

## Pre-Application Conference

### What is the purpose of the Pre-Application Conference?

The pre-application conference is an opportunity for an applicant to present a development proposal to staff and to become informed about the application review and approval process. During a one-hour session, staff will discuss with the applicant the applicable review standards, design requirements, and approval criteria; and will identify potential development issues.

Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough and complete response.

### When is a Pre-Application Conference required?

A pre-application conference is required before an applicant submits a Type II, Type II-A, or Type III development application.

The pre-application conference may be waived if the Responsible Official determines that the proposal is relatively simple and a conference is unnecessary.

A waiver requires the applicant to submit a completed application form, a fee, and a brief narrative explaining why a pre-application conference is not warranted under the specific circumstances of the case. See our *Pre-Application Waiver* handout.

### What is the pre-application procedure?

The first step in applying for a pre-application conference is to order a GIS Developer's Packet with a credit card online at <https://gis.clark.wa.gov/gishome/MapStore/?pid=map#/devPacketOrder>. For more information, contact GIS at 564.397.4082 or [themapstore@clark.wa.gov](mailto:themapstore@clark.wa.gov).

The packet is designed specifically for your development site and includes the Comprehensive Plan and zoning designations, aerial photographs, maps of transportation facilities, soil types, steep slopes, critical environmental areas (such as wetlands and hazardous slide areas), and more.

The second step is to submit a completed Development Review Application Form, together with eight copies of the requested submittal items, and the application fee to the Permit Services Center, first floor Public Service Center. Prior to accepting your application, the Permit Center staff will conduct a Counter Complete review of your submittal package. This initial review ensures that required items listed within the pre-application conference submittal requirements have been submitted before accepting your application (see attached submittal list).

Once your application is accepted, the submittal packages are routed to the various review staff. Staff conducts a second completeness check, known as the Fully Complete review. This detailed review ensures that all the items with a

Revised 10/11/18



Community Development  
1300 Franklin Street, Vancouver, WA 98660  
Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/community-development](http://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](mailto:ADA@clark.wa.gov)

check box to the left, listed under the numbered headings of the attached Pre-Application Conference Submittal Requirements checklist, have been submitted, for example, the Proposed Plan contains topography at two-foot contour intervals, any water courses, streams, rivers, etc., areas within the designated 100 year floodplain, etc.

A Fully Complete submittal is not required for a conference. However, if all of the submittal requirements, such as all numbered and boxed items, have been met you will qualify for Contingent Vesting status. See below for an explanation of contingent vesting. Notice of this determination will be presented in the Pre-Application Summary Report.

### **How is the Pre-Application Conference scheduled?**

Upon submittal of a Counter Complete application, Permit Center staff will provide a receipt that indicates the date and time of your conference that is about three weeks from your application date, but not to exceed 28 calendar days. The county will subsequently mail written notice of the conference date, time and place to the affected agencies, and the local neighborhood association within 15 calendar days of your submittal. These conferences are held at the Public Service Center, third floor, 1300 Franklin Street, Vancouver, Washington.

### **Who attends the Pre-Application Conference, and what takes place?**

The applicant, contact person, consulting engineers, and owner should attend the pre-application conference. County staff in attendance will include the project review planner and engineer, transportation concurrency review staff, and sometimes a biologist and code enforcement staff, depending upon the project site.

The conference agenda includes:

- Introductions
- Conference purpose explained
- Applicant presents an overview of the development proposal
- County staff presents their review comments
- Questions from applicant
- Major issues summarized by staff
- Staff presents an overview of application submittal review process

### **What response does an applicant get from the county?**

Within seven calendar days after the conference is held, the county will mail the applicant and other interested parties a Pre-Application Conference Report. This report will identify the relevant Clark County Code development standards and approval criteria, list of possible development issues, and identify additional information required to prepare a Fully Complete development application. The report will also respond to the applicant's written questions, provide an estimate of application fees, and indicate whether or not the application is contingently vested.

### **What is Contingent Vesting and how do I get vested?**

Vesting means that the regulations in place at the time of application will remain in effect throughout the review of the proposal. If the development regulations change after the application date, you are still "vested" with the regulations that were in place when you submitted a fully complete application.

An application, which is subject to pre-application review, will "contingently vest" with the regulations (but not the fees) in place on the date that the Fully Complete pre-application is filed. The contingent vesting will become final if a Fully Complete application for substantially the same proposal is filed within 180 calendar days of

the date the county issues its Pre-Application Conference Report.

**Note:** Once the application for a pre-application conference is submitted and accepted as Counter Complete, no additional pre-application information will be accepted for purposes of qualifying for contingent vesting.

### **How long is the Pre-Application Conference valid?**

The applicant has one year from the date of issuance of the Pre-Application Conference Report to submit a Fully Complete application. If the applicant waits more than one year to file an application, a new pre-application conference is required.

### **May additional pre-application conferences be requested for the same project?**

A second pre-application conference may be requested, at no additional cost, provided the following requirements are met:

- The request is made within one calendar year after the initial pre-application conference is held, and
- The proposed development is substantially similar to the one reviewed in the first conference, or it reflects changes based on information received at the first conference.

For a second pre-application conference request, the following documents must be submitted:

- A new completed application form and original signature
- Current GIS Developer's Packet
- Copy of first pre-application submittal
- Copy of first Pre-Application Conference Report
- Eight copies of all submittal information

**Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code, Sections 40.510.020, 025, and 030.**

## 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. **All** items must be submitted in order to qualify for contingent vesting.

**Note: Items 1 through 5 below must be included with the application, and the required number of copies listed under Item 7.**

### 1. \_\_\_ Cover sheet and table of contents

Each submittal packet shall contain a cover sheet that includes the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

### 2. \_\_\_ Application form

The Development Review Application Form shall be completed and original signed in ink by the applicant.

### 3. \_\_\_ Application fee

The fee for a Pre-Application Conference shall accompany the application. Checks may be made payable to Clark County Community Development.

### 4. \_\_\_ GIS Developer's packet

Eight copies of the GIS Developer's Packet shall be submitted with the application. Applicants can order a GIS Developer's Packet with a credit card online at <https://gis.clark.wa.gov/gishome/MapStore/?pid=map#/devPacketOrder>. For more information, contact GIS at 564.397.4082 or [themapstore@clark.wa.gov](mailto:themapstore@clark.wa.gov).

The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Aerial Photography Map (due to poor reproduction quality, 8 copies are already included)
- Aerial Photography Map with Contours (due to poor reproduction quality, 8 copies are already included)
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

### 5. \_\_\_ Proposed plan

- Proposed Plan shall be drawn to a minimum scale of 1" = 200' for subdivisions and 1" = 50' for all other applications
- Plan sheet size shall be no larger than 24" x 36"

The following information shall be clearly depicted on the Proposed Plan:

**General information**

- Applicant's name, mailing and e-mail addresses, and phone number
- Owner's name, and mailing and e-mail addresses
- Contact person's name, mailing and e-mail addresses, and phone number
- North arrow oriented to the top, left or right of the page, scale and date
- Title of proposed project, such as subdivision or business
- Vicinity map covering 1/4 mile radius from the development site
- Area of the site in acres or square feet

**Note: All the information listed below must be included with the application in order to qualify for contingent vesting. See page 2 for explanation of contingent vesting.**

**Existing conditions**

Environmental/Critical Areas on site and within 100 feet of the site

- Topography (at 2 foot contour intervals, if available from a public source)
- Any water courses (streams, rivers, etc.)
- Areas within the designated 100 year floodplain
- Water bodies and known wetlands
- Any unstable slopes and landslide hazard areas
- Significant wildlife habitat or vegetation
- Significant historic resources

Land Use and Transportation

- Layout of existing parcels drawn to scale
- Location(s) of any existing building(s) on the site
- Name and location of roadways and roadway easements (private and public), and surface material of these roads, such as gravel, asphalt or concrete pavement, etc.
- Location of existing on-site driveways and those off-site driveways across the street. Include the edge to edge distance between all driveways and roadways
- Location and width of existing pedestrian and bicycle facilities on-site and within one 100 feet of the site
- Location of transit routes and stops within ¼ mile of the development site
- Location of any existing wells and/or septic systems on-site and within 100 feet of the site

**Proposed improvements**

Critical Environmental Areas

The applicant is encouraged, but not required, to show proposed mitigation measures for identified critical areas, such as geologic hazard areas, wetlands, etc.

Land Use and Transportation

- Proposed easements
- Location and width of proposed on-site road rights-of-way
- Location and curb to curb width of proposed on-site roadways, provided by drawing or note
- Location and width of off-site rights-of-way and roadways which will provide access to the site

- Location and width of proposed pedestrian, such as sidewalks, and bicycle improvements other than those required by the road standards
- Location and width of proposed easements for access and drainage, etc., provided by drawing or note
- The configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements. Include the maximum and minimum density calculations for residential developments
- Proposed layout of structures, areas to be landscaped and off-street parking and loading areas
- The location of proposed septic systems and reserve areas including soil type and brief narrative discussing soil suitability for septic systems

#### Stormwater

- Provide a conceptual stormwater system layout that includes locations of proposed stormwater facilities including stormwater lines, treatment and discharge control facilities

#### **6. Traffic information report**

- Provide an estimate of the existing vehicle generation for the site, if any
- Provide a specific description of the proposed land use or building use that is the basis for the estimate of the number of vehicle trips generated by the proposed development
- Provide a preliminary estimate of the number of vehicle trips generated by the proposed development including the numerical basis for the estimate, such as number of square feet, number of fueling pumps, etc.

#### **7. Submittal copies**

- Eight copies of the application package shall be provided individually bound using jumbo clips or in three-ring binders, including eight copies of the GIS Developer's Packet
- For all sheets larger than 11" x 17," one reduced copy to 11" x 17" shall be provided
- Four individually bound copies of the following shall be provided:
  - o Traffic Information Report
  - o Other special studies, if applicable, such as wetland, habitat, floodplain, etc.

Information not provided on the Pre-Application Conference Application Form shall be provided on the face of the proposed plan, in an environmental checklist, or on other attachments. The Planning Director may modify or waive requirements for pre-application materials and may conduct a pre-application review with less than all of the required information.

**Note: 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 from contingent vesting.**

**Fee schedule**

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

Planning	\$805
Issuance	\$94
Engineering	\$1405
Issuance	\$94
Wetland/Habitat Review	\$103
Fire Marshal Review	\$434
<b>Annual Review</b>	
Pre-application	\$1,166
Issuance	\$94

Please refer to the Community Planning Web page at [www.clark.wa.gov](http://www.clark.wa.gov) for more information about the Annual Review process and submittal requirements.

**Specific questions and issues you wish to have discussed at this pre-application conference:**

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

Development Review staff are normally present at the conference. Other appropriate staff are invited as needed to assist in discussing the specific questions and issues noted.

Please note below the names of county staff with which you have already discussed this proposal, especially in relation to the above questions and issues:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate which agencies, departments, or divisions you believe should attend the conference to discuss pertinent questions or issues related to this proposal:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate the number of persons (representing the applicant) anticipated to attend the conference\_\_\_\_\_.