

Site Plan Review, Type I

What types of projects are subject to a Type I Review Process?

Developments or modifications to existing permitted developments that will not generate significant impacts are subject to Type I Review requirements. Type I projects are exempt from the State Environmental Policy Act (SEPA) review and subject to clear, objective and non-discretionary standards requiring professional judgment about technical issues.

Type I Site Plan reviews are ministerial, requiring a review and decision by staff unless they are exempt from the site plan review process.

Which projects are exempt from Type I Site Plan review?

The following projects are exempt from site plan review:

- Changes in use that do not require an increase in the number of parking spaces over the existing use;
- Duplexes or triplexes and modification to these units on a lot created and approved for such uses;
- Interior modifications to existing structures that do not change the use; and,
- Single-family detached dwelling and modifications.

Which projects require Type II Site Plan review?

If you answer **yes** to any **one** of the following criteria, your project is subject to

a Type II Site Plan review and cannot be processed as a Type I Site Plan.

- Does your project increase impervious areas by more than 10 percent?
- Does your project increase density of residential units on the lot by 10 percent or more?
- Does your project make significant changes in the type of dwelling units in a residential development?
- Does your project increase the need for on-site parking? Will the increase amount to an overall increase of more than 10 percent OR an overall increase of more than 40 parking spaces?
- Does your project increase the height of any structure by more than 10 percent?
- Does your project result in changes to the size, location, or direction of vehicular access to the site?
- Does your project increase the traffic to or from the site by more than 20 average daily trips?
- Does your project increase the floor area of a structure used for non-residential purposes by more than 10 percent and at least 5,000 square feet?
- Does your project cause a reduction in existing area used for recreational facilities, screening, buffering, landscaping and/or open space, by more than 10 percent?
- Does your project require SEPA review?

When is a Fire Marshal review required?

The following list summarizes when it is necessary for the Fire Marshal's office to review a project. A **yes** answer to any **one**



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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

of these questions confirms that a Fire Marshal's review is necessary. **Note:** This review may be required even if a Type I Site Plan Review is not required.

- Will there be a change in occupancy or use?
- Is a building permit required, other than for a single-family residence or a duplex, where the structure is larger than 3,600 square feet?
- Does the project involve a change in vehicular access to the site?
- Does the review involve fire flow requirements? For example, will there be an increase in height or interior floor area?
- Does the review involve other fire protection requirements such as fire sprinkler systems, alarm systems, fire hydrants, etc.?
- Does the project include new construction involving review of building setbacks?
- Is the subject site within the Wildland Urban Interface/Intermix Area?
- Does the review involve any new building construction or review of limitations to a land use?
- Does the review involve hazardous processes per the Uniform Fire Code, Chapter 80? Such processes involve hazardous materials, flammable liquid or flammable gases.

Is a Pre-application Conference required?

No, however an applicant may request a pre-application conference.

How do I start the application process?

The first step is to submit a complete Type I Site Plan Application Form to the Permit Services Center along with the application fees and the required number of copies for all submittal items. See the attached Submittal Requirement list.

Will I meet with the staff members who review my project?

Yes. When you submit your application, you will be given a date and time for a **Type I Review Conference**. At this conference you will get to personally meet with your Planner and, depending upon the scope of your project, you may also meet with a Public Works engineer, a Deputy Fire Marshal, a Sheriff's Deputy, a Building Inspector or Plans Examiner, or a staff member from Public Health.

As the applicant this conference affords you the opportunity to present your proposal and plans to staff. For staff, the conference offers an opportunity to ask questions, give guidance, and to ensure the applicant clearly understands the process and regulations that will be affecting them.

By the end of the conference, you as the applicant will know whether your project will be approved, approved with conditions, denied, OR, what additional information staff will need before they can make a decision. Your project will be placed on hold if additional information is required.

How does the Type I Site Plan review process work?

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 plat alteration submittal requirements have been submitted before accepting your application (see attached submittal list).

Upon acceptance of the application two things will happen immediately. First, the Permit Technician will schedule a Type I Conference for you. This conference will be held within 14 to 20 days from the date your application is counter complete. Second, the

Permit Technician will route the application package with the conference information to review staff.

Within 21 days (or the 14 to 20 days allotted before the Type I Conference) review staff will conduct a second completeness check, known as the **Fully Complete** review. This detailed review ensures that all items submitted have the technical information required for staff to make a decision.

If the application is Fully Complete staff has until the Type I Conference date to review the application. Staff is then required to attend the conference and explain their decision as well as explain any conditions of approval that the applicant may have to complete. Staff will then have up to 20 days to issue a written decision.

If required technical information or items are missing, the planner will prepare a letter indicating the application is **Not Fully Complete** and deliver it to you at the conference. It will indicate the additional items and/or information required to make the project Fully Complete. If the requested information is not submitted within 30 days, staff will return the application and refund a portion of the application fee.

Once an application is Fully Complete, staff has 21 days to prepare a written decision that specifies the Conditions of Approval for your project to ensure compliance with all applicable codes and laws.

In all, the issuance of a decision may take up to 42 calendar days from the date a counter complete application is accepted by the Permit Center, unless it is placed on hold.

Can I request an extension of time to submit additional information?

Yes. You can submit a written request to extend the decision deadline and submit

additional information for consideration with or after the request.

If your application has been deemed Not Fully Complete you may also request additional time to submit any information requested.

What kind of public notice is provided?

There is no public notice required for Type I development proposals.

Can the decision be appealed?

Staff'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.

How long is my approval valid?

A preliminary site plan approval shall be valid for a period of five years after approval, or approved extension by the BOCC, during that time a complete application for final site plan review OR building permit must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved. See Clark County Code, Section 40.500.010(B) for more details.

After the Preliminary Site Plan is approved, what is next?

After receiving approval of the preliminary site plan, the applicant may submit engineering construction plans, the final site plan, if necessary, and building permits for review.

Note: Conditions of Approval must be met before you begin your project, occupy your building, or open for business.

When can I apply for a building permit?

Site plan approval is required prior to the issuance of building permits by the Building Safety program. However, application for building permits may be made at the same time as application for site plan review.

Note: Should the site plan review process require modification to the site plan, you must revise and re-submit your building plans to reflect those changes. Failure to make the appropriate changes may delay your building inspections or it may result in Code Enforcement actions for the failure to comply with the site plan review conditions. Building permit applications are filed in the Permit Center.

See the *Final Site Plan Review* handout for further information about the final site plan review process. This is available at www.clark.wa.gov/development.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Chapter 40.520.040 Site Plan Review.

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 proposed project in detail. For espresso stands and other portable food & beverage vendors, the narrative should include a description of how water is provided and disposed. The narrative must include all information about the proposed and existing use, size, landscaping, screening, lighting, noise, structure(s), structural changes, hours of operation, and capacity (storage, students, etc.) of the project.

6. ___ Proposed site plan

- Entire parcel, drawn to scale, showing property lines, north arrow, footprint of existing structures, abutting streets (name, centerline, curb and sidewalk), driveway locations, and existing/proposed fire hydrant locations
- The locations of any existing environmentally sensitive areas (e.g. wetlands, water bodies, steep slopes etc.) on the site, as indicated in the GIS materials
- Indicate the existing surfacing and features on all portions of the site, such as asphalt, landscaping, lawn, gravel, stormwater swale, etc., as applicable
- Show the number and layout of existing and proposed parking spaces, as applicable
- Landscape plan- If the site or the development portion of the site is not currently landscaped in accordance with the screening and buffering matrix, as applicable
- Architectural floor plan showing the area in square feet and type of use for each separate section of the building, as applicable

7. ___ Preliminary stormwater plan

If minimum requirements #1-5 of the *Clark County Stormwater Manual* apply to this project, submit a Stormwater Preliminary Technical Information Report and Stormwater Preliminary Development Plan per Chapter 3 of the Clark County Stormwater Manual.

8. ___ Trip generation report

A trip generation report indicating the number of additional average daily trips the proposal could be expected to generate, as applicable.

9. ___ Legal lot determination information

If the lot is part of a plat, binding site plan, or subdivision, no lot information is required beyond that supplied in the GIS packet. If the application is not part of a plat, binding site plan, or subdivision, the applicant is required to either:

- Complete a legal lot determination
- Submit a 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

10. ___ Sewer district utility review letter

A utility review letter must be submitted from the public sewer district, or one copy of a preliminary soil suitability analysis, or equivalent, for on site systems from the Clark County Public Health. For existing septic systems, provide a copy of the original approval.

11. ___ Water utility review letter

A utility review letter must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal as specified within the Pre-Application Conference Summary Report. Or provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided. Contact the Clark County Public Health.

12. ___ Public Health project review evaluation letter, if use of wells or septic systems is proposed

A Clark County Public Health Project Review Evaluation Letter must be submitted if the proposed development is planning to use wells and/or septic systems. This evaluation is conducted to identify any on-site water wells or septic systems, and confirm that the use of wells and/or septic systems is feasible.

13. ___ Associated applications

Applications associated with the project to the extent applicable, such floodplain, habitat, shoreline, wetland, variances, etc., must be submitted prior to or with this application.

14. Submittal copies

The applicant must select Option A or B below and proceed as follows:

Option A

Submit a CD in PDF format, with a paper copy of the fully complete application. Any special studies shall also be included on the CD. The proposed plans submitted must be scanned to an engineer's scale. The CD application shall be organized as follows:

- The application submittal shall be organized in the same order as the fully complete application table of contents, with a separate PDF document for each separate item.
- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name (example):
 1. Cover Sheet and Table of Contents
 2. Application Form
 3. Developer's GIS Packet
 4. etc.

Option B

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

___ Five copies of the application packet with a full size set of plans

___ Separately bound copy of any special studies, such as wetlands, floodplain, etc., as identified below:

- One original and three copies - Traffic Study and Road Modification requests
- One original and two copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA), floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland.
- Two reduced copies on 11" x 17" for all sheets larger than 11" x 17."

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.

Planning	\$2,026
Issuance	\$94

Engineering	\$2,743
Issuance	\$94

Fire Marshal Review, if applicable	\$434
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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.

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:		Comp plan designation:
Site address:		
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