CLARK COUNTY WASHINGTON

COMMUNITY DEVELOPMENT
LAND USE REVIEW

www.clark.wa.gov

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564.397.2375

Guidance for Land Use Review Customers and Applicants - During March and April 2020

1. Please contact landuse@clark.wa.gov (email is preferred) or 564-397-4489 for any type of land use question. Land Use will not be serving walk-in customers at this time.
2. No hard copies of information are required (some minor exceptions apply such as documents requiring original signatures, notarized documents, etc.)
3. Pre-application conferences
    a. Beginning with conferences on 3/19/20, county is working to hold meetings via WebEx system (on-line) or via conference call
    b. Staff will contact individual applicants with more information
4. Application Submittals
    a. All type I & type II and III OLR, SLR, PST, pre-application waiver and plat alteration applications
        i. OLR = Legal Lot Determination, Public Interest Exception, Boundary Line Adjustment, Home Business, Winery, Rezone and Variance
        ii. SLR = State Environmental Policy Act (SEPA), Shoreline, Gorge
        iii. PST = Post Decision Review
        iv. If you need to submit one of these applications, start by emailing planningtech@clark.wa.gov
        v. Staff will create case in permit tracking system
        vi. After case is created, customer can create account, upload documents and pay fees
        vii. Note: Only the applicant can pay fees (no other roles within the system can make payments). Customer needs to fill out application forms and enter information into permit tracking system with this in mind
    b. Pre-application conferences and all other type II and III applications
        i. Permit tracking system is set up to accept these applications
            1. Login in to your existing LMS account (https://permits.clark.wa.gov/pub/lms) or register to create an account here: https://permits.clark.wa.gov/pub/lms/NewReg.aspx.
            2. From the Home page click on the "All Land Development Applications" link.
        ii. Applicant can enter information and upload documents to initiate any type of application
        iii. No changes to current online process except:
            1. If an application is deemed not fully complete, staff will delete all previous versions of documents out of LMS
            2. Applicants will be required to upload the entire fully complete package
        iv. Once the final package is received, application will be deemed fully complete and staff will add fees to system
        v. Note: Only the applicant can pay fees (no other roles within the system can make payments). Customer needs to fill out application forms and enter information into permit tracking system with this in mind