

Final Site Plan Review

What is the purpose of final site plan review?

Final site plan review is conducted by staff to ensure that a development's final site plans and final landscaping plans are consistent with the approved preliminary site plan, the land use conditions of approval, the construction plans submitted for final engineering plan review, and applicable sections of the Clark County Code.

The review also ensures that documentation has been processed for dedicating right-of-way, establishing needed easements, covenants, and agreements, and that guaranties have been provided for improvements and maintenance, such as bonds and escrow accounts.

When applicable, staff ensures that documentation is received confirming that requirements of other governmental agencies have been satisfied prior to the final site plan approval.

When do I need to apply for final site plan review?

For all development subject to site plan review, you may apply for *final* site plan approval as soon as your *preliminary* site plan approval is effective. Your preliminary site plan is effective after the close of the appeal period provided no appeal has been filed. Preliminary site plan approvals expire in seven years, unless a building permit has been issued and remains in effect or a final occupancy permit has been issued.

A proposed final site plan must be approved prior to the issuance of a building permit for all development subject to a site plan review.

Final engineering plan reviews for approved preliminary site plans require a concurrent final site plan review. Final site plan review applications should be submitted at the same time as final engineering plan review submittals. Final engineering plans will not receive the signature as approved for construction until the concurrent final site plans are approved.

How are final site plans processed?

All submittals for final site plan review are made at the Community Development Permit Center, located on the first floor of the Public Service Center.

Final site plans are subject to a Type 1 review. Where a final engineering plan review is also required, the proposed final site plan must be included as a sheet in the final engineering plan set.

1. **Counter Complete Review.** The final site 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 are included before accepting your application (see submittal requirements on page 5). 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.

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www.clark.wa.gov/community-development



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

2. **Site Plan Review.** Once the submittal is determined counter complete, the plans are routed to a Land Use Review planner.
- a. First review – the planner coordinates the routing of copies to other departments, programs, and staff. This can include, but is not limited to, Building Safety, the Fire Marshal’s Office, and addressing. When applicable, copies of plans are routed for wetland, habitat, and concurrency review. The planner will collect all staff comments and provide a status memo and redlined plans to the applicant with 21 days.
 - 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. When submitting corrected plans, the applicant is responsible for returning the redlined plans from the previous review and a minimum of four revised sets of plans. Additional sets are required for developments requiring wetland or habitat review. The site plan planning technician will again collect all staff comments and provide a status memo and redlined plans to the applicant within 14 days for second review and 7 days for third 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 planner will obtain approval signatures from all staff members who reviewed the plans. An approval packet will be provided to the applicant that includes one copy of approved plans and an approval letter with conditions to be met prior to building permit and occupancy permit.

3. **Final Site Plan Inspection.** A final site plan inspection is required for projects that have conditions of approval requiring landscape installation, parking lot construction or expansion, trash enclosure areas, or open space construction such as pathways or picnic benches.

After construction is complete, the planner should be contacted and the inspection requested. Otherwise, the inspection will be conducted when final occupancy approval is requested. The inspection must be completed in order for the planner to sign the final occupancy approval card.

What if modifications are needed after plans are submitted or during construction?

Plan revisions proposed during final site plan review which conflict with the preliminary plan review decision and conditions of approval 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. For more information, see our *Post Decision Review* handout.

The post decision review process is only available prior to receiving final site plan approval. Plan revisions proposed after final site plan approval has been received are subject to the same Type I procedure as the original application.

How do I verify that the required landscape has been installed in accordance with my approved landscape plan?

A signed and stamped certification of landscape installation form shall be submitted to the planner. A copy of the form is included in this application, and can also be accessed on the county Web site at www.clark.wa.gov/community-development.

The form must be signed and stamped by a landscape architect licensed in the state of Washington, certifying that the landscape and irrigation (if any) has been installed in accordance with the approved landscape plans and verifying that any plant substitutions are comparable to the approved plantings and are suitable for the site. A copy of the approved landscape plans shall accompany the completed form.

The completed form can be submitted at any time at the Permit Center. The final site plan planning technician must receive the form before being able to sign the final occupancy card that is a part of the building permitting process. The form should reference the final site plan case number assigned to the project, which is a case number beginning with the prefix 'FSR'.

If a wetland area is located on the site, what additional requirements are there?

If the preliminary plan review decision and conditions of approval require a wetland permit, a *final* wetland permit approval is required before the final site plans and final engineering plans can be approved.

Wetland permits can be applied for at the Permit Center, and are reviewed and approved by Clark County's Department of Environmental Services.

The final wetland permit should be applied for and reviewed concurrent with the final site plan review and the final engineering plan review to ensure that approved wetland impacts, stormwater facilities within wetland or buffers, and wetland mitigation plans are accurately represented in the construction and site plans approved by the county.

The wetland biologist may require that a conservation covenant is recorded, and a financial guarantee for the construction of

proposed mitigation be secured before the final wetland permit can be approved.

This handout is not a substitute for county code. For more information, refer to Clark County Code 40.510.010 Type I Process – Ministerial Decisions and 40.520.040(F) Final Site Plan/Final Construction Plan Review.

Submittal Requirements

The following checklist identifies information to be included. All items must be submitted before the submittal can be accepted. All submittals not determined to be complete will be returned to the applicant for corrections.

Not all items required for a complete review of site plans are on this list. It is the engineer's responsibility to provide plans that will satisfy all land use approval conditions and code requirements.

1. ___ Cover sheet or letter of transmittal

Each submittal packet shall contain a cover sheet or letter of transmittal that contains the project name and applicant's name, address, email address, and phone number.

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. ___ Submittal requirements checklist

5. ___ Four copies of full size plans,

Plans shall including, but not limited to the following:

- Project name
- Legend
- Location
- Boundary survey
- Street names
- Easements
- Lot, block and street right of way and centerline dimensions
- Street name(s)
- Scale, including graphic scale, north arrow and basis of bearing
- Utility easements
- Walkways
- Building square footage and dimensions
- Parking lot layout and number of spaces

6. ___ Electronic copy of the proposed final site plan submitted via email or on CD

7. ___ Landscape Plan

Four full-size copies

8. ___ Private road maintenance agreement, if applicable

9. ___ Stormwater covenant, if applicable

10. ___ Wetland and/or habitat covenant(s), if applicable

11. ___ **Recorded conservation covenant, if applicable**
12. ___ **Latecomer's Agreement(s), if applicable**
13. ___ **Verification of the installation of required landscape, if applicable**
14. ___ **Right-of-way dedications (Deed), if applicable**
15. ___ **Receipt for payment of concurrency modeling fee, if applicable**

Fee Schedule

The following fees are required to be paid when the application is submitted.

Final site plan review

Type I	\$2,000
Issuance	\$94
Fire Marshal Review	\$434
Type II	\$3,071
Issuance	\$94
Fire Marshal Review	\$434
Wetland/Habitat Review	\$42
Final site plan inspection	\$1,097
Issuance	\$53
Type III	\$3,071
Issuance	\$94
Fire Marshal Review	\$434
Wetland/Habitat Review	\$42
Final site plan inspection	\$1,097
Issuance	\$53