



Notice of Completeness

Date: July 24, 2023

Applicant's Representative:

Becky Allen for D.R. Horton, Inc. – Portland
13115 NE 4th Street, STE 120
Vancouver, WA 98684

The City's planning consultant (WSP USA Inc.) and engineering staff reviewed application materials for the proposed Type I Temporary Sales Office Permit (File 2023-020-TUP) for Highland Terrace Subdivision (Phase 1). We are writing to notify you that the application is deemed **Complete** as documented below.

Planning Comments

A pre-application is not required for this Type I procedure and a conference was waived by the applicant. The project was reviewed under following list of submittal items based on LCMC 18.30.050 and 18.270.040.

- *The form shall include 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.*
 - Status: **Complete**. The applicant provided required fees and an application form signed by the owner's agent with additional contact(s) information.
- *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.*
 - Status: **Complete**. The application is signed by the property owner's agent.
- *Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.*
 - Status: **Not applicable**. The applicant owner is listed as the property owner with the Clark County assessor's office.
- *A legal description of the site.*
 - Status: **Complete**. The legal description is contained on the application form.
- *An environmental checklists or EIS, if applicable under Chapter 18.310 LCMC.*
 - Status: **Not applicable**. The City has concluded that a determination under the State Environmental Policy Act (SEPA) is not required as no external improvements are proposed, and the application does not exceed the minimum threshold required for SEPA determination as provided in LCMC 18.310.090(3).
- *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 and structures on the site, 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 proposed structure(s).*
 - Status: **Complete**. The applicant provided a site plan depicting the temporary sales office use proposed within the residential building on Lot 1 of the approved Highland Terrace Subdivision Phase 1. The previously approved site plan meets all applicable requirements

for residential development, and the proposed temporary sales office use is subject to the same development standards.

- *Proposed easements or dedications to the City or other agency, if applicable;*
 - Status: **Not applicable.**
- *A copy of the pre-application conference summary.*
 - Status: **Not applicable.** A pre-application conference is not required or requested by the applicant.
- *A written description of how the application does or can comply with each applicable approval criterion, and basic facts and other substantial evidence that supports the description.*
 - Status: **Complete.** The applicant provided a complete application with the relevant review materials for the Type I limited use. The staff report provides a summary of findings of fact based on review of the application materials and existing conditions. No other applications are to be filed concurrently with the temporary sales office use permit.
- *Names and addresses of owners of land within a radius of 300 feet:*
 - Status: **Not applicable.** The project is a Type I process, a nondiscretionary review that does not require a public hearing or public notification process.
- *An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archeological resources.*
 - Status: **Not applicable.** The applicant is not proposing ground disturbing activities, so an archeological predetermination is not required. In addition, the site is developed under previous approval from the City that included an archeological review.
- *Preliminary grading, erosion control and drainage plans shall be required for Type II and Type III applications and shall be consistent with applicable provisions of Division 4, Critical Lands.*
 - Status: **Not applicable.** The applicant is not proposing ground-disturbing activities, so this requirement is not applicable. In addition, the site is developed under previous approval from the City that included engineering review for grading, erosion control, and drainage and also included review for critical areas.
- *Information about proposed utilities, including water and sanitary waste.*
 - Status: **Not applicable.** The building where the temporary sales office use will locate is already served by public water and sanitary sewer.

Public Works and Engineering Comments

Public Works and Engineering have no further comments on the proposal.

Signed:  Date: 7/24/2023
Bryan Kast, P.E, Public Works Director