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PUBLIC WORKS DEPARTMENT

**DEVELOPMENT ENGINEERING PROGRAM  
ELECTRONIC PLAN REVIEW – OPTIONAL SUBMITTAL PROCESS  
August 26, 2011**

To simplify final engineering review procedures, an optional Electronic Plan Review process for Final Engineering (ENG) cases will start September 12, 2011. The Development and Engineering Advisory Board (DEAB) endorsed this new submittal process.

An electronic plan review process offers many benefits to both consultants and the county.

- Printing multiple copies of full-size, draft, submittal plans and Technical Information Reports (TIRs) will no longer be necessary.
- Submitting electronic files through a county ftp site will eliminate trips to the Public Service Facility. (The initial submittal still requires an in-person visit.)
- Eliminating the county's need to scan paper submittal documents (due to public records requirements) will reduce turnaround times.

We expect to refine the procedures as we gain operating experience with this new process. For now, here are the new procedures:

**1. Electronic File Format**

- A. No paper plan sets or paper submittal documents are required, including the application form and pre-submittal checklist.
- B. All submittal information shall be scanned as PDF images:
  - 1) PDF (black and white).
  - 2) The scan resolution shall be no less than 300 dpi (dots per inch).
  - 3) Each drawing is a separate PDF.
  - 4) The TIR can be one PDF.
- C. The naming convention for the drawing images shall use the following format:

"Project Name\_Submittal Version\_Submittal Date\_Drwg xxx"

Example: "ABC Subdivision\_Rev1 \_09122011\_Drwg xxx"
- D. The naming convention for the document images (such as the TIR) shall use the following format:

"Project Name\_TIR Version\_Submittal Date"

Example: "ABC Subdivision\_TIR Vers1\_09122011"

**2. First Submittal of Final Engineering Plans and Documents**

- A. For the first submittal, applicants will still need to visit the Public Services Facility Permit Services counter to open the "ENG" case. Associated fees will continue to be paid on the 2<sup>nd</sup> floor.
- B. No paper copies are required for the submittal packet. All files should be submitted on a CD or flash drive. These will not be returned.
- C. All of the documents currently required for paper submittals must be included on the CD, including the project application, pre-submittal checklist, engineering plans, and TIR.
- D. Development Engineering staff will check the content and quality of materials on the CD. The project will be placed on hold if anything is missing or files are corrupt. The applicant and property owner will be notified if there is a problem with the submittal.

**3. Final Construction Plan Redlines - Return to Applicant**

No paper plan sets or submittal documents will be returned to the applicant and property owner. County staff will upload the review comments to the county's ftp site:

<ftp://ftp.clark.wa.gov/>

Development Engineering administrative staff will send an email to the applicant's contact and property owner notifying that comments are available for retrieval and downloading.

**4. Final Construction Plan Resubmittals - Return to Clark County**

Review documents shall be uploaded to the county ftp site using the same naming convention as outlined above. Applicant shall send an email to both of the Development Engineering administrative staff listed below, notifying that the resubmittal documents are available for retrieval and downloading.

[Melissa.Tracy@clark.wa.gov](mailto:Melissa.Tracy@clark.wa.gov)

[Rosie.Hsiao@clark.wa.gov](mailto:Rosie.Hsiao@clark.wa.gov)

**5. Mylars and Final Approved TIR**

- A. After the review engineer "calls for the Mylar submittal", applicants shall submit a full set of mylars to obtain final county approval signatures. The Mylar approval procedures are the same as the current ENG procedures.
- B. A final, electronic, version of the TIR shall be submitted through the ftp site or with the Mylar drawings. The applicant shall indicate that this is the final version of the TIR and that it incorporates the review revisions.

For more information, contact Development Engineering staff:

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