



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
DEVELOPMENT ENGINEERING

Working together.

Securing your safety.

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development



This handout is intended as an informational guide. For more information, refer to International Building Code, International Residential Code and Clark County Code 40.385 Stormwater and Erosion Control.

For other formats, contact the Clark County ADA Office
Voice: 564.397.2322
Relay: 711 or 800.833.6388
Fax: 564.397.6165

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Final Engineering Plan Review

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:

- Land divisions such as subdivisions and short plats that have vested development approvals and require final construction plan review (such as preliminary land use approvals); See also *Final Plat Review and Recording* handout
- Site plans that have received preliminary site plan approval and require final construction plan review; See also *Final Site Plan Review* handout
- Drainage projects that require stormwater plan review.
- Plan revisions to previously approved final construction plans, may also require a Post Decision Review; See also *Post Decision Review* handout

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/community-development

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.

What is the final engineering plan review process?

All submittals for final engineering plan review are made at the Permit Center, located on the first floor of the Public Service Center. Appointments can be made, but are not required, for plan submittal by calling 564.397.4559.

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 packet 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. First 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, and Fire Marshal’s Office). Once the initial redline plan review is completed, the applicant's engineer, contact person and property owner will be contacted through the CC LMS online portal.
 - b. Second and/or third review - Upon applicant’s submittal of corrected plans, additional reviews will be conducted and redlined plans returned to the applicant as necessary.
 - 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 Marshal’s 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. Final site plan review applications **must** be submitted at the same time 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. Contact Land Use Review for submittal information and appointments at planningtech@clark.wa.gov.

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.

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 *Post Decision Review* handout.

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.

How is 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 onsite 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**.

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 Public Works Transportation. These plans are submitted separately from the engineering civil drawings. You will need to contact Public Works Transportation for submittal requirements at 564.397.4111.