the applicant's responsibility to contact the Case Manager to make arrangements for submittal of the requested materials. This step repeats as necessary until all information is submitted.

Once the submittal package contains all necessary information, a 'Fully Complete' determination letter is issued. The applicant then submits the fully complete package electronically (on CD or to the county's FTP site), or submits the required number of hard copies. "Day One" of the 60-day review timeline starts on the day of this submittal.

What happens after the final 'Fully Complete' application package has been submitted?

The Case Manager will provide the applicant and all review staff with a detailed 60-day process calendar which includes the dates of all steps in the process, including meetings, submittal deadlines, and responses.

If the applicant is unable to meet an established deadline, the Case Manager may approve a requested hold on the process. There is no arbitrary limit to either the number or duration of holds for the applicant; however, a hold may need to be extended in some cases to afford staff adequate time for their response. The 60-day timeline resumes upon release of the hold, and the Case Manager will distribute an updated copy of the 60-day process calendar with the remaining dates adjusted.

Projects may be rejected from the 60-day process if significant changes occur to the development proposal during the review process, in which case the review would revert to the standard process, as determined by the Community Development Director.

If an appeal is filed on the land use decision, the project timelines are immediately placed on hold and no further activities will occur until a decision on the appeal is rendered.

Are there special fees applied to a project reviewed under this process?

- Land use review and case management services are provided by Community Development staff. To provide the higher service level afforded by the case manager, the site plan review fee is increased by 25 percent.
- Development Engineering fees are the same as standard review procedures for preliminary and final reviews; no surcharge applies.

Note: This handout is not a substitute for county code. For detailed information, please refer to Clark County Code 40.520.040 Site Plan Review.

Submittal Requirements

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, email 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 shall accompany the application. The check is to be made payable to Clark County Community Development. Electronic checks and credit cards are also accepted.

4. __ Developer's GIS packet
A copy of the Developer's GIS Packet shall be submitted with the application. Applicants have the option of requesting their GIS Developer's Packet in PDF format on a CD or posted to one of our FTP sites. To order Developer's Packets, please contact GIS at (360) 397-2391 ext. 4082 or themapstore@clark.wa.gov.

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

5. __ Narrative
A written narrative shall be submitted that addresses the following:

- ❒ Description of the proposal, including proposed uses, hours of operation, frequency of truck deliveries, and construction schedule
- ❒ How the application meets or exceeds each of the applicable approval criteria and standards
- ❒ How the proposed plan meets the development standards of the zone
- ❒ How the issues identified in the staff summary have been addressed, and generally, how services will be provided to the site

6. __ Approved preliminary plats
A map shall be submitted that shows all approved preliminary land divisions (that are yet to be recorded) and site plans (that are not final), as listed within the pre-application conference summary, that abut the site (including across public and private streets from the site). Also include approved preliminary land divisions (that are yet to be recorded) and site plans (that are not final), that are between the site and nearest public or private street providing vehicular access to the site.

7. __ Preliminary boundary survey
A preliminary boundary survey of the development site shall be submitted with the development application.

8. __ Proposed site 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".

The following information shall be clearly depicted on the proposed site plan:

General information
- ❒ 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)
- ❒ Area of the site in acres or square feet

Existing conditions
Environmental conditions on and within 100 feet of the site must be shown.
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 staff 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
- ❒ Significant historic sites, see GIS Packet and Pre-Application Report
- ❒ Archaeological pre-determination or archaeological survey, as applicable, see GIS Packet and staff summary

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
- ❒ Name, location, width and surfacing materials, such as gravel, asphalt or concrete, of roadways and easements, private and public
- ❒ Location of existing driveways and those driveway 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
- ❒ 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
- ❒ Location of existing sewage disposal systems and wells within 100 feet of the site as available from Public Health

Proposed improvements

Environmental
- ❒ Wetland, stream, steep bank buffer areas/protected areas
- ❒ Planned enhancement areas

Land use and transportation
- ❒ The configuration and dimensions of the project boundaries, proposed lots and tracts (for binding site plans), including proposed park, open space, and or drainage tracts or easements
- ❒ Dimensions of all proposed easements
- ❒ Location of any existing buildings to remain on the site to include approximate square footage and dimensions from property lines. For all structures, include the number of stories, construction type, such as 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 from curb to curb, 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 500 feet 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 500 feet 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 cannot be met
- ❒ Location and width of proposed easements for access, drainage, utilities, etc. provided by drawing or note
- ❒ Layout of proposed structures including square feet
- ❒ Architectural drawings and sketches indicating floor plan, elevations, types of materials and colors, and type of construction per the Uniform Building Code
- ❒ Location, dimensions and number of off-street parking and loading areas
- ❒ Location and dimensions of recyclables and solid waste storage areas

Landscaping
- ❒ Landscape plan for urban area arterial and collector roadways and on site landscaped areas to include:
    - o Location, number, species, size at planting, and spacing of proposed plant material
    - o Location, number, species and size of existing landscape material to be removed and/or retained

- Location, type (such as sod, groundcover or shrub mass) and area (in terms of square feet and percentage of site) of all soft landscaped areas and buffers
- Location, height and materials of fences, buffers, berms, walls and other methods of screening
- Surface water management features integrated with landscape, recreation or open space areas
- Location, size and construction type of hard landscaping features such as pedestrian plazas
- Active and passive recreational or open space features

9.__ Soil analysis report

10.__Final stormwater technical information report per Chapter 3 of the Clark County Stormwater Manual

11.__ Final engineering construction plans

12.__ 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.

❒ Traffic study must be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington.

13. __ State environmental review
A State Environmental Policy Act (SEPA) Environmental Checklist must be completed, original signed in ink and submitted. Handout is available at the Permit Center.

14.__ State Department of Archaeology And Historic Preservation (DAHP)
If required, a copy of a letter from DAHP must be submitted verifying that they have reviewed and approved any predeterminations and surveys completed for the project site.

15.__ 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 Clark County Public Health. For existing septic systems, provide a copy of the original approval.

16.__ 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. 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 Clark County Public Health.

17.__ Public Health development review evaluation
A Development Review Evaluation letter from Clark County Public Health must be submitted. This evaluation is conducted to identify any on-site water wells, septic systems, or other public health hazards, or to confirm whether the use of wells and/or septic systems is feasible.

18.__ Covenants or restrictions
All existing covenants or restrictions and/or easements that apply to the property must be submitted. Available from a title company.

19.__ Additional required documentation
If applicable, copies of the following documents shall be included in the submittal package:
___ Wetland Pre-Determination or Delineation
___ Habitat Pre-Determination
___ Geo-Technical Report
___ Floodplain Review/Determination
___ Legal Lot Determination

20.__ Submittal copies
___ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures
___ One CD in PDF format
___ Three full-size sets of paper plans
___ One paper copy of TIR

The CD application shall be organized as follows:

- The application submittal shall be organized in the same order as the fully complete application table of contents, with a separate PDF document for each separate item.

- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name. For example:

    1. Cover Sheet and Table of Contents
    2. Application Fee
    3. etc.

Staff Notes:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

Permit Technician: _____

Fee schedule

The following fees are required to be paid when the application is submitted.

Application submittal fee	$590
Issuance	$94

The following fees are required to be paid when the application has been deemed Fully Complete.

Type II or commercial pad

Planning	$4,033
60-day review	$800
Issuance	$94
Residential – fee per unit	
21 units or greater	$30
Commercial – fee per building sq. ft.	
10,001-50,000 sq. ft.	$0.10
50,001 sq. ft. or greater	$0.05
Engineering	$2,743
Issuance	$94
SEPA Review, if required	$1,222
Issuance	$53
Fire Marshal Review	$626

Unoccupied Commercial and Utility Structures

Planning	$2,429
60-day review	$800
Issuance	$94
Engineering	$601
Issuance	$94
SEPA Review, if required	$1,222
Issuance	$53
Fire Marshal Review	$626