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CLARK COUNTY
WASHINGTON

FINAL ENGINEERING PLAN REVIEW – POST PLAN APPLICATION PACKET

Public Works
Development Engineering Division
1300 Franklin Street
Vancouver, WA 98660
(360)397-6118 ext 4559
www.clark.wa.gov/publicworks/engineering/index.html
email: DevEngineer@clark.wa.gov

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FINAL ENGINERING PLAN REVIEW (ENG) SUBMITTAL REQUIREMENTS

PUBLIC WORKS
DEVELOPMENT ENGINEERING DIVISION

NOTE: The following checklist identifies information to be included. All items checks must be submitted before the submittal can be accepted. All submittals not determined to be complete will be returned to the applicant for corrections.

******Optional electronic submittal: 1 CD *OR* ftp site upload******

FINAL ENGINEERING PLAN REVIEW – PLAN REVISIONS *AFTER* CONSTRUCTION APPROVAL (Post Plan)
☐ Cover Sheet / Letter of Transmittal
☐ Development Engineering Application form
☐ Application fee
☐ Submittal requirement checklist
☐ Plan set – One (1) full size civil plan noting revisions to approved construction drawings

Not all items required for a complete review of site plans are on this list. It is the responsibility of the engineer to provide plans that will satisfy all conditions of land use approval and all code requirements.

FINAL ENGINEERING PLAN REVIEW (ENG) SUMMARY

PUBLIC WORKS
DEVELOPMENT ENGINEERING PROGRAM

A. What is a final engineering plan review?

Final engineering plan review is conducted by Development Engineering Program staff for a variety of development projects. Use this application for the following types of projects"

1. Land divisions such as subdivisions and short plats that have vested development approvals and that require final construction plan review. (i.e., preliminary land use approvals) (*See also Handout - Final Plat Review and Recording*)

2. Site plans that have received preliminary site plan approval and that require final construction plan review. (*See also Handout Final Site Plan Review)*

3. Drainage projects that require stormwater plan review.

4. Plan revisions to previously approved final construction plans. (May also require a post decision review – *See also Handout Post Decision Review*)

Separate application handouts cover engineering plan review for Critical Aquifer Recharge Area (CARA), Geologic Hazard, Flood Plain, Grading, and Road Modifications (variance from transportation standards).

These handouts and applications are available on our website at www.clark.wa.gov/publicworks/engineering/index.html.

B. What is the purpose of a final engineering plan review?

The purpose of a final engineering plan review is to ensure that final engineering design and construction drawings for the transportation, stormwater, and erosion control aspects of proposed development meet requirements of the associated land use decision (if applicable) and standards adopted by Clark County. The goal of the review is to facilitate construction of facilities that protect public health and safety and that will be durable and maintainable with lasting quality.

C. What is the final engineering plan review process?

All submittals for final engineering plan review are made at the Community Development Permit Services Center, located on the first floor of the Public Service Center. Appointments can be made, but are not required, for plan submittal and pick up by calling 360-397-2375, extension 4998.

1. Counter Complete Review. The final engineering plan review process begins with a *"Counter Complete"* review of your submittal package. This review ensures that all items listed within the plan review submittal requirements have been submitted before accepting your application. If the submittal package is not counter complete, the plans will *not be accepted* for review and will be returned to the applicant for correction.

2. Engineering Review. Once the submittal is Counter Complete, the plans are routed to Development Engineering.

3. Land divisions, drainage projects, plan revisions:

a. 1st review – Development Engineering conducts review of plans, and coordinates the routing of copies to other departments, divisions, or staff members that will be required to sign the final mylars for approval (Wetland Biologist, Habitat Biologist, Fire Marshall Office). Once the initial redline plan review is completed, the applicant's engineer or contact person will be contacted that redlines are on the county FTP site for them to retrieve. If requested, paper redlines can be picked up from the Permit Services counter.

b. 2nd and/or 3rd review - Upon applicant's submittal of corrected plans, additional reviews will be conducted and redlined plans returned to the applicant as necessary. When submitting corrected plans, the applicant is responsible for returning the redlined plans from the previous review.

c. Approval or Denial - Upon completion of the third review, the responsible official will approve or deny the application. If the plans are approved, the review engineer will request the submittal of mylar engineering plans for signatures.

d. Applicant may request additional reviews (fourth review, etc.) by submitting a written request to the Engineering Team Leader and paying the required fees.

4. Mylars – Mylar engineering plans require a signature recommending approval or a dated 'Not Applicable' designation from all departments represented in the signature block. The review engineer will sign mylars recommending approval for grading, erosion control, stormwater, and transportation. The mylars are then routed to the review engineer's team leader to sign as recommended for approval. Development Engineering then coordinates the routing of the mylars for signatures from the Wetland Biologist, Habitat Biologist, and Fire Marshall Office. Once all signatures recommending approval have been received, the mylars are routed to the responsible official for signature as approved for construction.

5. Holds - Either the applicant or the reviewer can place the project on hold. If the review engineer encounters an issue or problem that requires a solution before the review can continue, the project will be placed on hold.

6. Site Plans. Final engineering plan reviews for approved preliminary site plans require a concurrent final site plan review. (*See also Handout-Final Site Plan Review*) Final site plan review applications should be submitted no later than at time of final engineering plan review submittal. Final engineering plans will not receive the signature as approved for construction until the concurrent final site plans are approved.

D. Is the Signing and Striping review included in the final engineering plan review?

Yes. Signing and striping plans are to be submitted as part of the submittal package. If the submittal package is not counter complete, the plans will *not be accepted* for review and will be returned to the applicant for correction.

E. What if I want to do something different from what was initially proposed or approved?

Plan revisions that conflict with the conditions of development approval or transportation standards may require an application for a Post Decision Review. A post decision review will be processed as a Type I, II or III review, depending upon the degree of proposed changes. *(See also Handout - Post Decision Review)*

Plan revisions which do not conflict with conditions of development approval or the transportation standards may be authorized by the Engineering Team Leader.

Plan revisions proposed during final engineering review, submitted after the original application submittal, require additional review fees and return the project to a first review status. If a post decision review is required, the final engineering review will be placed on hold until the post decision review is complete and conditions of development approval are determined.

Plan revisions proposed after receiving final engineering approval require a new final engineering plan review application and the payment of post plan approval review fees. The developer will be responsible for informing the construction contractor of all approved plan revisions.

F. How are construction plans for off-site improvements processed?

New development will sometimes receive conditions of approval requiring improvements to off-site roadways that serve the new development site. Final engineering review of construction plans for off-site improvements follows the same process described in this handout. However, applications for off-site construction final engineering plan review must be submitted separately from the on site final engineering plan review application. A separate case number will be established and separate fees required. The title for the project should include the project name followed by "Off-Site Improvements Plan".

G, What if I have to construct a traffic signal?

If your conditions of approval require you to construct a traffic signal, you will need to have engineering plans submitted to the Public Works Transportation Office. These plans are submitted separately from the engineering civil drawings. You will need to contact the public Works Transportation Office for submittal requirements at 397-6118 ext 4111.

If you have any questions, please contact:

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This handout is not a substitute for county code. For more detailed information, please refer to the International Building Code (IBC) and / or International Residential Code (IRC) and Clark County Code 40.385 Stormwater and Erosion Control.