

# Final Plat Review and Recording

## 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 (such as bonds) secured, and the appropriate legal recordings have been completed.

## 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 seven years, during which time a fully complete application for final plat approval must be submitted. Submittal requirements for a fully complete application are in the attached Submittal Requirement checklists.

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 Landscape 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 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. 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. For a fully complete determination, provide all of the submittal requirements identified in the attached Submittal Requirements.

## What are Advance Taxes?

Advance Taxes are property taxes paid on subdivisions recorded after May 31 of the current year. 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.

Submit the preliminary plat and perimeter legal from the surveyor to the Department of Assessment and GIS. Assessing values of new lots and calculation of the Advance

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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)

Taxes generally takes about two weeks. Problems with ownership or delinquent taxes will delay the process.

Include the following information:

- 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. A plat certification letter will be issued upon payment of the Advance Taxes.

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

You may contact the assigned planner any time after Package A is submitted by phone or email, or to arrange a meeting.

### **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 to disseminate information to which the county deems is in the public interest.

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

This is dependent on requirements found in the Staff/Hearing Report for your project and any associated reports. Reviews from the county are:

First review – 21 days

Second review – 14 days

All subsequent reviews – 7 days

These reviews cover the plat (survey) and all documents required. There is also the construction aspect, if any required. The

length of time it takes to construct your project greatly depends on how long it takes to get your plat recorded. The process could take several months.

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

Contact the planner regarding outstanding items based on the checklist provided to you after the first review. To see the status or your permit, visit our Web site at [www.clark.wa.gov/development](http://www.clark.wa.gov/development). You will need your permit number. 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 can building permits be issued?**

Prior to the recording of your plat residential building permits for individual residences, additions to existing residences, or "model" homes may be approved under certain circumstances. Only one home is allowed per existing lot of record within the boundaries of the preliminary land division.

After the plat is recorded but construction of all required public improvements is not yet complete and performance bonds or financial guarantees have been accepted and approved for those public improvements which have not been constructed, one home is allowed per each twenty (20) lots within the plat.

Plats with fewer than twenty (20) lots do not qualify. Engineering Services must authorize the issuance of the building permit to ensure that adequate provisions exist for necessary services and facilities.

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**This handout is not a substitute for county code. For detailed information, please refer to Clark County Code 40.540.070.**

**Submittal requirements**

The following checklist identifies information and documents to be included with each submittal package. In order to accept an application, each numbered item must be submitted at the same time. Partial submittals will not be accepted.

**PACKAGE A****1. \_\_\_ Cover Sheet**

Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, email address, and phone number.

**2. \_\_\_ Application Form**

The application form shall be completed and original signed in ink by the applicant.

**3. \_\_\_ Application Fee**

The required final plat review fee shall accompany the application. The check is to be made payable to Clark County Community Development. We also accept credit cards and electronic checks.

Recording Fee (may also be paid at time of Final Mylar Submittal)

**4. \_\_\_ Development Decision Approval**

A copy of the approved preliminary plan/decision and any post decision review plans/decisions.

**5. \_\_\_ Proposed Final Plat**

The proposed final plan shall include:

Subdivision/Short Plat name;

Legend;

Location, including one quarter (1/4) section, section, township, range, and, as applicable, donation land claim and/or subdivision;

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, Board of County Council Chairperson, County Assessor, Clark County Public Health (if septic or well systems are proposed), and the Responsible Official;

Special setbacks;

Private easements;

Utility easements;

Walkways;

Parcel area of lots in square footage for developments in the urban area and acreage for developments in the rural area;

**6. \_\_\_ Mathematical Closures**

**7. \_\_\_ Legal Description**

Legal description of the boundary which has been certified by the land surveyor, with seal and signature.

**8. \_\_\_ Submittal copies**

- Four (4) full-size copies of proposed final plat; plus
- One (1) full-size copy of proposed final plat for **each** of the following reviews, if applicable:
  - Water Purveyor
  - Sewer Purveyor
  - Environmental
  - Public Health
- Electronic copy of the proposed final plat submitted via email or on a CD.

**PACKAGE B**

The submittal package shall contain all information and documents identified below. Partial submittals will not be accepted.

**1. \_\_\_ Applicant's Response to First Review Comments** (if applicable)**2. \_\_\_ Legal Documentation**

Legal documentation must include, but is not limited to:

- Private road maintenance agreement if applicable;
- Conservation covenant, if applicable;
- Latecomer's Agreement, if applicable;
- Copy of recorded public and private off-site easements and right-of-way dedications for required improvements (if applicable);
- Developer Covenants to Clark County;
- Other legal documents required in preliminary land division decision;

**3. \_\_\_ Supporting Documentation**

- Site plan for certain residential developments (e.g., narrow lots, townhomes, Highway 99, etc.), if applicable;

**4. \_\_\_ Submittal copies**

- Four (4) full-size copies of proposed final plat;
- Electronic copy of the proposed final plat submitted via email or on a CD.

**PACKAGE C**

The submittal package shall contain all information and documents identified below. Partial submittals will not be accepted.

**1. \_\_\_ Applicant's Response to Review Comments** (if applicable)**2. \_\_\_ Supporting Documentation**

Supporting documentation must include but is not limited to:

- Utility letter(s) from water and sewer providers verifying services have been installed, inspected and approved;

- Verification of required landscaping installation with copy of approved plans;
- Home Owners Association/Conditions, Covenants and Restrictions (if applicable);
- Other documents required in preliminary land division decision;

**3. \_\_\_ Submittal copies**

- Four (4) full-size copies of proposed final plat;
- Electronic copy of the proposed final plat submitted via email or on a CD.

**FINAL MYLAR SUBMITTAL**

Upon compliance of the final plat with all conditions of preliminary approval, the applicant will be asked to submit the final plat mylar for signature and recording. No mylars will be accepted until requested by county staff.

**1. \_\_\_ Legal Documentation**

- Certification for platting from a title company;
- Dedication of plat;
- Treasurer’s certificate;

**2. \_\_\_ Supporting Documentation**

- Receipt for payment of concurrency modeling fees;

**3. \_\_\_ Final Plat Mylar**

- One (1) full-size copy of final plat;

**4. \_\_\_ Recording Fee (if not paid at time of Package A submittal)**

## Digital Plat Submission Guidelines

The applicant shall submit a digital file that conforms to all applicable requirements 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.

Submit digital final plat files on 3.5 High Density disks, CD-ROM, or transmit via email to [digitalplats@clark.wa.gov](mailto:digitalplats@clark.wa.gov). Save digital plats in drawing interchange file (DXF) format as an AutoCAD 2000 or earlier version.

Digital submittals shall include the following layers in the DXF:

<b>Layer Descriptions</b>	<b>Preferred layer name</b>	<b>Feature Type</b>
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	ParcelId	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 resubmitted.

Each applicant will be given two resubmittals to correct technical issues without additional fees. After the second resubmittal the applicant will be billed \$85.00 per hour for additional time required by Clark County GIS to process resubmittals.

Digital submittals that cannot be processed within the above steps will be required to pay the Digital Plat Preparation Fee.

**Fee Schedule**

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

Final Plat Review	
Short Plat	\$1,733
Subdivision	\$2,437
Issuance	\$94
Fire Marshal Review	\$434
Wetland/Habitat Review	\$42
Engineering Plan Review	
Based on stormwater requirements	
Additional, after third resubmittal	\$745
Issuance	\$94
Digital Plat Preparation	\$165
Per lot	\$5
Plat Recording	\$192.50
Per lot over 50	\$.50