



# Planning Permit Application

## FINAL BINDING SITE PLAN / FINAL PLAT (LUF)

415 W 6<sup>th</sup> ST ~ Vancouver, WA 98660, P.O. Box 1995 ~ Vancouver, WA 98668  
 Phone (360) 487-7800 [www.cityofvancouver.us](http://www.cityofvancouver.us)

TYPE OF WORK	
<input type="checkbox"/> Short Subdivision	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Binding Site Plan	
PROJECT SITE INFORMATION	
<b>Project site address:</b>	
Tax Assessor Serial Number:	
Number of lots:	
PROJECT/PLAT NAME	
APPLICANT	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	<b>Email (required):</b>
PROPERTY OWNER	
Name:	
Address:	
City/State/Zip:	
Phone:	Email:
ONLINE PAYMENT	
<b>Existing ePermits User Name:</b>	
<a href="#">Request an ePermits Account</a>	
REQUIRED SIGNATURES	
Applicant Signature:	Date:
Owner Signature:	Date:
INITIAL Final <i>BINDING SITE PLAN</i> Submittal Requirements	
<input type="checkbox"/> Filing Fee (See VMC 20.180) paid via ePermits	
<input type="checkbox"/> PDF of record of survey meeting the requirements of <a href="#">RCW 58.09.050</a>	
Final Mylar Submittal Requirements [Binding Site Plan]	
One (1) full size mylar (18x24) record of survey meeting the requirements of <a href="#">RCW 58.09.050</a>	
<b>Signature block (located on right edge)</b>	
<ul style="list-style-type: none"> <li>• Director of Community Development Department</li> <li>• Clark County Auditor</li> <li>• Surveyor's Certificate</li> </ul>	

INITIAL Final <i>PLAT</i> Submittal Requirements
<input type="checkbox"/> Filing Fee (See VMC 20.180) paid via ePermits
<input type="checkbox"/> PDF of Final Plat
<input type="checkbox"/> PDF of Legal description of the boundary of the development (This shall be certified by the land surveyor, with seal and signature.)
<p><b>Final Plat</b> – shall be prepared by surveyor licensed in the State of Washington and be in compliance with VMC 20.320 and include the following:</p> <ul style="list-style-type: none"> <li>• Subdivision/Short Plat name</li> <li>• PRJ/LUP/ENG application number</li> <li>• Date</li> <li>• Location including one-quarter (1/4) section, section, township, range and as applicable, donation land claim and/or subdivision</li> <li>• North arrow indicated</li> <li>• Scale noted and shown graphically</li> <li>• Heavy dashed line around the exterior boundary</li> <li>• Boundary survey</li> <li>• Lot, block and street right-of-way, street dedication and centerline dimensions</li> <li>• Lots numbered including lot square footage</li> <li>• Surveyor title block on right lower edge on all sheets including the following:             <ul style="list-style-type: none"> <li>○ Name of business/owner with the firm and/or surveyor and telephone number</li> <li>○ Sheet designation for multiple pages</li> </ul> </li> <li>• Identification of areas (tracts, wetlands, storm facilities, etc.) to be dedicated or reserved and state who will own/maintain</li> <li>• Special setbacks</li> <li>• Private/Utility easements</li> <li>• Any conditions that need to be recorded with the plat or denoted on the face of the plat as indicated in the Planning Official's decision or Hearing Examiner's final order</li> <li>• Roof downspout infiltration system (i.e., to street or individual system)</li> </ul> <p><b>Signature block (located on right edge)</b></p> <ul style="list-style-type: none"> <li>• Director of Community Development Department</li> <li>• Director of Public Works</li> <li>• Clark County Public Health (unless a letter is provided confirming their signature is not required)</li> <li>• Clark County Assessor</li> <li>• Clark County Auditor</li> <li>• Surveyor's Certificate</li> </ul> <p><b>Please be advised that the Washington Uniform Common Interest Ownership Act (WUCIOA), RCW 64.90 may apply. It is the applicant's responsibility to comply with WUCIOA.</b></p>
Final Mylar Plat Submittal Requirements
<ul style="list-style-type: none"> <li>• One (1) full size final mylar(s) for signatures</li> <li>• Certificate of platting</li> <li>• Legal description of perimeter of boundary</li> <li>• Notarized dedication of platting</li> <li>• Proof of Taxes Paid Letter (current calendar year and all prior years)</li> <li>• CC&amp;R's (if applicable)</li> </ul>