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CLARK COUNTY
WASHINGTON

FINAL ENGINEERING PLAN REVIEW 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
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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:

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

email: DevEngineer@clark.wa.gov

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.



Final Engineering Plan Review Checklist

Public Works
Development Engineering Division

This checklist identifies information that must be provided when a Final Engineering Review is requested. The applicant will determine what is needed based on the Project Hearing Report and any conditions that were identified in it.

Final Engineering Plan Review Checklist	
<input type="checkbox"/>	Cover Sheet/Letter of Transmittal
<input type="checkbox"/>	Development Engineering Application
<input type="checkbox"/>	Application Fee (Payment must be made prior to acceptance of the application)
<input type="checkbox"/>	Final Engineering Plan Review Checklist (this document)
<input type="checkbox"/>	Final Technical Information Report (TIR)
<input type="checkbox"/>	County Standard Signature Block and Quantities Table http://www.clark.wa.gov/publicworks/engineering/Documents/SignatureBlock.pdf
<input type="checkbox"/>	Health Department Evaluation Approval Letter or Receipt showing evaluation is completed. (Final engineering plans will not be approved for construction until this letter is provided)
<input type="checkbox"/>	Construction Stormwater Pollution Prevention Documentation (SWPPP) (Clark County Stormwater Manual Requirement #2) http://www.clark.wa.gov/environment/stormwater/management/documents/StormwaterManual_Nov2009.pdf
<input type="checkbox"/>	Final Development Plan (See Chapter 3 – Clark County Stormwater Manual) http://www.clark.wa.gov/environment/stormwater/management/documents/PollutionControlManual.pdf
<input type="checkbox"/>	Plan and specifications for land division and site plan. One paper copy of full size plans, including, but not limited to the following: <ul style="list-style-type: none"> <input type="checkbox"/> <u>General Requirements</u> <ul style="list-style-type: none"> • Sheet size (22-24") x (34-36") • North arrows on plan views • Minimum text size greater than or equal to .08 inches • Standardized scale (bar scale and original's scale) • Distances in decimal to hundredths • Stamped by engineer responsible for plan preparation <input type="checkbox"/> <u>Cover Sheet</u> <ul style="list-style-type: none"> • Standard Clark County signature block • Water, sewer and fire district signature block • Legend • Vicinity map • Sheet index • Location by ¼ section, section, township, range, w.m. • Vertical datum and benchmarks used for project • UIC Registration <input type="checkbox"/> <u>Existing Conditions</u> <ul style="list-style-type: none"> • Existing power pole, pedestals and other utilities • Any known buried tanks, buildings, driveways, water wells, septic systems • Public utility easements • Sidewalk, walkways, and trails

- Topography

Erosion Control

- Minimum ECN-1 and 2 notes and details
- Construction entrance location and detail
- Wetlands and habitat boundaries including buffers, if present
- Elevations and contours
- Silt fence, toe fills, on-site basin protection, protection of bio-swailes and ponds

Grading

- Wetlands and habitat boundaries including buffers, if present
- Existing and proposed elevations and/or contours
- Separate sheet - typical lot grading, with flow arrows or show grading for whole site
- Address low point/crawl space drainage for each lot

Storm System

- Conveyance system in plan and profile showing lengths, slopes, and sizes of pipe
- All structures uniquely identified showing rim and invert elevations
- Water quality systems with supporting details
- Water quantity control systems with supporting details
- Technical information report conforming to requirements detailed in applicable stormwater and erosion control code (CCC 40.380 or 40.385)
- Abbreviated report or other pertinent data if TIR is not required
- Easements, tracts, or other private/public facilities clearly designated

Street Plan and Profile

- Verify road modifications, if applicable
- Road profiles and street sections
- Horizontal to vertical engineering scale ratio of 10:1 for road profiles (or ratio preferred to better illustrate)
- Street right-of-way and centerline dimensions
- Street names
- Identification of areas to be dedicated
- Road profiles consistent with the options provided in code
- Stationing increases from left to right
- Delta table w/elevations

Sewer and Water

- Clark Regional Wastewater District or City of Vancouver
- Clark Public Utilities District or City of Vancouver

Standard Detail Sheets

- Maximum number of standard details per sheet - 8
- Standard notes sheet (underground, erosion control, drainage, standard plan)
- If alterations made to standard detail, changes must be bubbled and stamped by the project engineer

Signing/Striping/Signals

- Signing and/or striping details
- Signal plan

Other

- Wetland and/or habitat
- Landscaping
- General construction notes

Site Plan, Final Plat (if applicable)

- Building footprints and square footage
- Open space delineations
- Parking and loading areas
- Gates and fencing
- External/internal traffic, pedestrian, bicycle circulation system
- Water and wastewater disposal plan

- Lighting plan

Note: Not all items required for a complete review of site plans are on this list. It is the responsibility of the Engineer to provide documents needed to satisfy all conditions of land use approval and all code requirements.

This checklist identifies information that must be provided when a Final Engineering Review is requested after construction. All items must be provided.

Final Engineering Review Checklist (for plan revisions <u>after</u> construction)	
<input type="checkbox"/>	Cover Sheet / Letter of Transmittal
<input type="checkbox"/>	Development Engineering Master Application
<input type="checkbox"/>	Application Fee (Payment must be made prior to acceptance of the application)
<input type="checkbox"/>	Final Engineering Plan Review Checklist (this document)
<input type="checkbox"/>	One full size Civil Plan Set noting revisions to approved construction drawings

This checklist identifies information that must be provided when a Final Engineering Review is requested for a Drainage Project. All items must be provided.

Final Engineering Plan Review – Drainage Project	
<input type="checkbox"/>	Cover Sheet / Letter of Transmittal
<input type="checkbox"/>	Development Engineering Master Application
<input type="checkbox"/>	Application Fee (Payment must be made prior to acceptance of the application)
<input type="checkbox"/>	Final Engineering Plan Review Checklist (this document)
<input type="checkbox"/>	One full size Plan Set