



**SUBDIVISION
CHECKLIST**
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OFFICE USE ONLY
PERMIT NUMBER

SUBMITTAL CHECKLIST

A. REVIEW PROCESS FOR A SUBDIVISION (18.210.020)

- (1) Technically complete review of a plat application is subject to a Type I process per LCMC [18.30.080](#).
- (2) After a preliminary subdivision application is deemed to be technically complete the review of the application for a preliminary plat approval is subject to a Type III process. See LCMC [18.30.100](#).
- (3) Review of a technically complete application for a final plat map is subject to a Type I process per LCMC [18.30.080](#).
- (4) Appeal and post-decision review of final decisions regarding plats are permitted as provided in LCMC [18.30.130](#) and [18.30.150](#).

B. SUBDIVISION TYPE III PROCEDURES (18.30.100)

- (1) An application subject to a Type III process will be considered at one or more public hearings before a city hearings examiner. The city clerk shall schedule a public hearing for an application within 78 calendar days after the date the city finds the application technically complete.
- (2) Notice of Hearing. At least 14 calendar days before the date of the hearing, the city clerk shall mail public notice of the hearing as provided in LCMC [18.30.120](#). At least 10 days before the date of the hearing, the city clerk shall cause notice of the hearing to be published and posted as provided in LCMC [18.30.120](#).
- (3) Staff Report. At least seven calendar days before the date of the hearing, the director shall issue a written staff report regarding the application(s). The staff report shall set out the relevant facts and applicable standards for the application and a summary of how the application complies with those standards based on the facts and evidence, including any conditions of approval. The city clerk shall mail a copy of the staff report to the hearings examiner,

the applicant, and the applicant's representative(s) and other parties who request it. Copies of the staff report also shall be available at City Hall seven days prior to the hearing and at the public hearing.

(4) Public Hearings. Public hearings shall be conducted in accordance with the rules of procedure adopted by the hearings examiner, except to the extent waived by the hearings examiner. A public hearing shall be recorded on audio or audiovisual tape.

(5) Decision. Within 14 calendar days after the date the record closes regarding a given application(s), the hearings examiner shall submit to the city clerk a written decision regarding that application(s). The decision shall set out the relevant facts and applicable standards for the application(s) and a summary of how the application(s) complies with those standards based on the facts and evidence, including any conditions of approval.

(6) Notice of Decision. Within seven calendar days of the date of the decision, the city clerk shall mail a notice of decision as provided in LCMC [18.30.120](#).

(7) Appeal and Post-Decision Review. A final decision regarding an application subject to Type III process can be appealed pursuant to LCMC [18.30.130](#) and can be amended by post-decision changes pursuant to LCMC [18.30.150](#).

C. SUBDIVISION APPLICATION REQUIREMENTS (18.210.020)

- ❑ **1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including. The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application; Complete for all associated applications.
- ❑ **2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.
- ❑ **3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- ❑ **4. SUBMITTAL PACKET:** Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive). Create a separate PDF for each application file, i.e. Master Application Form, Reimbursement Agreement, Checklist and so on.....
- ❑ **5. PRE-APPLICATION CONFERENCE REPORT:** A copy of the pre-application conference summary, if the application was subject to pre-application review, and all information required to address issues, comments and concerns in the summary
- ❑ **6. PRELIMINARY PLAN:** Submit one (1) copy, of the preliminary plan at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way, development, access, parking, maneuvering, structures and landscaping on the site; existing and proposed natural features on the site, including vegetation, topography and grades; existing and proposed utilities (water, sewer, drainage, fire hydrants); and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not

in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. Principal features of the plan shall be dimensioned. The applicant is encouraged to submit drawings showing the elevation(s) of a proposed primary structure;

- 7. AUTHORIZATION TO SIGN APPLICATION:** Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor.
- 8. PROOF OF OWNERSHIP:** Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.
- 9. DEDICATIONS:** Proposed dedications shall be submitted to the city or other agency, if applicable;
- 10. LEGAL DESCRIPTION:** Submit a legal description of the site; and
- 11. MASTER PLAN:** If a subdivision contains large lots or tracts which at some future time are likely to be re-subdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size.
- 12 PHASING PLAN:** If phases are proposed, then the subdivision also complies with the following:
 - (a) The preliminary plat identifies the boundaries of each phase and sequence of phases;
 - (b) Each phase includes open space and other required public and/or private infrastructure at least in proportion to the number of lots in the phase;
 - (c) The sequence and timing of phases maintains compliance with applicable standards throughout the development of the subdivision; and
 - (d) The applicant completes or assures completion of public improvements consistent with LCMC [18.210.090](#).
- 13. NARRATIVE:** A written description of the proposed use or development. The description shall identify any variances, adjustments or exceptions needed for approval of the plan and how the proposed preliminary plat does or can comply with each applicable approval criterion for the preliminary plat, and basic facts and other substantial evidence that support the description.

The narrative shall address the following approval criteria;12.05 Sidewalks, 12.10 LCMC Public and Private Roads, 18.300 LCMC Critical Areas, 18.310 Environmental Policy, 18.320 Stormwater & Erosion Control, 15.05 Building Code and Specialty Codes, 15.35, School Impact Fees and Title 18 Development Code.

That the application can comply with those regulations by complying with certain conditions of approval, and those conditions are adopted; or that necessary adjustments, exceptions, modifications or variations have been approved or are required to be approved before the final plat is approved;

The subdivision makes appropriate provision for parks, trails, potable water supplies and disposal of sanitary wastes; and

The subdivision complies with Chapter [58.17](#) RCW.

14. SEPA CHECKLIST: Provided an environmental checklist or EIS is required for a technically complete application unless categorically exempt.

15. PROPERTY OWNERS: The names and addresses of owners of land within a radius of 300 feet of the site. Owner names and addresses shall be printed on mailing labels.

(a) The applicant shall submit a statement by the assessor's office or a title company certifying that the list is complete and accurate, based on the records of the Clark County assessor within 30 days of when the list is submitted.

(b) If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 300-foot radius, as provided above, of the edge of the property owned by the applicant adjoining or across a right-of-way or easement from the property that is the subject of the application.

16. ADDITIONAL INFORMATION: Applications necessarily associated with the preliminary plat, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to the road standards in Chapter [12.10](#) LCMC that are required to approve the preliminary plat application as proposed.

17. WETLANDS: Provided a wetlands delineation and assessment if required by Chapter [18.300](#) LCMC, and an application for a wetland permit and associated preliminary plan if required by Chapter [18.300](#) LCMC to approve the preliminary plat application as proposed.

18. GEOTECHNICAL STUDY: An appropriate geotechnical study if:

(a) The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or

(b) The site contains land identified by the U.S. Soil Conservation Service, Clark County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes.

19. CLARK-COWLITZ FIRE RESCUE: Clark-Cowlitz Fire Rescue (CCFR) collects a separate pre-application fee to cover their participation in the City's pre-application conference. Proof that the CCFR fee has been paid shall be submitted with this application. The conference will not be scheduled until this has been completed.

CCFR application website - [Clark Cowlitz Fire & Rescue \(geocivix.com\)](http://ClarkCowlitzFire&Rescue.geocivix.com)

20. GRADING: Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of Chapter 18.320 LCMC.

21. WATER & SEWER: Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.

22. PHASING: A plan showing proposed phasing if the applicant proposes to develop the subdivision in phases.

23. ARCHAEOLOGICAL: An archaeological predetermination and proof that the pre-determination has been sent to

DAHP if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources as determined by the city.

D. EXPIRATION & EXTENSION OF PRELIMINARY PLAT APPROVAL (18.210.050)

(1) Approval of a preliminary plat expires five years from the effective date of the decision approving it unless, within that time, an applicant files with the city clerk an application for a final plat for a subdivision or given phases of a subdivision or for an extension.

(2) An application for extension of a preliminary plat approval for a subdivision or for remaining phases of a subdivision is subject to a Type I process. An applicant for an extension shall submit the requisite fee, a completed application review form provided for that purpose by the city, and text describing how the application complies with the approval criteria for an extension, and basic facts and other substantial evidence to support the text.

(3) The review authority may approve a single one-year extension of a preliminary plat approval if he or she finds that the relevant facts and the law have not changed substantially since the original approval, or that the preliminary plat can comply with the law in effect on the date the application for the extension was filed by complying with certain additional and/or modified conditions of approval, and those additional conditions and/or modifications are adopted.

E. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

<input type="checkbox"/> Legal Lot Determination	\$425.00 + \$75 per lot (>2 lots)
<input type="checkbox"/> Preliminary Short Plat (4 lots or less)	\$1040.00 + \$125 per lot
<input type="checkbox"/> Preliminary Long Plat	\$3000.00 + \$125 per lot
<input type="checkbox"/> SEPA Checklist Review & Det/ Notice & Publication	\$340.00 & \$170.00
EIS	Cost Recovery

All of the above application fees shall require cost recovery. Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. T Fees are applicable as part of a land use action or development review land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of LaCenter, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

Applicant's Signature

Date

Print Applicant's Name