



ANNUAL REVIEW Pre-Application Conference

Handout # 21-A (Revised November 2019)

What is the purpose of the Pre-Application Conference?

The pre-application conference is an opportunity for the applicant to present their proposal and ask questions of staff. During this 1-hour session, the applicant will be informed about the applicable review standards and possible public policy issues. Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough review.

When is a Pre-Application Conference required?

A pre-application conference is always required before any applicant submits an Annual Review application.

What is the deadline to submit a Pre-Application Conference Request Form?

Applications are only accepted from October 1 through November 30. The pre-application conference application must be submitted no later than close of business on the last business day of November.

What is the application procedure?

The first step in applying for a pre-application conference is to order a "Developer's GIS Packet" (Geographic Information System). This packet is available from Geographic Information Services, Public Service Center, 1300 Franklin Street, 2nd Floor, Vancouver, Washington, or by calling the Developer's GIS Packet Hotline at (564) 397-4082. The packet must be ordered at least 24 hours prior to pickup. The packet is designed specifically for your property and includes the comprehensive plan and zoning designations, an aerial photograph, maps on transportation, soil types, steep slopes, critical environmental areas (such as wetlands and hazardous slide areas), and more.

The second step is to submit a completed Pre-Application Conference Request Form, together with a CD in Portable Document Format (PDF) of the requested submittal items and the Pre-application fees to the Permit Services Center.

Prior to accepting your application, the Permit Services staff will conduct a “**Counter Complete**” review of your submittal package. This initial review ensures that all items listed in the submittal requirements have been submitted before accepting your application. These include:

1. Application Form
2. Application Fee
3. Developer’s GIS Packet Information
4. Narrative (see below)
5. Submittal CD

Once your application is accepted, the submittal packages are routed to the various review staff.

How is the Pre-Application Conference scheduled?

Upon submittal of a Counter Complete application, Community Planning staff will email you to schedule the date, time, and location of your conference. **Conferences will be conducted between October 15 and December 15.** These conferences are held at the Clark County Public Service Center, Community Planning, 1300 Franklin Street, 3rd Floor, Vancouver, Washington.

What response does an applicant get from the county?

After the conference, the county will mail the applicant and other interested parties a Pre-Application Conference Report. This report will identify the relevant code standards and approval criteria, list of possible public policy issues, and identify additional information required to prepare a Fully Complete Annual Review application. The report will also respond to the applicant’s written questions, if any, and inform the applicant of the application fees for an Annual Review application.

How long is the Pre-Application Conference valid?

This Pre-application for an Annual Review is only valid for this year’s round of Annual Reviews.

What are the approval criteria for a Comprehensive Map change?

Comprehensive Plan and concurrent zone map changes may only be approved if all of the following are met:

1. The proponent shall demonstrate that the proposed amendment is consistent with the Growth Management Act and requirements, the countywide planning policies, the Community Framework Plan, the Comprehensive Plan, applicable city comprehensive plans, applicable capital facilities plans and official population growth forecasts; and

2. The proponent shall demonstrate that the designation is in conformance with the appropriate locational criteria identified in the plan; and
3. The map amendment or site is suitable for the proposed designation and there is a lack of appropriately designated alternative sites within the vicinity; and
4. The plan map amendment either: (a) responds to a substantial change in conditions applicable to the area within which the subject property lies; (b) better implements applicable comprehensive plan policies than the current map designation; or (c) corrects an obvious mapping error; and
5. Where applicable, the proponent shall demonstrate that the full range of urban public facilities and services can be adequately provided in an efficient and timely manner to serve the proposed designation. Such services may include water, sewage, storm drainage, transportation, fire protection and schools. Adequacy of services applies only to the specific change site.

There are additional criteria that must be met for rural map changes and commercial map changes. Please see Clark County Unified Development Code Title 40, section 40.560.010.

What are the approval criteria for a Zoning Map change?

Zone changes may be approved only when all of the following are met:

1. Requested zone change is consistent with the comprehensive plan map designation;
2. The requested zone change is consistent with plan policies, locational criteria, and the purpose statement of the zoning district.
3. The requested zone change is suitable for the proposed designation and there is a lack of appropriately designated alternative sites within the vicinity
4. The zone change either:
 - Responds to a substantial change in conditions applicable to the area within which the subject property lies;
 - Better implements applicable comprehensive plan policies than the current map designation; or
 - Corrects an obvious mapping error.
5. There are adequate public facilities and services to serve the requested zone change.

Note: This handout is not a substitute for county code. For more information, please refer to Clark County Unified Development Code Title 40, section 40.560.010. For additional information, county code, and forms online, please see clark.wa.gov/community-planning/plan-amendment or call (564) 397-4898.

ANNUAL REVIEW PRE-APPLICATION CONFERENCE SUBMITTAL REQUIREMENTS

The following checklist identifies the information to be included with the Pre-Application Conference Application. Failure to provide all the listed information may prevent the County from identifying all applicable issues or providing the most effective pre-application review.

1. ___ APPLICATION FORM - The Pre-Application Conference Request Form shall be completed and original signed in ink by the owner(s) of record.

2. ___ APPLICATION FEE - The Pre-Application Conference fee of **\$1,166** and **\$94** issuance fee shall accompany the application. Checks should be made payable to "**Clark County Community Planning**".

3. ___ DEVELOPER'S GIS PACKET - One (1) copy of the Developer's GIS Packet must be submitted with your application. This packet is available from the Geographic Information Services and must be ordered at least 24 hours prior to pickup. The number is (564) 397-4082.

4. ___ NARRATIVE

- Description of the request
- Area of the site (acres or square feet)
- Related or previous permit activity
- Applicant's interest in the property (whether owner, buyer, lessee, contractor, engineer, consultant, or legal representative)
- Statement on how the plan/zone change request is consistent with all of the applicable policies and criteria in the comprehensive plan (see below) and Clark County UDC 40.560.010 & 40.560.020.

5. ___ SUBMITTAL COPIES

- One copy of the main submittal with original signatures, bound by a jumbo clip or rubber band;
- One CD with PDF versions of the submittal requirements.

Failure to provide all of the required information may prevent county staff from identifying certain issues or providing an effective pre-application review, and will disqualify the application.

**SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED
AT THIS PRE-APPLICATION CONFERENCE:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Community Planning staff are normally present at the pre-application conference. Please note above the names of County staff with whom you have already discussed this proposal, especially in relation to the above questions and issues.

**Public Service Center
Community Planning
P.O. Box 9810
1300 Franklin Street
Vancouver, WA. 98666-9810
Phone: (564) 397-2280; Fax: (564) 397-2011
www.clark.wa.gov/community-planning/plan-amendment**



**For other formats, contact the Clark County ADA Office
Voice 564.397.2322 / Relay 711 or 800.833.6388
Fax 360.397.6165 / Email ADA@clark.wa.gov**