

Wireless Communication Collocation Site Plan Type I Review

Handout #74-C Revised: 1/8/09



What types of projects are subject to a Type I Review Process?

Collocation of wireless communication facilities that are located in Industrial or Forest zone districts in the Rural area or Commercial districts in the Urban Growth Area are subject to Type I Review requirements. Type I projects are exempt from the State Environmental Policy Act (SEPA) review and subject to clear, objective and non-discretionary standards requiring professional judgement about technical issues.

Type I Site Plan reviews are “ministerial”, requiring a review and decision by staff unless they are exempt from the site plan review process.

When is a Fire Marshal review required?

The following list summarizes when it is necessary for the Fire Marshal's office to review a project. A “yes” answer to any one of these questions confirms that a Fire Marshal's review is necessary. Note: This review may be required even if Type I Site Plan review is not required.

1. Will there be a change in occupancy or use?
2. Is a building permit required, (other than for a single-family residence or a duplex)?
3. Does the project involve a change in vehicular access to the site?
4. Does the review involve fire flow requirements? For example, will there be an increase in height or interior floor area?
5. Does the review involve other fire protection requirements such as fire sprinkler systems, alarm systems, fire hydrants, etc.?
6. Does the project include new construction involving review of building setbacks?
7. Is the subject site within the Wildland Urban Interface/Intermix Area?
8. Does the review involve any new building construction or review of limitations to a land use?
9. Does the review involve hazardous processes per the Uniform Fire Code, Chapter 80? (Such processes involve hazardous materials, flammable liquid or flammable gases.)

Is a Pre-application Conference required?

No, however an applicant may request a pre-application conference.

How do I start the application process?

The first step is to submit a complete Type I Site Plan Application Form to the Permit Services Center along with the application fees and the required number of copies for all submittal items. (See the attached Submittal Requirement list)

Will I ever get to meet with the staff members who review my project?

Yes. When you submit your application, you will be given a date and time for a **“Type I Review Conference”**. At this conference you will get to personally meet with your Planner and, depending upon the scope of your project, you may also meet with a staff engineer, a Public Works engineer, a Deputy Fire Marshal, a Sheriff’s Deputy, a Building Inspector or Plans Examiner, or a staff member from the Southwest Washington Health District.

As the applicant this conference affords you the opportunity to present your proposal and plans to the staff. For staff, the conference offers an opportunity to ask questions, give guidance, and to ensure the applicant clearly understands the process and regulations, as they will be affecting them.

By the end of the conference, you as the applicant will know whether your project will be approved, approved with conditions, denied, OR, what additional information the staff will need before they can make a decision. (Your project will be placed on hold if additional information is required.)

How does the Type I Site Plan review process work?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting an application, the Permit Services staff will conduct a **“Counter Complete”** review of the submittal package.

This initial Counter Complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review. To be Counter Complete, the following items must be submitted:

1. Cover Sheet & Table of Contents
2. Application Form
3. Application Fee
4. Developer’s GIS Packet Information
5. Narrative
6. Authorization to use Site & Support Structure
7. Legal Lot Determination Information
8. Proposed Site Plan
9. Photographic Analysis
10. Preliminary Stormwater Design Report
11. Associated Applications
12. Submittal Copies

Upon acceptance of the application two things will happen immediately. First, the counter person will schedule a Type I Conference for you. This conference will be held within 14 to 20 days from the date your application is counter complete. Second, the counter staff will route the application package (with the conference information) to the review staff.

Within 21 days (or the 14 to 20 days allotted before the Type I Conference) the review staff will conduct a second completeness check, known as the **"Fully Complete"** review. This detailed review ensures that all items submitted have the technical information required for staff to make a decision.

If the application is "Fully Complete" the staff has until the Type I Conference date to review the application. The staff is then required to attend the Conference and explain their decision as well as explain any conditions of approval that the applicant may have to complete. The staff will then have up to 20 days to issue a written decision.

If required technical information or items are missing, the planner will prepare a letter indicating the application is **"Not Fully Complete"**, and deliver it to you at the conference. It will indicate the additional items and/or information required to make the project "Fully Complete". If the requested information is not submitted within 30 days, staff will return the application and refund a portion of the application fee.

Once an application is "Fully Complete", the review staff has 21 days to prepare a written decision that specifies the Conditions of Approval for your project to ensure compliance with all applicable codes and laws.

In all, the issuance of a decision may take up to 42 calendar days from the date a counter complete application is accepted by the Permit Services Center, unless it is placed on hold.

Can I Request an Extension of Time to Submit Additional Information?

Yes. You can submit a written request to extend the decision deadline and submit additional information for consideration with or after the request.

If your application has been deemed "Not Fully Complete" you may also request additional time to submit any information requested.

What kind of public notice is provided?

There is no public notice required for Type I development proposals.

Can the decision be appealed?

The staff's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and the **\$1,166** fee within 14 calendar days after the written notice of the decision is mailed.

How long is my approval valid?

A preliminary site plan approval shall be valid for a period of five (5) years after approval. During that time, a complete application for final site plan review OR building permit 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).

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

After receiving approval of the preliminary site plan, the applicant may submit engineering construction plans, the final site plan (if necessary), and building permits for review.

Note: Conditions of Approval must be met before you begin your project, occupy your building, or open for business.

When can I apply for a building permit?

Site plan approval is required prior to the issuance of building permits by the Building Division. However, application for building permits may be made at the same time as application for site plan review. Please note: Should the site plan review process require modification to the site plan, you must revise and re-submit your building plans to reflect those changes. Failure to make the appropriate changes may delay your building inspections or it may result in Code Enforcement actions for the failure to comply with the site plan review conditions. Building permit applications are filed with the Building Division in the Permit Services Center.

Please see "Engineering Construction Plan Review" information handout for further information about the final engineering plan and final site plan review process.

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| <p>TYPE I Wireless Communication Collocation SITE PLAN REVIEW FEES</p> |
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|-------------------------|--|
| Non-Residential: | \$1,531 |
| Fire Marshal Review: | \$ 434 |
| Stormwater Review: | \$ 386 |
| Transportation Review: | \$ 395 |
| Lot Determination Fee*: | \$ 200 + \$75 / lot over 2 lots |

DEVELOPMENT REVIEW TYPE I SITE PLAN APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with the Type I Site Plan Application. All items with a number followed by an underlined space (i.e., 1. ____) must be submitted before the application will be considered "Counter Complete." All items with a check box (i.e., ☐) must be complete for the application to be determined "Fully Complete."

- 1. ____ COVER SHEET AND TABLE OF CONTENTS** – Each application submittal packet shall contain a cover sheet that includes the applicant's name, address, e-mail address, and phone number, along with the name of the proposed project. A table of contents to provide assistance in locating the various requirements shall follow the cover sheet.
- 2. ____ APPLICATION FORM** - The application form shall be completed and the applicant shall sign at least one original copy in ink.
- 3. ____ APPLICATION FEE** - The fee for a Type I Site Plan review shall accompany the application. Checks are payable to "Clark County Community Development".
- 4. ____ DEVELOPER'S GIS PACKET INFORMATION**

A copy of the "Developer's GIS Packet" shall be submitted with the application. Applicants have the option of requesting their GIS Developer's Packet in PDF format on a CD or posted to one of our FTP sites. Applicants can request their Developer Packets either as paper copy or electronically for \$40.00. Applicants may request the digital version and add a paper copy for an additional \$10.65 plus tax. The Developer's Packet fee increase will take effect on September 1, 2007. To order Developer's Packets, please contact Linda Mattila by phone (360) 397-2391 ext. 4641 or email at themapstore@clark.wa.gov.

The packet includes the following:

- General Location Map;
- Property Information Fact Sheet;
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map;
- Elevation Contours Map;
- Photography Map;
- Photography Map with Contours;
- Zoning Map;
- Comprehensive Plan Map;
- Water, Sewer and Storm Systems Map;
- Soil Type Map;
- Environmental Constraints Map; and,
- Quarter Section Map.

5. **NARRATIVE**

A written narrative shall be submitted that addresses the following:

COLLOCATIONS:

- ☐ How the application meets or exceeds each of the applicable approval criteria and standards;
- ☐ How the proposed plan meets the minimum area and dimensions of the base zone;
- ☐ How the issues identified in the pre-application conference have been addressed, and generally, how services will be provided to the site;
- ☐ A comprehensive description of the existing or proposed facility including the technical reasons for the design and configuration of the facility, design and dimensional information, and anticipated coverage of the facility;
- ☐ If camouflage technology is proposed, the applicant shall provide a complete description of the suggested camouflage, including style and materials to be used, a photographic depiction of the proposed facility, and a maintenance plan detailing provisions for the continued effectiveness of the suggested camouflage for the life of the facility;
- ☐ An analysis of the proposal area and discussion of factors influencing the decision to target the proposed location. Such analysis shall include the good faith efforts and measures taken to secure a higher priority location; how and why such efforts were unsuccessful; and how and why the proposed site is essential to meet service demands for the geographic service area; and,
- ☐ The frequency of vehicle trips the proposal could be expected to generate.

6. **AUTHORIZATION TO USE SITE & SUPPORT STRUCTURE**

Documentation that establishes the applicant's right to use the site shall be provided at the time of application by a copy of the proposed lease agreement, easement agreement, license agreement or letter of authorization to use the facility from the owner of the support structure.

7. **LEGAL LOT DETERMINATION INFORMATION**

If the lot is part of a plat, binding site plan, or subdivision, no lot information is required beyond that supplied in the GIS packet. If the application is not part of a plat, binding site plan, or subdivision, the applicant is required to either: a) complete a legal lot determination, or b) submit a sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

8. **PROPOSED SITE PLAN**

- ☐ The proposed plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36".

The following information shall be clearly depicted on the proposed site plan:

GENERAL INFORMATION

- ☐ Applicant's name, mailing address and phone number;

- ❑ Owner's name and mailing address;
- ❑ Contact person's name, mailing address, and phone number;
- ❑ North arrow (orientated to the top, left or right of page) scale and date;
- ❑ Proposed name of project;
- ❑ Vicinity map covering ¼ mile radius from the development site (not required for rural area plans); and,
- ❑ Area of the site in acres or square feet.

COLLOCATIONS:

Existing Conditions

- ❑ Show the entire parcel, drawn to scale, with property lines, north arrow (orientated to the top, left or right), footprint of existing structures and driveways, parking spaces, abutting streets (name, centerline, curb & sidewalk), and existing fire hydrants;
- ❑ The location of existing wells & septic systems;
- ❑ Location and full width of existing easements for access, drainage , utilities, etc.;
- ❑ The locations of any existing environmentally sensitive areas (e.g. wetlands, water bodies, steep slopes etc.) on the site, as indicated in the GIS materials;
- ❑ Indicate the existing surfacing and features on all portions of the site, such as asphalt, landscaping, lawn, gravel, stormwater swale, etc; (as applicable); and,
- ❑ Elevation plans showing the existing antennae and the height of each as well as any lightning rods (as applicable).

Proposed Improvements

- ❑ Show the location of all proposed structures, driveways and roads, easements. number and layout of proposed parking spaces; (as applicable) and proposed location of fire hydrants;;
- ❑ Landscape plan if landscaping is proposed; and,
- ❑ Elevation plans of proposed site and facility changes.

9. __ PHOTOGRAPHIC ANALYSIS

A photographic analysis of the proposed site shall be submitted, including a representation of existing conditions and photographic simulations depicting views of any new antennae, support structures or towers.

10. __ PRELIMINARY STORMWATER DESIGN REPORT

If the project involves the addition or re-development of 2,000-sq. ft. of impervious surfacing in an Urban Growth Area or 5,000-sq. ft. of impervious surfacing outside of an Urban Growth Area, stormwater review will be required for the project.

11. __ ASSOCIATED APPLICATIONS

Applications associated with the project, to the extent applicable (e.g., floodplain, habitat, shoreline, wetland, variances, etc.) must be submitted prior to or with this application.

12. SUBMITTAL COPIES

The applicant must select Option A or B below and proceed as follows:

Option A:

Submit a **CD** in PDF format, with a paper copy of the full application package. Any special studies shall also be included on the CD. The proposed plans submitted must be scanned to an engineer's scale. The main CD application shall be organized as follows:

- A. The application submittal shall be organized in the same order as the table of contents, with a separate PDF document for each separate item.
- B. The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name (example):
 - 1. Cover Sheet and Table of Contents
 - 2. Application Form
 - 3. Developer's GIS Packet Information
 - 4. etc.

Option B:

- ___ One copy of the main submittal with original signatures, bound by a Jumbo clip or rubber band, and
- ___ Five (5) copies of application package with a full size set of plans.
- ___ Separately bound copy of any special studies (e.g., wetland, floodplain, etc) as identified below:
 - ☐ 1 original and 3 copies - Traffic Study and Road Modification requests
 - ☐ 1 original and 2 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland).
- ___ 2 reduced copies of 11" x 17" for all sheets larger than 11" x 17."

Staff Notes:

- | | |
|----|--|
| 1. | <u>If any of the application materials exceed 11" x 17" in size, please also provide a reduced copy no larger than 11" x 17". Clark County cannot reproduce materials larger than 11" x 17".</u> |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

This application was determined to be Counter Complete on: ____/____/____

Community Development Specialist: _____

* This fee is not required if a previous legal review has been completed.

**Public Service Center
Community Development Department
1300 Franklin Street
P.O. Box 9810
Vancouver, WA. 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**



ADA COMPLIANCE PROGRAM:

For an alternate format, contact the Clark County ADA Compliance Office, V (360) 397-2375-2025; TTY (360) 397-2445; E-Mail: ADA@clark.wa.gov