Lot Reconfiguration

What is a Lot Reconfiguration?

A lot reconfiguration can be used to adjust the boundaries of existing legal nonconforming lots to configure lots less than the current minimum lot size – only in Forest, Agricultural, and Urban Holding Districts. A lot reconfiguration can only be allowed when it either:

- Encourages the protection of sensitive lands;
- Expands the amount of commercially viable resource land under single ownership;
- Protects and buffers designated resource lands; or
- Reduces the amount of road and utility construction.

In the end, each resulting nonconforming parcel shall be at least one acre in size with a minimum width of at least 140 feet. Other lot requirements are established in the code.

Can I create new lots through this process?

State and county laws **do not** allow the creation of new lots through a lot reconfiguration. As a result, part of the review involves the determination that all of the lots being adjusted are existing legal lots of record.

What is the application and review process?

This requires a Type II review process, and a decision is made by the planning director. The first step is to submit a completed Type II Lot Reconfiguration Application, application fee, and the required submittals to the Permit Center. A decision on the application will be made within 78 days from the date your application is deemed Fully Complete.

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 Permit Center staff will conduct a **Counter Complete** review of your submittal package. This initial review ensures that all main listed within the submittal requirements have been submitted before accepting your application (see attached submittal list).

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 under the numbered headings of the attached submittal requirements have been submitted.

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, you will receive a "Fully

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

Complete" determination letter and the technical review will begin.

What kind of public notice is provided?

Within 14 calendar days from the Fully Complete date, a notice describing the proposal will be mailed to property owners within a 500' radius of the project site and to the applicant.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response within 14 days from the date the comments are mailed.

What is a Staff Report and when will the decision be made?

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code. In this report, staff will make a decision to approve, approve with conditions or deny the application. This written report will be mailed to the applicant within 78 calendar days of the Fully Complete determination.

Can the decision be appealed?

A decision by the Planning Director may be appealed to the Hearing Examiner. The appeal must be filed within 14 days from the date the decision is issued.

See our *Appeals* handout for more information.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Chapter 40.540.010(A), 40.210.010, 40.230.070; Revised Code of Washington 58.17.040(6).

Submittal Requirements

The following checklist identifies information to be included with the application.

All items with an underlined space (i.e., ___) must be submitted before the application will be considered **Counter Complete**.

All items with a check box 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. 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, such as 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, 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.

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 describes the existing conditions and proposal in detail, including how applicant meets the requirements of CCC 40.210.010(D).

6. ___ Existing and proposed parcel plans:
- ❑ Both lot plans 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 parcel plans:

- ❒ 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 oriented to the top, left or right of page, scale and date
- ❒ Area of the lots as currently configured and as proposed, in acres or square feet.
- ❒ Location of existing structures, wells and sewage disposal systems
- ❒ Dimension of the lots as currently configured and as proposed

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, such as 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 a lot determination is not required. Otherwise one of the following is required:

- 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.
- 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.__ Public Health project review evaluation letter
One copy of the Clark County Public Health Project Review Evaluation Letter

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

10. Submittal copies
___ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures

When all required information is submitted with the original application, the applicant will be directed to submit five additional individually bound copies of the main submittal, including copies of the Developer's GIS Packet and 2 reduced 11" x 17" copies of all sheets larger than 11" x 17." We are also requesting that an electronic copy of the plans be submitted by email to Angie.Merrill@clark.wa.gov.

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.

Lot Reconfiguration	$838
Plus per lot over two	$124
Issuance	$53
SEPA Checklist Review, if required	$1,222
Issuance	$53

A Legal Lot Determination may be required if a previous legal review has not been completed. Please see our *Legal Lot Determination* handout for more information and fees.