

Site Plan Review, Type II

What is a Type II Review Process?

Proposed commercial and industrial developments are subject to a Type II review process, which require a ministerial decision by the Planning Director. In making the decision, the Director must determine if the proposed development meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal and considering written comments received from the public. The Planning Director will approve, approve with conditions, or deny the application. This decision may be appealed to the county Hearing Examiner.

Is a pre-application conference required?

A pre-application conference is required before submitting a Type II application. The requirement for a conference may be waived if the Planning Director determines that the proposal is relatively simple. A waiver requires the applicant to submit a completed Pre-Application Review Waiver Request Form and fee.

What is the application process?

The first step is to complete a State Environmental Policy Act (SEPA) environmental checklist, if applicable. The Permit Center staff located at the Public Service Center, 1300 Franklin Street, first floor, Vancouver, Washington, will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are available at the Permit Center.

The next step is to submit a completed Type II Site Plan Review Application Form, fees and a copy of the submittal requirements to the Permit Center.

What if I didn't submit all of the required information?

The county conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Permit Center staff will conduct a **Counter Complete** review of your submittal package. This initial review ensures that all main listed within the subdivision submittal requirements have been submitted before accepting your application (see attached submittal list).

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the **Fully Complete** review. This more detailed review ensures that all items under the numbered headings of the attached Submittal Requirements have been submitted. As an example, does the Proposed Site Plan show topography at two-foot contour intervals, water courses, streams, rivers, etc., center of stream surveyed for all on-site water courses, FEMA designated 100 year floodplain, etc.

If required items are missing from your original submittal, you will receive a letter of **Not Fully Complete** with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your

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1300 Franklin Street, Vancouver, WA 98660
Phone: (360) 397-2375 Fax: (360) 397-2011
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

application and refund the application fee, less the processing costs incurred to date.

If **all** of the submittal requirements have been met, the applicant will be directed to submit five additional copies that contain the revisions and additional information that may have been required to be Fully Complete. Once all Fully Complete copies have been received, you will receive a **Fully Complete** determination letter and be vested on the date you submitted the Fully Complete application.

What is Vesting?

Upon a determination of Fully Complete, your application is vested with the development regulations that are in place at the time the fully complete application was submitted.

Examples:

1. An application is submitted on June 1 and determined to be Fully Complete on June 25. The application is vested as of June 1.
2. An application is submitted on June 1 and subsequently determined to be **Not** Fully Complete on June 25. In response, the applicant submits additional information on July 8. The revised application is subsequently determined to be Fully Complete on July 18.

Note: The completeness decision will be made within 14 calendar days of new submittals. The application is vested as of July 8, the day the fully complete application was submitted.

To be contingently vested on the date a pre-application is filed the following conditions must be met:

1. All the required pre-application conference information was submitted on the pre-application submittal date
Note: the Pre-Application Conference Report will indicate whether the application is contingently vested.

2. A fully complete application for substantially the same proposal was filed within 180 calendar days of the date the county issued the Pre-Application Conference Report.

What kind of public notice is provided?

Within 14 calendar days from the Fully Complete date, a notice describing the proposal will be mailed to property owners within a 300' radius (if within an urban growth boundary), and a 500' radius (if outside an urban growth boundary) of the project site and to the applicant.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response within 14 days from the date the comments are mailed.

What is a SEPA determination?

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed subdivision be conducted. County staff and interested agencies will review the subdivision application to determine its compliance with applicable federal, state and county code. Through this process a determination will be made as to whether the impacts will be considered non-significance (DNS), mitigated non-significance (MDNS), or significance (DS).

For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report referenced below. If a DS determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the county considering the proposed subdivision. The SEPA determination is published in *The Columbian* newspaper.

What is a Staff Report?

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code. In this report, staff will make a decision to approve, approve with conditions or deny the application. This written report will be mailed to the applicant within 78 calendar days of the Fully Complete determination.

Can the decision be appealed?

A Type II decision by the Planning Director may be appealed to the Hearing Examiner. The appeal must be filed within 14 days from the date the decision is issued.

After the Preliminary Site Plan is approved, what is next?

After receiving approval of the preliminary site plan, the applicant may submit the engineering constructions and building plans for review. A final site plan, which reflects any applicable conditions of approval, must be submitted with the engineering construction plans for approval.

How long do I have before I must begin construction of the development?

A preliminary site plan approval shall be valid for a period of five years after approval, or approved extension by the BOCC, during which time an application for a building permit for the subject development must be submitted. This time limit may be extended where there is an approved phased development or separate development agreements have been approved. See Clark County Code, Section 40.500.010(B) for more details.

See *Final Plan Review* handout for further information about the final engineering plan review process. This handout is available at www.clark.wa.gov/community-development.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.520.040 Site Plan Review.

Submittal Requirements

Refer to the *Type II, II-A and III Submittal Requirements* handout.

Mining Permit Applications

A sixth copy of the main submittal package must be submitted for distribution to the Department of Natural Resources.

Fee schedule

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

Application submittal fee \$632

The following fees are required to be paid when the application has been deemed Fully Complete.

Type II or commercial pad

Planning \$4,033

Issuance \$94

Residential – fee per unit
21 units or greater \$30

Commercial – fee per building sq. ft.
10,001-50,000 sq. ft. \$0.10
50,001 sq. ft. or greater \$0.05

Engineering \$2,743
Issuance \$94

SEPA Review, if required \$1,222
Issuance \$53

Fire Marshal Review \$626

Unoccupied Commercial and Utility Structures

Planning \$2,429
Issuance \$94

Engineering \$601
Issuance \$94

SEPA Review, if required \$1,222
Issuance \$53

Fire Marshal Review \$626

Binding Site Plan

See our *Binding Site Plan* handout for more information and fees.

A Legal Lot Determination may be required if a previous legal review has not been completed. See our *Legal Lot Determination* handout for more information and fees.

Mining

Mining fees are based on cost recovery. Applicant will be required to sign an agreement that they will pay salary, benefits and overhead for staff or consultant's fees required to complete the work. The applicant will be sent an itemized billing.