Final Plat Review and Recording

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 (such as bonds) secured, and the appropriate legal recordings have been completed.

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 seven years, during which time a fully complete application for final plat approval must be submitted. Submittal requirements for a fully complete application are in the attached Submittal Requirement checklists.

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).

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 Landscape Certification 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.

What is the final plat approval process?

Final Plat applications are subject to a Type I review. 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. For a fully complete determination, provide all of the submittal requirements identified in the attached Submittal Requirements.

What are Advance Taxes?

Advance Taxes are property taxes paid on subdivisions recorded after May 31 of the current year. The tax amount is based on the land value after the property is subdivided. To determine the amount of the advance taxes the Assessor's office determines the future value of the property, and the Treasurer's office calculates the taxes based on the assessed value.

Submit the preliminary plat and perimeter legal from the surveyor to the Department of Assessment and GIS. Assessing values of new lots and calculation of the Advance

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E-mail: ADA@clark.wa.gov

Taxes generally takes about two weeks. Problems with ownership or delinquent taxes will delay the process.

Include the following information:

- A full-size copy of the plat
- A written metes & bounds of the subdivision perimeter
- A cover sheet with work-up request and contact person

The Treasurer's office will notify the contact person upon completion of the process. A plat certification letter will be issued upon payment of the Advance Taxes,.

Is there an opportunity to meet with staff to better understand the final plat review process and ask questions?

You may contact the assigned planner any time after Package A is submitted by phone or email, or to arrange a meeting.

What is the "Developer Covenants to Clark County"?

Developer Covenants to Clark County is a recorded legal document limiting or prohibiting certain uses of property. The *Developer Covenants to Clark County* may also impose affirmative obligation such as a payment of a fee or to disseminate information to which the county deems is in the public interest.

How long does it take to get the final plat recorded?

This is dependent on requirements found in the Staff/Hearing Report for your project and any associated reports. Reviews from the county are:

First review – 21 days
Second review – 14 days
All subsequent reviews – 7 days

These reviews cover the plat (survey) and all documents required. There is also the construction aspect, if any required. The length of time it takes to construct your project greatly depends on how long it takes to get your plat recorded. The process could take several months.

How can I track the status of my final plat application?

Contact the planner regarding outstanding items based on the checklist provided to you after the first review. To see the status or your permit, visit our Web site at www.clark.wa.gov/development. You will need your permit number. It is the applicant's responsibility to coordinate with their development manager, engineer, title company, legal support, etc., to determine the status of items not submitted.

When can building permits 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.

After the plat is recorded but construction of all required public improvements is not yet complete and performance bonds or financial guarantees have been accepted and approved for those public improvements which have not been constructed, 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.

This handout is not a substitute for county code. For detailed information, please refer to Clark County Code 40.540.070.

Submittal requirements

The following checklist identifies information to be included with the submittal packages.

Package A

1. Cover Sheet / Letter of Transmittal

Each submittal packet shall contain a cover sheet or letter of transmittal that contains the project name and applicant's name, address, email address, and phone number.

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. We also accept credit cards and electronic checks.

4. Preliminary Plan Decision

A copy of the preliminary plan decision must be submitted.

5. Proposed Final Plat

The proposed final plan shall include:

- ❒ 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, Board of County Council Chairperson, County Assessor, Clark County Public Health, the Responsible Official
- ❒ Special setbacks
- ❒ Private easements
- ❒ Utility easements
- ❒ Walkways
- ❒ Parcel area of lots in square footage
- ❒ Mathematical closures

6. Submittal copies

- ❒ Four (4) full-size copies of proposed final plat
- ❒ One (1) full-size copy of proposed final plat for **each** of the following reviews, if applicable:
  - o Archaeological
  - o Forest Practice
  - o Sewer district
  - o Habitat
  - o Wetland
- ❒ One (1) reduced copy of proposed final plat (scale: 1" = 200')

Package B

1. Digital plat file or fee,
See attached Digital Plat Submission Guidelines for information.

2. Sight Distance Compliance Letter

3. Performance Guarantee information, if required
Bond for any required public improvements.

Package C

1. Legal Documentation
Legal documentation must include, but is 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 restrictions
- ❒ Private road maintenance agreement
- ❒ Recorded conservation covenant
- ❒ Utility letter(s)
- ❒ Developer Covenants to Clark County
- ❒ Other legal documents required as outlined in preliminary land decision

2. Supporting Documentation
Supporting documentation must to include but is not limited to:

- ❒ Receipt for payment of concurrency fees
- ❒ Verification of fees paid for stormwater and roadway improvements
- ❒ Copies of previously recorded public and/or private offsite easements and right of way dedications
- ❒ Public Health Final Approval Letter
- ❒ Certification of Landscape Installation
- ❒ Other documents required as outlined in preliminary land decision

3. Mylar File
Full-size mylar of final plat

4. Recording Fee

Digital Plat Submission Guidelines

The applicant shall submit a digital file that conforms to all applicable requirements 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.

Submit digital final plat files on 3.5 High Density disks, CD-ROM, or transmit via email to digitalplats@clark.wa.gov. Save digital plats in drawing interchange file (DXF) format as an AutoCAD 2000 or earlier version.

Digital submittals shall include the following layers in the DXF:

Layer Descriptions	**Preferred layer name**	**Feature Type**
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	ParcelId	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 resubmitted.

Each applicant will be given two resubmittals to correct technical issues without additional fees. After the second resubmittal the applicant will be billed $85.00 per hour for additional time required by Clark County GIS to process resubmittals.

Digital submittals that cannot be processed within the above steps will be required to pay the Digital Plat Preparation Fee.

Fee Schedule

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

Final Plat Review	
Short Plat	$1,733
Subdivision	$2,437
Issuance	$94
Fire Marshal Review	$434
Engineering Plan Review	
Based on stormwater requirements	
Additional, after third resubmittal	$745
Issuance	$94
Digital Plat Preparation	$165
Per lot	$5
Plat Recording	$162
Per lot over 50	$.50

Development Application

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:	Parcel numbers:
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.

Applicant's signature Date

Property owner or authorized representative's signature Date

For staff use only	Case number:		Work order number:	

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Application types

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

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

Environmental/Critical Areas

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

Land Division

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

Miscellaneous

- ❒ Addressing
- ❒ Accessory Dwelling
- ❒ Covenant Release
- ❒ Home Business
- ❒ Legal Lot Determination and Innocent Purchasers Determination
- ❒ Non-Conforming Use Determination
- ❒ Sewer Waiver
- ❒ Shooting Range
- ❒ Sign

Planning Director Review

- ❒ Post Decision
- ❒ Pre-Application Conference
- ❒ Pre-Application Waiver
- ❒ Public Interest Exception
- ❒ Similar Use
- ❒ Temporary Use
- ❒ Planned Unit Develop/Master Plan
- ❒ Road Modification
- ❒ Site Plan
- ❒ Variance
- ❒ Zone Change