CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
LAND USE REVIEW

Type II, II-A and III Submittal Requirements

Short Plat, Subdivision, Planned Unit Development, Site Plan, Binding Site Plan, Conditional Use and Master Plan

Rev 3.15.19

Working together. Securing your safety. Protecting your investment.

Include a completed Submittal Requirements checklist with your application.

Use boxes to the left of each submittal requirement to check off items included with your application. For your reference, the code section requiring the information is listed after each submittal item.

The items listed below are required for most applications. Any additional required information and/or items that are not required can be found in the Pre-Application Conference (PAC) summary. Please direct any questions regarding submittal requirements for a specific project to the planner for the case.

If an item does not apply (for example, no well is located on-site), please note that on the plan so it is clear the required item is addressed.

The submittal packet shall be organized **in the following order**:

	Staff Use Only
1. COVER SHEET	
The cover sheet shall contain the following information:	
❒ Project name; [Table 40.510.050-1]	
❒ Applicant's name; [Table 40.510.050-1]	
❒ Applicant's address; [Table 40.510.050-1]	
❒ Applicant's email address; [Table 40.510.050-1]	
❒ Applicant's phone number; [Table 40.510.050-1]	
2. TABLE OF CONTENTS	
❒ Table of Contents	
❒ Each submittal item separated by tabs or dividers with tabs; [Table 40.510.050-1] Include tab/divider for each section whether applicable or not.	
3. APPLICATION FORM	
❒ Completed application form; [Table 40.510.050-1, 40.510.020 and 40.520.030]	
❒ Original signed in ink by the applicant; [Table 40.510.050-1, 40.510.020 and 40.520.030]	
❒ Signature of property owner or owner's authorized representative; [40.510.020, 40.520.030]	
❒ Letter of authorization from property owner if signed by representative; [on advice of legal counsel]	
❒ If owner is an entity, documentation demonstrating person signing has signatory authority for the entity; [on advice of legal counsel]	
❒ Engineering application form if applying for a road modification, geo-hazard, floodplain or CARA (critical aquifer recharge area)	
4. APPLICATION FEE [Table 40.510.050-1]	
❒ A $632 submittal fee is required at time of application (fees to be paid when 'Fully Complete' Determination issued). [Table 6.110A.010] Accepted forms of payment: • Cash • Check/Cashier's Check payable to Clark County Community Development • Major Credit Cards – a Third Party convenience fee will apply	

5. PRE-APPLICATION CONFERENCE REPORT	
❒ Report has not expired (pre-application conference was held within one calendar year of the Fully Complete date); [Table 40.510.050-1]	
6. DEVELOPER'S GIS PACKET	
❒ Packet has not expired as of the Fully Complete date; [Table 40.510.050-1]	
7. NARRATIVE	
The written narrative shall address the following:	
❒ How the application meets or exceeds each of the applicable approval criteria and standards; [Table 40.510.050-1]	
❒ How the issues identified in the pre-application conference have been addressed; [Table 40.510.050-1]	
❒ How services will be provided to the site; [Table 40.510.050-1]	
8. LEGAL LOT DETERMINATION	
The preliminary plan shall encompass all land contained within the plan and any boundary line adjustments to be completed prior to final plan approval. In order to demonstrate that the subject lot(s) have been created legally, the following must be submitted: [Table 40.510.050-1]	
❒ Current owner's deed if lot determination not required, as specified in the pre-application conference report; [Table 40.510.050-1] <u>or</u>	
❒ Prior county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; [Table 40.510.050-1] <u>or</u>	
❒ Sales or transfer deed history dating back to 1969, to include copies of recorded deeds, contracts, segregation requests, and/or recorded surveys verifying the date of creation of the parcel in chronological order with each deed identified with the assessor's lot number; [Table 40.510.050-1]	
9. APPROVED PRELIMINARY PLATS AND SITE PLANS	
Unless exempted in the pre-application conference summary, a map shall be submitted that shows the following:	
❒ Approved preliminary land divisions (that are yet to be recorded) that abut the site; [Table 40.510.050-1]	
❒ Approved preliminary site plans (that are not final) that abut the site; [Table 40.510.050-1]	
❒ Approved preliminary land divisions (that are yet to be recorded) that are between the site and nearest public or private street providing vehicular access to the site; [Table 40.510.050-1]	
❒ Approved preliminary site plans (that are not final) that are between the site and nearest public or private street providing vehicular access to the site; [Table 40.510.050-1]	
10. PROPOSED DEVELOPMENT PLANS	
The proposed plan shall be drawn to a minimum engineer's scale of one (1) inch equals two hundred (200) feet (1″ = 200′) on a sheet no larger than twenty-four (24) inches by thirty-six (36) inches (24″ x 36″). The following information shall be clearly depicted on the proposed development plan: [Table 40.510.050-1]	
Existing Conditions Plan	
A. General Information	
❒ North arrow, scale and date; [Table 40.510.050-1]	
❒ Proposed name of project (i.e., subdivision or short plat); [Table 40.510.050-1]	
❒ Vicinity map covering one-quarter (1/4) mile radius from the development site; [Table 40.510.050-1]	
❒ Area of the site in acres and square feet; [Table 40.510.050-1]	

B. Critical Areas on and within one hundred (100) feet of the site [Table 40.510.050-1] Only those existing conditions that are shown on the GIS map, known by the applicant or are discussed in the pre-application summary must be included on the plan. [Table 40.510.050-1]	
❒ Topography at two (2) foot contour intervals, or other intervals if not available from a public source (see GIS packet); [Table 40.510.050-1]	
❒ Watercourses (streams, rivers, etc.) (see GIS packet); [Table 40.510.050-1]	
❒ Ordinary High Water Mark (per 40.100.070 or 40.460.800) surveyed for all on-site watercourses and waterbodies with professional land surveyor stamp and signature (unless building or development envelopes allowed under 40.440 and 40.450 clearly avoid all Wetlands, Wetland Buffers, and Priority Habitat areas); [Table 40.510.050-1]	
❒ FEMA designated floodplains, flood fringe, or floodway (see GIS packet); [Table 40.510.050-1]	
❒ Designated shoreline areas (see GIS packet); [Table 40.510.050-1]	
❒ Water bodies and known wetlands (see GIS packet); [Table 40.510.050-1]	
❒ Wetland delineation or Development Envelopes as allowed in 40.450.030(G) (see pre-application report); [Table 40.510.050-1]	
❒ Unstable slopes and landslide hazard areas (see GIS packet); [Table 40.510.050-1]	
❒ Priority Habitat and Species Areas or Building Envelopes per Table 40.440.010-1 (see GIS packet); [Table 40.510.050-1]	
❒ Significant historic sites (see GIS packet and pre-application report); [Table 40.510.050-1]	
C. Land Use and Transportation	
❒ Layout, square footage and dimensions of all parcels; [Table 40.510.050-1]	
❒ Location(s) of any existing building(s) on the site and use; [Table 40.510.050-1]	
❒ Location and full width of existing easements for access, drainage, utilities, etc.; [Table 40.510.050-1]	
❒ Name, location and full width of existing rights-of-way; [Table 40.510.050-1]	
❒ Centerline and right-of-way radius of existing roadways that abut the site; [Table 40.510.050-1]	
❒ Name, location, full width and surfacing materials (e.g., gravel, asphalt or concrete) of roadways and access easements (private and public); [Table 40.510.050-1]	
❒ Location of existing driveways and those driveways across the street to include distance between driveways and roadways (edge to edge) as described in CCC 40.350.030(B)(4)(b)(1); [Table 40.510.050-1]	
❒ Location and width of existing pedestrian and bicycle facilities on and within one hundred (100) feet of the site; [Table 40.510.050-1]	
❒ Transit routes and stops within six hundred (600) feet of the development site (see GIS packet); [Table 40.510.050-1]	
D. Water and Sewer	
❒ Location of nearest fire hydrant (see GIS packet); [Table 40.510.050-1]	
❒ Location of existing sewage disposal systems and wells on the site; [Table 40.510.050-1]	
Proposed Improvement Plans	
A. General Information	
❒ Applicant's name, mailing address and phone number;	
❒ Owner's name and mailing address;	
❒ Contact person's name, mailing address, and phone number;	

❒ North arrow, scale and date;	
❒ Proposed name of project (i.e., subdivision or business);	
❒ Vicinity map covering one-quarter (1/4) mile radius from the development site (not required for rural area plans);	
❒ Area of the site in acres and square feet;	
B. Wetland/ Habitat	
❒ Wetland, stream, steep bank buffer areas/protected areas; [Table 40.510.050-1]	
❒ Planned enhancement areas; [Table 40.510.050-1]	
C. Land Use and Transportation	
❒ Configuration and dimensions of the project boundaries, proposed lots and tracts, mobile home spaces (for mobile home parks), including proposed park, open space, and/or drainage tracts; Table 40.510.050-1]	
❒ Location (i.e., dimensions from property lines) of any existing buildings to remain on the site and proposed buildings with approximate square footage;	
❒ For all structures, include the number of stories, construction type (e.g., metal, wood, concrete block, etc.), and existing and/or proposed uses; [Table 40.510.050-1]	
❒ Pedestrian and transit facilities; [Table 40.510.050-1]	
❒ Location and full width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way; [Table 40.510.050-1]	
❒ Location, full width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing or note and typical cross- section (from county road standards); [Table 40.510.050-1]	
❒ Location of all road segments in excess of fifteen percent (15%) grade that are either on the site or within five hundred (500) feet of the site which are being proposed for site access; [Table 40.510.050-1]	
❒ Location, width and surface material of off-site roads which will provide access to the site within five hundred (500) feet of the site; [Table 40.510.050-1]	
❒ Location and width of proposed driveways for corner lots and driveways where site distance standards cannot be met; [Table 40.510.050-1]	
❒ Sight distance triangles where sight distance standards cannot be met; [Table 40.510.050-1]	
❒ Location and width of existing and proposed easements for access, drainage, utilities, etc. (provided by drawing or note); [Table 40.510.050-1]	
❒ Location, size and construction type of hard landscaping features such as pedestrian plazas; [Table 40.510.050-1]	
D. Landscape plan	
❒ Right-of-way landscaping for urban area arterial and collector roadways; [Table 40.510.050-1]	
❒ On-site landscaped areas; [Table 40.510.050-1]	
❒ Location, number, species, size at planting, and spacing of proposed plant material; [Table 40.510.050-1]	
❒ Location, number, species and size of existing landscape material to be removed and/or retained; [Table 40.510.050-1]	
❒ Location, type (such as sod, groundcover or shrub mass) and area (in terms of square feet and percentage of site) of all soft landscaped areas and buffers; [Table 40.510.050-1]	

❒ Location, height and materials of fences, buffers, berms, walls and other methods of screening; [Table 40.510.050-1]	
❒ Surface water management features integrated with landscape, recreation or open space areas; [Table 40.510.050-1]	
❒ Active and passive recreational or open space features; [Table 40.510.050-1]	
❒ Location of all roadway intersection sight distance triangles per Section 40.350.030(B)(8); [Table 40.510.050-1]	
E. Planned Unit Developments, Conditional Uses, Site Plans, and Master Plans	
❒ Layout of proposed structures including square feet; [Table 40.510.050-1]	
❒ Architectural elevations with dimensions, floor plans and total square footage for each building, types of material, and type of construction per the International Building Code; [Table 40.510.050-1]	
❒ Location, dimensions and number of off-street parking and loading areas; [Table 40.510.050-1]	
❒ Location and dimensions of recyclables and solid waste storage areas; [Table 40.510.050-1]	
❒ Sign plan that includes size, height, and location of all proposed signs; [Table 40.510.050-1]	
❒ Outdoor lighting plan shall be submitted that shows the areas of illumination for each outdoor light; [Table 40.510.050-1]	
F. Narrow Lot Developments	
A site plan shall show, at a minimum, all of the following features:	
❒ Location and width of streets, sidewalks and landscape buffers if applicable; [Table 40.510.050-1 and 40.260.155]	
❒ Location, species, and size of required trees; [Table 40.510.050-1]	
❒ Parking spaces, as required by Section 40.260.155(C)(3); [Table 40.510.050-1 and 40.260.155]	
❒ Stormwater facilities, including roof infiltration systems, if proposed; [Table 40.510.050-1 and 40.260.155]	
❒ Location of other infrastructure including solid waste and recycling areas (if applicable), light poles (if proposed), fire hydrants, community mailboxes and existing overhead lines; [Table 40.510.050-1 and 40.260.155]	
❒ Location and width of driveways, if proposed, and not exempted by Section 40.260.155(C)(8); [40.260.155]	
❒ Location and dimensions of ADA sidewalk ramps and landings at driveway crossings and street intersections; [Table 40.510.050-1 and 40.260.155]	
❒ Building envelopes which encompass all projections. The envelopes shall reflect the final setbacks for each lot; [40.260.155]	
❒ Intersection sight distance or applicable traffic control measures proposed at intersections and the impact on the developable area of corner lots; [40.260.155]	
G. Mixed Use and Highway 99 Developments	
❒ Layout and architectural drawing of all streetscapes, including landscaping, hardscape, public seating; public artwork and abutting building features; [Table 40.510.050-1]	
❒ Layout of proposed structures including square feet; [Table 40.510.050-1]	
❒ Architectural elevations with dimensions, floor plans and total square footage for each building, types of material, and type of construction per the International Building Code; [Table 40.510.050-1]	

❒ Location, dimensions and number of off-street parking and loading areas; [Table 40.510.050-1]	
❒ Site plan with elevations showing transition and scaling with abutting buildings; [Table 40.510.050-1]	
❒ Location and dimensions of recyclables and solid waste storage areas; [Table 40.510.050-1]	
❒ Sign plan that includes size, height, and location of all proposed signs; [Table 40.510.050-1]	
❒ Outdoor lighting plan shall be submitted that shows the areas of illumination for each outdoor light; [Table 40.510.050-1]	
11. SOIL ANALYSIS REPORT [Table 40.510.050-1 and 40.386]	
12. PRELIMINARY STORMWATER DESIGN REPORT [Table 40.510.050-1 and 40.386]	
13. PROPOSED STORMWATER PLAN [Table 40.510.050-1 and 40.386]	
14. PROJECT ENGINEER STATEMENT OF COMPLETENESS AND FEASIBILITY	
The project engineer shall include a statement that it is feasible for the proposed stormwater facilities to function as designed and to meet the requirements of the code.	
❒ Signed, stamped and dated by an engineer licensed in the state of Washington; [Table 40.510.050-1 and 40.386]	
❒ Statement references CCC 40.386; [Table 40.510.050-1 and 40.386]	
15. PHASING PLAN (IF PROPOSED)	
A phasing plan shall be submitted which includes the following information (can be shown on preliminary plan):	
❒ Transportation improvements; [Table 40.510.050-1]	
❒ Water quality improvements; [Table 40.510.050-1]	
❒ Site Improvements;	
16. TRAFFIC STUDY	
Unless otherwise specified by Concurrency staff as a part of the Pre-Application Conference Report (PAC), a traffic study shall be submitted.	
❒ Stamped, signed, and dated by a professional engineer registered in the state of Washington, with special training and experience in traffic engineering; [Table 40.510.050-1]	
17. STATE ENVIRONMENTAL REVIEW	
❒ Completed SEPA checklist if applicable; [Table 40.510.050-1]	
❒ Original, signed in ink; [Table 40.510.050-1]	
18. SEWER PURVEYOR UTILITY REVIEW LETTER	
❒ A current (less than 6 months old as of the Fully Complete date) utility review letter from the public sewer purveyor; [Table 40.510.050-1]	
19. WATER PURVEYOR UTILITY LETTER	
❒ A current (less than 6 months old as of the Fully Complete date) utility review letter from the public water purveyor; [Table 40.510.050-1]	
20. CLARK COUNTY PUBLIC HEALTH REVIEW EVALUATION LETTER	
❒ A Clark County Public Health Project Review Evaluation Letter must be submitted per the Pre-Application Conference Report. [Table 40.510.050-1]	

21. PRELIMINARY BOUNDARY SURVEY [Table 40.510.050-1]	
A preliminary boundary survey for proposed land division shall be submitted with the development application.	
❒ A current recorded Record of Survey that meets all RCW, WAC and Clark County requirements; **or**	
❒ A previous Record of Survey recorded in the past 5 years that discloses all possible boundary conflicts. When using a previously recorded survey, it must be accompanied by a written statement, stamped and signed by a registered Professional Land Surveyor. It shall state that all matters of encroachment or conflict, as shown, have been field verified by that surveyor and are substantially unchanged; **or**	
❒ Use of an unrecorded survey, commissioned for this purpose, will be accepted if no corner monuments have been set. This survey will meet all other requirements from RCW, WAC and CCC. It will be stamped and signed by the record PLS. A statement of purpose will be included;	
22. RESIDENTIAL DEVELOPMENTS WITHIN ONE (1) MILE OF A PUBLIC SCHOOL	
❒ Letter from school district stating bus transportation will be provided for students; [Table 40.510.050-1] **or**	
❒ Documentation that safe walking routes can be provided to the applicable school(s); [Table 40.510.050-1]	
23. ARCHAEOLOGICAL INFORMATION	
❒ Proof that the archaeological predetermination or archaeological survey was submitted to the state Department of Archaeology and Historic Preservation for review; [Table 40.510.050-1] **or**	
❒ Letter from state Department of Archaeology and Historic Preservation approving archaeological pre-determination/survey; [Table 40.510.050-1]	
24. PLANNED UNIT DEVELOPMENT, MIXED USE, MASTER PLAN AND TYPE II-A NEIGHBORHOOD MEETING [40.510.025(C)]	
❒ Documentation showing notice of the meeting mailed at least fifteen (15) days prior to the scheduled meeting; [40.510.025]	
❒ Copy of notice identifying the date, time, place of the meeting, and a brief description of the proposed development; [40.510.025]	
❒ Copy of mailing list; [40.510.025]	
❒ Documentation showing meeting notification has been posted in the neighborhood news section of the local press; [40.510.025]	
❒ Verification a sign with the neighborhood notification in a conspicuous location near the edge of the property containing the proposed development; [40.510.025]	
❒ Copy of proposed development plan as presented at the meeting; [40.510.025]	
❒ Sign-in sheet from the meeting; [40.510.025]	
❒ Minutes from the meeting; [40.510.025]	
25. COVENANTS OR RESTRICTIONS	
All existing covenants, restrictions and/or easements on the property must be submitted.	
❒ Covenants or restrictions; [Table 40.510.050-1]	
❒ Easements; [Table 40.510.050-1]	
26. ADDITIONAL SUBMITTALS IDENTIFIED IN PRE-APPLICATION CONFERENCE FINAL REPORT	
❒ ❒	
27. ASSOCIATED APPLICATIONS [Table 40.510.050-1]	
❒ Critical Aquifer Recharge Area (CARA) ❒ Floodplain	
❒ Forestry ❒ Geo-Hazard	

❒ Habitat	❒ Road Modification	
❒ Shoreline	❒ Variance	
❒ Wetland	❒ Other	
28. SUBMITTAL COPIES [40.510.050(B)]		
The following shall be submitted with the application:		
❒ One (1) copy of the main submittal with original signatures bound by a jumbo clip or rubber band;		
❒ One (1) copy of any special studies (e.g., wetland, floodplain, etc.), and bound separately;		
❒ One reduced copy of proposed plans (maximum size 11" x 17");		
❒ One CD or flash drive with a separate PDF document for each submittal item, organized in the same order as the fully complete application table of contents.		