

**PLAT ALTERATION APPLICATION
TYPE III**

Applicant Name: _____ Phone _____

Address: _____

City/State/Zip: _____

Plat Name: _____ Plat Rec. No. _____

Section: _____ Township _____ Range _____

Specific Alteration Required:

Lot(s) Impacted: _____

Are there Covenants and Restrictions? YES _____ NO _____

Signature of all lot owners within impacted area (attach additional sheet if needed).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please supply the following with this Plat Alteration Application:

1. Signatures of a majority of owners impacted by this request.
2. Certified list and adhesive labels of names and addresses of property owners within 500 feet surrounding the affected lots (or full plat). **In addition, this list must include all owners of property within the effected plat.** This may be obtained from the Clark County Assessor's Office or a title company.
3. Copy of the recorded deeds or real estates contracts for each lot affected.
4. Copy of recorded covenants and restrictions, if any.
5. Copy of proposed revised plat map.
6. Application Fee (See attached fee sheet)

A Pre-Application Conference and a Hearing is required.

Type III Applications

Technically Complete

- Within twenty-eight (28) calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
- Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

The Final Decision shall be made and mailed not more than 120 calendar days after the date of technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the City in writing.

Notice of Application Routing for Comments

- Within fourteen (14) calendar days after the director finds an application is technically complete, the director shall schedule the proposal for public hearing before the hearing examiner and issue the Notice of Application consistent with WMC 18.94.080. The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

Environmental Review (SEPA)

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

Hearing Notice

- Publication at least ten (10) calendar days before the date of an initial public meeting, hearing or pending action in the official newspaper of the city; and
- At least ten (10) calendar days before the date of an initial public meeting, hearing, or pending action, mailing of written notice to all property owners as shown on the records of the county assessor within 500 feet, not including street right of way, of the boundaries of the property which is the subject of the meeting or pending action, and to the applicant, property owner and engineer/consultant;
- Posting at least ten (10) calendar days before the initial meeting, hearing, or pending action, three or more notices, as determined necessary by the director, on the subject property, one in the library and one notice in City Hall.

Staff Report

- At least seven (7) calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report.

Final Notice and Order

- Within five (5) calendar days after the director receives a written final order from the hearings examiner, the director shall mail to the applicant and parties of record a copy of the order.
 - a. In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with section 18.94.140.B.