



FINAL PLAT

RECORDING PROCESS

Department of Public Works

Development Engineering Program

1300 Franklin Street

Vancouver, WA 98660

(360) 397-6118 ext. 4380

www.clark.wa.gov/comdev

email: engsrv@clark.wa.gov

FINAL PLAT REVIEW & RECORDING

Handout #40 Revised 080109



What is the purpose of the final plat process?

The final plat review process ensures that all conditions of approval of the preliminary plat have been satisfied. This review also ensures that private and public improvements have been completed or performance guarantees have been secured, maintenance guarantees (e.g., bonds) secured, and the appropriate legal recordings have been completed.

The State of Washington, under the Revised Code of Washington (RCW) 58.17.010, and Clark County, under Clark County Code (CCC), Sections 40.510.010 and 40.540.070, set forth standards under which the County reviews and approves final plat applications.

How long do I have after approval of the preliminary plat before the final plat has to be recorded?

Preliminary plat approval is valid for a period of 5 years, during which time a fully complete application for final plat approval must be submitted. Submittal requirements for a fully complete application are identified in CCC Section 40.540.070(B) and referenced in the submittal requirement checklist in the handout.

Except for approved phased developments, plat extensions cannot be granted.

Those applications specifically approved for phased development may request an unlimited number of subsequent two-year extensions, subject to certain approval criteria (See CCC Section 40.500.010B).

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

You must submit a copy of the approved landscape plan(s) with a certification (standard form provided by the County) signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached plan(s), and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site.

What is the final plat approval process?

Final Plat applications are subject to a Type I review pursuant to CCC Section 40.510.010. The Type I review process involves an application subject to non-discretionary standards or standards that require the exercise of professional judgment about technical issues, and exempt from the State Environmental Policy Act (SEPA) review. County staff has the authority to issue Type I review permits. The final plat review and approval process allows the incremental submittal and review of information. Upon submittal at the front counter, materials will be reviewed for "counter completeness". All of the submittal requirements identified in CCC Section 40.540.070(B) must be provided for a "fully complete" determination.

- Submittal Package A includes a completed application form, final plat fee, a copy of the signed preliminary plan review decision, and copies of the "Bluelines" of the final plat proposal. Once a complete package A is submitted, county staff will route the "Bluelines" for review and comment.
- Submittal Package B includes the digital plat file or fee, Sight Distance Compliance Letter and/or Performance Guarantee information, if required. In addition, a number of approvals by other County departments are provided at this stage; however, as a service, County staff typically transmits the required information directly to the Planning Technician.
- Submittal Package C includes all of the supporting and legal documentation, the mylar of the plat and recording fees.

What are Advance Taxes?

Advance Taxes are property taxes that must be paid on subdivisions prior to recording. The tax amount is based on the land value after the property is subdivided. To determine the amount of the advance taxes the Assessor's office determines the future value of the property, and the Treasurer's office calculates the taxes based on the assessed value.

The preliminary plat should be submitted to the Department of Assessment and GIS. Assessing values of new lots and calculation of the Advance Taxes generally takes about two weeks. Problems with ownership or delinquent taxes will delay the process.

The following information should be submitted to the Department of Assessment & GIS:

- A full-size copy of the plat
- A written metes & bounds of the subdivision perimeter
- A cover sheet with work-up request and contact person

The Treasurer's office will notify the contact person upon completion of the process and upon payment of the Advance Taxes, a plat certification letter will be issued.

Is there an opportunity to meet with staff to better understand the final plat review process and ask questions?

Yes. You may contact the assigned Planning Technician (ext.4380) any time after "Package A" is submitted to arrange a meeting to better understand the review process and ask questions. Your questions may also be addressed over the phone or via e-mail (harriet.padmores@clark.wa.gov).

What is the "Developer Covenants to Clark County"?

"Developer Covenants to Clark County" is a recorded legal document limiting or prohibiting certain uses of property. The "Developer Covenants to Clark County" may also impose affirmative obligation such as a payment of a fee or be used to disseminate information to which the County deems is in the public interest.

How long does it take to get the final plat recorded?

As a Type I review, a final plat application is subject to the following timeframes:

- County staff has 21 days after a counter-complete application, including all required materials, is submitted to determine if the application is "fully complete".
- After an application is deemed fully complete, County staff has 21 days to issue a decision to approve, approve with conditions or deny the application.
- Approved final plats are then routed for signatures; once all the signatures have been obtained, County staff will record the plat.

An applicant may request in writing to extend the time, provided the county receives within the twenty-one (21) day period.

How can I track the status of my final plat application?

Upon a change in status, the contact person will receive an updated status report by e-mail from the Planning Technician. This report will identify what submittals have been reviewed and approved and what remains to be submitted for recording. It is the applicant's responsibility to coordinate with their development manager, engineer, Title Company, legal support, etc., to determine the status of items not submitted.

When building permits may be issued?

Prior to a Completion of Construction letter the responsible office may approve the issuance of up to fifty (50) percent of lots after stormwater

and road improvements are substantially complete; or the development activity is in full compliance with CCC 40.385; or "model homes" may be approved in accordance with CCC 40.260.145.

DIGITAL PLAT SUBMISSION OR DIGITAL PLAT PREPARATION FEE

The applicant shall submit a digital file for layers specified in Section 40.540.060 that conforms to

all applicable requirements discussed in Section 40.540.060 and the guidelines below.

The

Responsible official shall forward the digital file to the Department of Assessment and GIS. Alternatively, if the applicant chooses, the County will prepare the digital file based upon the

submitted Mylar. The applicant shall provide payment for the preparation of the digital file in

accordance with the fee established in Title 6.

Guidelines for Submitting Digital Final Plat Files -

In accordance with Section 40.540.060 of Title 40, digital final plat files may be submitted on 3.5 high-density disks, CD-ROM, or transmitted via electronic mail at digitalplats@clark.wa.gov. The digital plats should be saved in drawing interchange file (DXF) format as an AutoCAD 2000 or earlier version.

Digital submittals shall include the following layers in the DXF:

<u>Layer Descriptions</u>	<u>Preferred layer name</u>	<u>Feature Type</u>
Parcel Boundary	parcels	Line
Road Centerline	Roads	Line
Road Right-of-Way	ROW	Line
PLSS Corner	Plss	Point
Road Name	RoadName	Text
Parcel Lot Number	Parcelld	Text

- Each applicant may utilize unique layer names in lieu of the preferred layer names. Subsequent submittals from the same firm must use the previous layer names.
- Digital submittals that do not conform to the above guidelines or files not readable by Clark County GIS will need to be re-submitted.
- Each applicant will be given two re-submittals to correct technical issues without additional fees. After the second re-submittal, the applicant will be billed \$85.00 per hour for additional time required by Clark County GIS to process re-submittals.
- Digital submittals that cannot be processed within the above steps will be required to pay the Digital Plat Preparation Fee.



DATE OF SUBMITTAL: _____

CERTIFICATION OF LANDSCAPE INSTALLATION

In order to ensure that the landscape has been installed in conformance with the approved landscape plan(s) CCC 40.320.030 require that the applicant to submit a copy of the approved landscape plan(s) with a certification signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached approved plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site. Any substituted plants shall be no smaller than those shown on the approved plan(s) and shall have similar characteristics in terms of height, drought tolerance and suitability for screening. ***Verification of landscape installation must be submitted prior to approval of a final plat or issuance of an occupancy permit.***

PROJECT NAME: _____	FLD CASE #: _____
DEVELOPER: _____	PHONE: _____
LANDSCAPE CONTRACTOR: _____	PHONE: _____
LANDSCAPE ARCHITECT: _____	PHONE: _____

I, the undersigned landscape architect licensed in the state of Washington, hereby certify that the landscape on the subject site has been installed in accordance with the attached approved plans with ____ [*number of substitutions*] plant substitutions. I further certify that all of the plant substitutions are listed below and that these substituted plants are comparable to the approved plantings, suitable for the site, are be no smaller than those shown on the approved plan(s) and have similar characteristics in terms of height, drought tolerance and suitability for screening.

Approved Plantings		Plan Substitution	
Name	Size	Name	Size
1.			
2.			
3.			

** Attach additional sheets as needed to list all plant substitutions.*

Irrigation was *was not* [circle one] required by the approved landscape plan. If irrigation was required, I further certify that the irrigation system was installed pursuant to the landscape plan and has been tested and was properly functioning on _____ [*date irrigation system was tested*].

Signature

Date

Stamp

Attach approved landscape plan(s)



ENGINEERING SERVICES FINAL PLAT REVIEW SUBMITTAL REQUIREMENTS

NOTE: The following checklist identifies information to be included. **ALL** items checks **MUST** be submitted before the submittal can be accepted. All submittals not determined to be complete will be **RETURNED** to the applicant for corrections.

Following these guidelines will help us serve you better and avoid any unnecessary delay in moving this project to plat recording. Thank you for your cooperation!

FINAL PLAT REVIEW
<input type="checkbox"/> Cover Sheet / Letter of Transmittal
<input type="checkbox"/> Application Form
<input type="checkbox"/> Application Fee
<input type="checkbox"/> Copy of Preliminary Plan Decision
<input type="checkbox"/> Proposed Final Plat to include but not limited to: subdivision name; legend; location, including one quarter section, section, township, range, donation land claim; boundary survey; lot, block and street right of way and centerline dimensions; street names; scale, including graphic scale, north arrow and basis of bearing; identification of areas to be dedicated; surveyor's certificate, stamp, date and signature; signature blocks to include County Engineer; County Auditor; Chairperson, Board of County Commissioners; County Assessor; Clark County Health Department; the Responsible Official; special setbacks; private easements; utility easements; walkways; parcel area of lots in square footage; and mathematical closures
<input type="checkbox"/> Four (4) Full-size Blueline Copies of Proposed Plat
<input type="checkbox"/> One (1) Full-size Blueline Copies of Proposed Plat [ARCHAEOLOGICAL, if applicable]
<input type="checkbox"/> One (1) Full-size Blueline Copies of Proposed Plat [FOREST PRACTICE, if applicable]
<input type="checkbox"/> One (1) Full-size Blueline Copies of Proposed Plat [HABITAT, if applicable]
<input type="checkbox"/> One (1) Full-size Blueline Copies of Proposed Plat [WETLAND, if applicable]
<input type="checkbox"/> One (1) Full-size Blueline Copies of Proposed Plat [HAZEL DELL SEWER DISTRICT, if applicable]
<input type="checkbox"/> One (1) Reduced Copy of Proposed Plat (scale: 1" = 200')
<input type="checkbox"/> Legal Documentation to include but not limited to: certification of platting from a Title Company; dedication of plat; treasurer's certificate; legal description of the boundary which has been certified by the land surveyor, with seal and signature; conditions, covenants and restriction; private road maintenance agreement; recorded conservation covenant; utility letter(s); other legal description required as outlined in preliminary land decision; Developer Covenants to Clark County
<input type="checkbox"/> Supporting Documents to include but not limited to: receipt showing payment of concurrency fees; verification that fees have been paid for stormwater and roadway improvements; copies of previously recorded public and/or private offsite easements and right of way dedications; Health Department Final Approval Letter; verification of the installation of required landscape; other documents required as outlined in prelim land decision
<input type="checkbox"/> Mylar Plat
<input type="checkbox"/> Recording Fee

FINAL PLAT REVIEW FEE SCHEDULE

Final Plat Review

Short Plat	\$ 1,733
Subdivision	\$ 2,437

Digital Plat Submission

County Digital Plat Preparation -- Base Fee	\$ 165
County Digital Plat Preparation -- Per Lot	\$ 5

Plat Recording Fee

1 – 50 lots	\$ 133
51 + (\$133.00 <i>plus</i> 50 cents/lot for each additional lot above 50)	\$.50/lot

TOTAL \$ _____



ENGINEERING SERVICES – FINAL PLAT Application Form

PROJECT NAME:	
PROPOSAL:	
PRELIMINARY PLAN REVIEW CASE NUMBER:	
PROJECT TYPE: <input type="checkbox"/> Short Plat <input type="checkbox"/> Subdivision <input type="checkbox"/> PUD	
NUMBER OF LOTS (Land Division):	
DEVELOPER INFORMATION:	Address:
E-mail Address:	Phone and Fax:
DESIGN ENGINEER NAME:	Address:
E-mail Address:	Phone and Fax:
CONTACT INFORMATION:	Address:
E-mail Address:	Phone and Fax:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the application. This application gives consent to the county to enter the properties listed above.

Authorized
Signature: _____ Date: _____

