Pre-Application Waiver

When is a Pre-Application Conference required and when can the conference be waived?

A pre-application conference or approval of a pre-application waiver is required before an applicant submits for a Type II or a Type III review.

The Responsible Official may waive the requirement for a pre-application conference only if an application is relatively simple.

Granting the pre-application conference waiver may increase the risk that the application will be rejected or processing will be delayed.

What is the purpose of the Pre-Application Conference?

The pre-application conference is an opportunity for the applicant to present their proposal and ask questions of staff and other affected agency representatives, such as Washington Department of Transportation. During this one-hour session, the applicant will be informed about the applicable review standards and possible development issues.

Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough review.

What is the pre-application waiver application procedure?

A waiver requires the applicant to submit the waiver fee and two copies of all of the following:

- Completed Development Review Application Form with original signed in ink
- Developer's GIS Packet
- Project description
- Proposed site/land division plan
- Narrative describing why this project should qualify for a waiver
- Narrative listing 3-5 similar (type and scale) successful projects completed within Clark County over the last two years.

Staff will follow the following approval guidelines in arriving at a decision:

- Pre-app waiver should not generally be approved for Planned Unit Developments, Conditional Uses, Road Modifications and Variances
- Pre-app waivers may be considered where development is proposed outside of critical areas or critical area buffers
- Pre-app waivers may be considered for projects that are simple and straight forward, with no apparent issues that can not be resolved during the normal review process
- Pre-app waivers may be considered where the applicant has successfully demonstrated experience with similar projects in the county.

The Responsible Official will normally issue a decision within 7-14 days of application,

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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

and not later than 21 calendar days of a complete submittal.

Note: An approved pre-application conference waiver does not relieve the applicant from complying with all local, state, and federal regulations.

What are the risks if I don't go through the pre-application process?

Staff considers the pre-application conference an important part of the development process that will ultimately save the applicant time. By applying for a pre-app waiver the applicant is assuming the risk that unforeseen issues will arise and result in permit processing delays.

Can the decision be appealed?

The Responsible Official's decision may be appealed to the county Hearing Examiner by the applicant or any person or group. An appellant must submit an appeal application and fee within 14 calendar days after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code, Sections 40.510.020(A)(2)(b) and 40.510.030(A)(2)(b).

Fee schedule

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

Planning	$205
Engineering	$38