

ORDINANCE NO. 2375

AN ORDINANCE amending Title 17 of the Camas Municipal Code by correcting grammatical errors, typographical mistakes, and inaccurate cross-references, and by making other minor revisions designed to clarify the provisions of the zoning code.

WHEREAS, the City adopted a new land division ordinance which became effective February 1, 2003, and

WHEREAS, staff has found numerous typographical, grammatical, and other minor inconsistencies which require correction, and

WHEREAS, in the administration of the code, staff has determined that certain sections require clarifying language, and

WHEREAS, the Planning Commission and City Council have both held public hearings on the proposed revisions as required by law,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I.

Title 17 of the Camas Municipal Code is hereby amended to read as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

II.

This ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED by the council and APPROVED by the Mayor this 12th day of July, 2004.

SIGNED: Paul Dennis
Mayor

ATTEST: John M. August
Clerk

APPROVED as to form:

Shirley M. Mays
City Attorney



City of Camas Land Division

Title 17
Camas Municipal Code

Planning Commission

Adopted by Council July 2004, Effective July 26, 2004

Title 17

LAND DIVISION

Chapters:

- 17.01 General Provisions**
- 17.03 Definitions**
- 17.05 Administration and Enforcement**
- 17.07 Boundary Line Adjustments**
- 17.09 Short Subdivisions**
- 17.11 Subdivisions**
- 17.13 Planned Developments**
- 17.15 Binding Site Plan (BSP)**
- 17.17 *(Intentionally left blank)***
- 17.19 Design and Improvement Standards**
- 17.21 Procedures for Public Improvements**
- 17.23 Exceptions, Penalties, Severability, Liability**

Chapter 17.01 GENERAL PROVISIONS

Sections:

17.01.010	Title.
17.01.020	Purpose.
17.01.030	Scope and exceptions.
17.01.040	Dedications.
17.01.050	Survey content.

17.01.010 Title.

This code shall be known as the "City of Camas Land Division Code."

17.01.020 Purpose.

The purpose of this code is to provide rules, regulations, requirements, and standards for division of land in the City, insuring that the public health, safety, general welfare, and design standards of the City are promoted and protected; that planned growth, development, and the conservation, protection and proper use of land are ensured; that proper provisions for all public facilities including circulation, utilities, open space, and services comply with adopted Manuals and standards; and that the goals and policies of the City of Camas Comprehensive Plans are furthered through the division of land.

17.01.030 Scope and Exemptions.

A. Scope:

1. This Title is applicable to any division of land or modification to an existing lot or parcel line except as exempted under this Title.
2. Where this code imposes greater restrictions or higher standards upon the development of land than other laws, ordinances, manuals or restrictive covenants, the provisions of this code shall prevail.
3. Land divisions shall conform to the requirements of state laws and the standards established by this title.

B. Exemptions: The provisions of this chapter shall not apply to:

1. Cemeteries and other burial plots while used for that purpose (RCW 58.17.040 (1));
2. Any division of land made by testamentary provision, or the laws of descent (RCW 58.17.040 (3));

3. Any division of land resulting from a public dedication; or,
4. Any division of land into lots or tracts each of which is five acres or larger (RCW 58.17.040 (2)).

17.01.040 Dedications.

- A. Act of Dedication: The intention to dedicate real property to the public shall be evidenced by showing the dedication on the plat prepared for approval. All dedications, including easements, rights-of-way and real property shall be clearly and precisely indicated on the face of the plat. Unless specifically noted otherwise on the plat, approval of the plat for recording shall constitute acceptance of the dedications.
- B. Public Streets: All streets shown on the final plat and intended for public use shall be offered for dedication for public use.
- C. Tracts: All parcels of land shown on the final plat and intended for public use shall be offered for dedication for public use, except the approving entity may allow the conveyance of certain public improvements to be conveyed to a homeowner's association or similar non-profit corporation.
- D. Public Trails: All regional, neighborhood and local trails as identified in the Camas Parks and Open Space Comprehensive Plan, and intended for public use shall be offered for dedication for public use.
- E. Certificate: If the land division includes a dedication, the final plat shall include a certificate of dedication or reference to a separate written instrument which dedicates all required streets and other areas to the public, or the Homeowners Association. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by every person having any ownership interest in the lands divided and recorded as part of the final plat.

17.01.050 Survey Content.

- A. Information: When a survey is required the following information shall be included:
 1. The name of the plat, graphic scale and north arrow. The survey shall be done to a reasonable scale on a standard sheet of mylar.
 2. Existing features such as streams, streets, railroads and structures, critical areas (wetlands, steep slopes, environmentally protected) existing wells, easements, potential lines of dispute.

3. The lines and names of all existing or platted streets or other public ways, trails, parks, playgrounds, and easements adjacent to the final plat, land division or dedication, including municipal boundaries, county lines, township lines, and section lines.
 4. Legal description of the boundaries, including the county tax serial number for each property described.
 5. A complete survey of the section or sections in which the plat, tract, parcel, lot or replat is located, if necessary, including:
 - a. All stakes, monuments or other evidence found on the ground and used to determine the boundaries of the land division. Location and monuments found or re-set with respect to any established centerline of streets adjacent to or within the proposed land division. All other monuments found or established in making the survey of this land division or required to be installed by provisions of this title.
 - b. City or County boundary lines when crossing or adjacent to the land division.
 - c. The location and width of streets and easements intersecting the boundary of lots and tracts.
 - d. Tract, block and lot boundary lines; street rights-of-way with centerlines, dimensions, bearings, radii, arcs and central angles, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest one-hundredth foot.
 - e. The width and location of existing and proposed easements and rights-of-way.
- B. Residential Surveys shall also include the following:
1. Lot and phase numbers beginning with the number one (1) and numbered consecutively without omission or duplication.
 2. Tracts to be dedicated to any public or private purpose shall be distinguished from lots intended for general development with notes stating their purpose and any limitations.
 3. Building envelopes - The plat shall identify the potentially buildable area, to include identification of required setbacks, and average slope

for each building envelope, and certification that the soils within the building envelope are suitably compacted for residential development based on Geotechnical evaluation.

4. Land Inventory: The land inventory shall include the following:
 - a. Total Acreage
 - b. Total Developed Acreage
 - c. Total Lot Area
 - d. Total Infrastructure Acreage (includes storm pond)
 - e. Total Tract Area (if not included in d or f)
 - f. Total acreage of critical areas. i.e., wetlands, steep slopes, buffer zones, stream beds, conservation areas.
 - g. Total acreage of recreational open spaces (not included e. or f. i.e, that portion of land set aside for trails).
- C. Statements: The plat shall include the following statements:
1. A certificate bearing the printed names of all persons having an interest in the subdivided land, signed by the persons and acknowledged by them before a notary public, consenting to the land division and reciting a dedication by them of all land shown on the plat to be dedicated for public uses, and a waiver by them and their successors of all claims for damages against any governmental authority arising from the construction and maintenance of public facilities and public property within the land division.
 2. A certificate with the seal of and signature of the surveyor responsible for the survey and preliminary plat: in accordance with RCW 58.09.080.
 3. Certification of examination and approval by the County Assessor.
 4. Recording Certificate for completion by the Clark County Department of Records and Elections.
 5. City of Camas Finance Director Certificate that states there are no delinquent special assessments, and that all special assessments on any of the property that is dedicated as streets, alleys or for other public use are paid in full at the date of certification.
 6. Certification by the Public Works Director that the subdivider has complied with the following:
 - a. All improvements have been installed in accordance with the requirements of this title and with the preliminary plat approval.

- b. All improvements meet current Public Works drawing standards for road, utility, and drainage construction plans.
 - c. Original and reproducible mylar or electronic records in a format approved by Public Works and certified by the designing engineer as being "as constructed" have been submitted for city records.
7. Certificate of dedication when required.
- D. Monumentation:
- 1. Imprinted Monument: All monuments set in land division shall be at least 1/2 inch x 24-inch steel bar or rod, or equivalent, with durable cap imprinted with the license number of the land surveyor setting the monument.
 - 2. Centerline Monument: After paving, except as provided in CMC 17.19. monuments shall be driven flush with the finished road surface at the following intersections:
 - a. Centerline intersections.
 - b. Points of intersection of curves if placement falls within the paved area; otherwise, at the beginnings and endings of curves.
 - c. Intersections of the plat boundaries and street center lines.
 - 3. Property Line Monumentation: All front corners, rear corners, and beginnings and endings of curves shall be set with monuments, except as provided in CMC 17.19. In cases where street curbs are concentric and/or parallel with front right-of-way lines, front property line monumentation may be provided by brass screws or concrete nails at the intersections of curb lines and the projections of side property lines. If curb monumentation is used, it shall be noted on the plat, and also that such monumentation is good for projection of line only and not for distance.
 - 4. Post-Monumentation: All monuments for exterior boundaries of the land division shall be set and referenced on the plat prior to plat recording. Interior monuments need not be set prior to recording if the developer certifies that the interior monuments shall be set within 90 days of final land division construction inspection by the Public Works Department, and if the developer guarantees such interior monumentation.

5. Post-Monumentation Bonding: In lieu of setting interior monuments prior to final plat recording as provided in CMC 17.19. The Public Works Director may accept a performance bond in an amount and with surety and conditions satisfactory to the Director or other secure method as the Public Works Director may require, providing for and securing the actual setting of the interior monuments.

Chapter 17.03 DEFINITIONS

Sections

- 17.03.010 Purpose.
- 17.03.020 Interpretation of Terms.
- 17.03.030 Definitions.

17.03.010 Purpose.

The purpose of the definition chapter is to carry out the intent of the City's land division regulations. The terms defined in this chapter are the minimum necessary to resolve questions of interpretation. Terms not defined in this code shall hold their common and generally accepted meaning.

17.03.020 Interpretation of Terms.

The words and phrases in Title 17 shall have the following meanings, unless it is apparent from the context that different meanings are intended.

17.03.030 Definitions.

The definitions of the Zoning Code, CMC Chapter 18.03, are hereby adopted by reference.

A. Definition Index:

- Abutting
- Access Easement.
- Access Panhandle
- Assessment Project
- Binding Site Plan
- Boundary Line Adjustment
- Building Envelope
- Building Line
- Comprehensive Plan
- Contractor
- Dedication
- Developed Acreage
- Developer
- Director
- Easement
- Erosion Control Bond
- Final Acceptance
- Final Plat
- Flag Lot
- Hammerhead
- Infrastructure Acreage
- Lot

Lot Area
 Marginal Access Street
 Owner
 Pedestrian Way
 Performance Bond
 Person
 Phase
 Planning Commission
 Planning Control Area
 Plat
 Preliminary Plat
 Punch List
 Right-of-way
 Roadway
 Short Plat
 Short Subdivision
 Sidewalk
 Sidewalk Area
 Street
 Subdivision
 Subdivision Improvement Bond
 Subdivide Land
 Substantially Complete
 Tract
 Warranty Bond

B. Definitions:

Abutting. Adjoining or across a public or private right-of-way or easement from the property in question.

Access Easement. A strip of land having a grant of the right to use land for the purpose of providing access to a lot, tract, or parcel not having full frontage on a public street. The property owner granting access (grantor) to the lot, tract, or parcel not having full frontage on a public street owns the access easement.

Access Panhandle. See "Flag Lot".

Assessment Project. The assessment may be a Local Improvement District (LID) or equitable reimbursement method.

Binding Site Plan. A drawing to scale which: (1) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by local regulations; (2) contains inscriptions or attachments setting forth limitations and conditions for the

use of the land; and (3) contains provisions making any development be in conformity with the site plan.

Boundary Line Adjustment. An Adjustment of boundary lines between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site or division.

Building Envelope. A delineated area identifying where a primary building may be established.

Building Line. A line on a plat indicating the limit beyond which buildings or structures may not be erected.

Comprehensive Plan. Plans, maps, reports or any combination thereof, adopted by the planning commission for the guidance of growth and improvement of the City , including codification or refinements which may be made from time to time.

Contractor. The person/firm hired by the applicant to perform work.

Dedication. The deliberate appropriation of land by an owner for any general and public uses, reserving to the owner no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

Developed Acreage. The total acreage of a land use development exclusive of open space and critical areas. Developed acreage includes infrastructure, storm drainage facilities and lots and access easements.

Developer. The applicant for the proposed land use or development proposal.

Director. The City of Camas Public Works Director

Easement. A grant of the right to use land for specific purposes. (Prior code § 14.08.040)

Erosion Control Bond. Insures the satisfactory installation, maintenance, and operation of erosion control measures within an approved development. The developer/owner is the principle and the City is the obligee. The bond shall remain in full force and effect until released by the City.

Final Acceptance. City Council approval of the complete public improvements and acceptance of the warranty for the public improvements. The end of the warranty period signifies the City responsibility for maintenance and repair of any public improvements.

Final Plat. The final drawing of the subdivision or short subdivision and dedication, prepared for filing for record with the county auditor and containing all elements and requirements set forth in this chapter and in State law.

Flag Lot. A strip of land having a width narrower than that of the lot, tract, or parcel to be served thereby, and designed for the purpose of providing access to a lot, tract, or parcel not having full frontage on a public street. The property owner whose lot, tract, or parcel does not have full frontage on a public street owns the access panhandle.

Hammerhead. A term used to describe a particular style of turnaround for emergency vehicles designed in accordance with guidelines in the Camas Design Standard Manual.

Infrastructure Acreage. The total area of public improvements including any utility or access easements outside of the lot area, street right of way, and storm drainage facilities.

Lot. A fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include parcels.

Lot Area. The total horizontal area within the lines of a lot.

Marginal Access Street. Those streets whose primary function is the circulation of through traffic and shall include all major and secondary arterials and all collector streets identified in the City Comprehensive Plan.

Owner. The persons/organization who hold legal right to the property. The owner may also serve as applicant, developer and contractor.

Pedestrian Way. A right-of-way for pedestrian traffic connecting two streets other than at an intersection.

Performance Bond. A pledge, guarantee or bond, usually to back the performance of an individual or company. The bond guarantees the contractor's performance. A performance bond is generally used to ensure that a particular obligation will be completed at a certain date or that a contract will be performed as stated. It has no end date, but terminates upon successful completion of obligation. The contractor is the

principle and the City is the obligee. The work is performed under a contract.

Person. An individual, firm, partnership, corporation, company, association, syndicate or any legal entity, including any trustee, receiver, assignee or other similar representative thereof.

Phase. A group of lots, tracts or parcels within well-defined and fixed boundaries. The term shall include blocks. Phases shall be consecutively numbered.

Planning Commission. The planning commission of the City of Camas.

Planning Control Area. An area in a state of incomplete development within which special control is to be exercised over land partitioning.

Plat. A map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, and alleys, or other divisions and dedications.

Preliminary Plat. A neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, tracts and other elements of a land division consistent with the requirements of this chapter. The preliminary plat shall be the basis for the approval or disapproval of the general layout of the land division.

Punch List. A term used by the engineering department to designate items still to be completed per conditions of approval and City standards for the land use to reach substantially complete and/or final acceptance phase of the approval process.

Right-of-way. The area between boundary lines of a street or other easement.

Roadway. The portion of a street right-of-way developed for vehicular traffic.

Short Plat. A map or representation of a short subdivision.

Short Subdivision. The division of land into four or fewer lots, sites or divisions for the purpose of sale or lease.

Sidewalk. A pedestrian walkway with permanent surfacing to City standards.

Sidewalk Area. The portion of a street right-of-way between proposed curb line and adjacent lot line.

Street. The entire width between the boundary lines of every way, which provides for public use for the purpose of vehicular and pedestrian traffic including the placement of utilities.

1. **Alley:** a narrow street primarily for vehicular service access to the back or side of properties otherwise abutting on another street.
2. **Arterial:** a street of considerable continuity that is primarily a traffic artery for intercommunication among large areas.
3. **Collector:** a street supplementary to the arterial street system and a means of intercommunication between this system and smaller areas; used to some extent for through traffic and to some extent for access to abutting properties.
4. **Cul-de-sac** (dead-end street): means a short street having one end open to traffic and being terminated by a vehicle turnaround.
5. **Half street:** a portion of the width of a street usually along the edge of a subdivision where the remaining portion of the street could be provided in another subdivision.
6. **Minor street:** a street intended exclusively for access to abutting properties. (Prior code § 14.08.150.)

Subdivision. A division or redivision of land into five or more lots, tracts, sites or divisions for the purpose of sales, lease or transfer of ownership.

Subdivision Improvement Bond. A guarantee that improvements to an approved residential development will be completed in accordance with City standards, and code as stated in Conditions of Approval. The owner is the principle and the City is the obligee. There is no expiration date on this type of bond but it terminates upon acceptance of improvements by the City. The bond is issued in the amount equal to 105% of the cost of all public improvements and any improvements required as part of the condition of approval per CMC 17.21.050.

Subdivide Land. To partition a parcel of land into five or more lots less than five acres each for the purpose of transfer of ownership or building development, whether immediate or future, when such parcel exists as a unit or contiguous units under a single ownership as shown on the tax roll for the year preceding the partitioning.

Substantially Complete Subdivision. Improvements necessary to support occupied dwelling units have been constructed to City standards and specifications and have been inspected and approved by all appropriate City departments. A Substantially Complete Certificate has been issued to the developer signed by the City Planning Manager.

Tract. An area dedicated to such things as streets, easements and uses out of character with the principal use, but within a unit of area being

measured. Tracts may include critical areas, storm ponds, and forestlands, parkland and other open space. Tracts shall not be considered lots for the purpose of determining short plat or subdivision status. Tracts shall not be considered buildable lots of record.

Warranty Bond. Referred to as a function and maintenance bond, it is generally used to insure the satisfactory operation to public improvements within an approved development. The developer is the principle and the City is the obligee. The warranty bond has a beginning and ending date in amount specified per CMC 17.21.040 (B)(1). At the end of the warranty period, the City will assume responsibility for the maintenance and repair of the public improvement.

Wetland Bond. Insures the satisfactory installation, maintenance, and monitoring of wetland creation or enhancement as may be required as part of the SEPA or wetland mitigation plans. The bond has a beginning and ending date and shall be in the amount as specified in CMC 17.21.050(B)(3).

Chapter 17.05 ADMINISTRATION AND ENFORCEMENT

Sections:

- 17.05.010 Planning Control Area.**
- 17.05.020 Compliance Required.**

17.05.010 Planning Control Area.

There is hereby created within the City a planning control area consisting of all area within the City shown on the official map known as the zoning map.

17.05.020 Compliance Required.

Every partitioning or division of land within the planning control area must comply with the regulations of this title, and must be approved in accordance with the procedures set forth in this title.

Chapter 17.07 BOUNDARY LINE ADJUSTMENTS

Sections:

17.07.010	Purpose.
17.07.020	Scope.
17.07.030	Process.
17.07.040	Approval.
17.07.050	Recording.
17.07.060	Expiration.

17.07.010 Purpose.

It is the intent to provide an efficient and timely process that allows consistent review; to ensure such actions do not create non-conformities with zoning and other City regulations; to provide a permanent record of boundary line adjustments, and to ensure provisions are made for access and utility easements.

17.07.020 Scope.

This chapter applies to all boundary line adjustments, which do not otherwise occur as part of a short plat, subdivision, binding site plan or qualify as exempt under CMC 17.01.030(B).

17.07.030 Process.

Boundary line adjustments shall be processed as a Type 1 decision as set forth in CMC 18.55.

- A. Boundary Line adjustments for the purpose of creating a buildable lot will require a survey and property monuments prior to final approval.
- B. Boundary Line adjustments for the purpose of enhancing an already buildable lot and not contributing to the building envelope, nor making either lot non-conforming to existing zoning minimums may be exempt from survey at the discretion of the Planning Manager.

17.07.040 Approval.

In order to receive approval, the applicant must submit to the Planning Manager a complete application, in quantities specified by the City, and meet the criteria for approval.

- A. A complete application consists of the following:
 - 1. A completed application on a form provided by the Planning Manager and application fee.

2. A neat and readable plan, drawn to a standard decimal (engineer) scale. Criteria. The preliminary plan shall require the following information:
 - a. Property lines, with those that remain in their existing location shown as a solid line, those that are being moved or removed shown as a dashed line, and those that have been relocated shown as a solid line and clearly identified as a relocated line.
 - b. Dimensions of all property lines and total square footage of the lots, before and after the adjustment.
 - c. Location and footprint of all structures on the site and their setbacks from existing and newly created property lines.
 - d. Location and purpose of all easements on the site.
 - e. Location, purpose of any newly created or extended easements proposed.
 - f. Location of adjacent public roads and points of access from the public road(s) if a lot does not front on a public road, show how and where access is provided.
 - g. Calculations that demonstrate that required yard of all adjusted properties satisfy health and public safety requirements of the Fire and Building Codes.
- B. In order to approve a boundary line adjustment, the Planning Manager shall determine the proposal complies with the following criteria:
 1. No additional lots, sites, parcels, tracts or divisions are created.
 2. The adjustment will not create non-conforming lots, with respect to zoning dimension and area standards, zoning setbacks and lot area coverage standards identified in 18.09.
 3. The degree of non-conformance on existing non-conforming lots with respect to zoning dimension and area standards, zoning setbacks and floor area ratio are not increased.
 4. All lots have legal access to a public road. Existing required private access road improvements and easements are not diminished below City street standards for lots that are served by a private access road.

5. Existing easements for utilities conform to adopted standards for their intended function, or they are extended, moved or otherwise altered to an-approved location. The Applicant shall be responsible for the relocation of any installed utilities.
6. The adjustment does not create any non-conformity with respect to the adopted Building Code, Fire Code or any other locally administered regulation.

17.07.050 Recording.

- A. Upon approval, prior to recording the boundary adjustment the following must be submitted to the Planning Manager for review and signature.
- B. A checklist completed by the applicant and including the following:
 1. Survey of the boundary line adjustment. In the event that the Planning Manager has exempted the Boundary Line Adjustment from Survey, the property owner must submit an exhibit indicating new lot dimensions, placement of existing buildings on the lots and the total square feet of the amended lots.
 2. Before and after legal descriptions of the affected lots.
 3. Affidavit of ownership.
 4. Other documentation necessary to demonstrate any conditions of the approval imposed as a result of a review has been met.
- C. The applicant will be responsible for picking up the approved documents from the Planning Division and recording them with the Clark County Auditor's Office. A copy of the recorded documents must be returned to the Planning Division.

17.07.060 Expiration.

The boundary line adjustment application shall expire if it has not been recorded within one year from the date of approval. Upon written request from the applicant prior to the expiration date, the City Planning Manager is authorized to grant one extension, not to exceed six months.

Chapter 17.09 SHORT SUBDIVISIONS

Sections:

- 17.09.010 Scope.**
- 17.09.020 Decision Process.**
- 17.09.030 Preliminary Short Plat Approval.**
- 17.09.040 Final Short Plat Approval.**
- 17.09.050 Expiration.**
- 17.09.060 Substantially Complete – Issuance of Building Permit.**
- 17.09.070 Limitations on Further Subdivision.**
- 17.09.080 Contiguous Short Plats.**
- 17.09.090 Final Acceptance.**

17.09.010 Scope.

Except as provided in CMC 17.01.030 (B) or a binding site plan under Chapter 17.15, any land being divided into four or fewer, lots, sites or parcels for the purpose of conveyance, shall meet the requirements of this chapter.

Tracts may be in addition to the lot count provided that the tract is reserved as forested lands, part of the open space network, serving as storm water detention or set aside as an unbuildable area due to critical lands.

17.09.020 Decision Process.

Applications for short plat approval shall be processed as a Type II decision, subject to the provisions of CMC 18.55.

17.09.030 Preliminary Short Plat Approval.

A. Pre-application:

In accordance with 18.55 the applicant must proceed with the formal pre-application process prior to application submittal for review.

The applicant shall submit to the Planning Department the Pre-application form and copies of their proposal drawn to an engineer scale on paper, showing lot sizes, topography, and overall land dimensions.

B Application/Fees: The following items are required, in quantities specified by the City of Camas, for a complete Short Plat application for preliminary approval. Items may be waived if, in the judgment of the Planning Manager, they are not applicable to the proposal:

1. Completed Preliminary Short Plat Application Form as prescribed by the Planning Manager with the applicable application fee.

2. A completed Application Checklist.
3. A complete, signed SEPA Checklist application, if required.
4. Complete and submit a transportation impact study to determine the adequacy of the transportation system to serve a proposed development and to mitigate impacts of the proposal on the surrounding transportation system.
5. Complete applications for other required land use approvals. (i.e., Signage, Conditional Use, Shoreline permit, entrance structures) applicable to the proposal.
6. Vicinity map showing location of the site.
7. Site and development plans which provide the following information, drawn to a engineering scale on a standard sheet of paper and including the name of the plat, graphic scale and north arrow:
 - a. The names of owners of adjacent land and the names of any adjacent subdivisions.
 - b. Lines marking the boundaries of the existing lot(s) (any existing lot to be eliminated should be a dashed line and so noted).
 - c. Locations of existing and proposed public street rights-of-way and easements and private access easements.
 - d. Footprint and setbacks of all existing structures on the site.
 - e. Lot area; lot line dimensions and average widths for each lot.
 - f. Location of proposed new property lines and numbering of each lot.
 - g. Location of proposed building envelopes.
 - h. Location, dimensions and purpose of existing and proposed easements. Provide recorded documents that identify the nature and extent of existing easements.
 - i. Location of any proposed dedications.
 - j. Existing and proposed topography at two-foot contour intervals, extending to five feet beyond the project boundaries.

- k. Location of any critical areas, critical area buffers, and existing trees as required under Title 18.
 - l. Description, location and size of existing and proposed storm drainage facilities.
 - m. Locations of all fire hydrants within 500 feet of the proposal.
- C. Review Procedures:
- 1. Referral to Other Departments: Upon receipt of an application for a short subdivision, the Planning Department shall transmit one copy of the application to any department or agency deemed necessary to review the proposal.
 - 2. Additional Submittals: The review process will determine if additional studies or submittals are required with regard to SEPA, Critical Areas, Archeological or Historical significance. If further material is required, the review process will stop until the required information is submitted to Planning Department by the Applicant in accordance with CMC 18.31 and CMC 18.55.
 - 3. Proposed short subdivisions located adjacent to the right-of-way of state highways shall be submitted to the Washington Department of Transportation (WSDOT) for review, consideration and recommendation. This condition may be satisfied as part of the SEPA process. However if a SEPA checklist is not required, it is applicants responsibility to notify WSDOT of the proposal. Recommendations from Washington Department of Transportation shall be included in the conditions of approval for the short subdivision.
 - 4. Planning Manager: The Planning Manager may approve, approve with modifications, or deny the application for a preliminary short plat. No formal meeting is required so long as the Planning Manager obtains the recommendations and consent of the other members of applicable departments or agencies before issuing a decision.
- D. Criteria For Preliminary Short Plat Approval: The Planning Manager shall base his decision on an application on the following criteria:
- 1. The proposed Short Plat is in conformance with the Camas Comprehensive Plan, Neighborhood Traffic Management Plan, Camas Parks and Open Space Plan, and any other City adopted plans.
 - 2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the short plat which are consistent

with current standards and plans as adopted in the Camas Design Standard Manual.

3. Provisions have been made for road, utilities and other improvements that are consistent with the Six-Year Street Plan, the Camas Design Standard Manual and other State adopted standards and plans.
4. Provisions have been made for dedications, easements and reservations.
5. Appropriate provisions are made to address all impacts identified by the transportation impact study.
6. The design, shape and orientation of the proposed lots are appropriate to the proposed use for which the lots are intended.
7. Provisions are made for the maintenance of commonly owned private facilities.
8. The short plat complies with the relevant requirements of the Camas Land Division Ordinance.
9. The short plat complies with the requirements of the Camas Zoning Ordinance and other relevant local regulations.
10. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.

17.09.040 Final Short Plat Approval.

- A. Application: The following items are required, in quantities specified by the Planning Manager, for a complete application for final plat approval. Items may be waived if in the judgment of the Planning Manager said items are not applicable to the particular proposal:
1. Completed Short Plat Final Approval Form and applicable fees.
 2. Completed Application Checklist.
 3. A plat certificate from title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication, and listing all encumbrances. The certificate must be dated within 45 calendar days prior to the date of filing the application for final plat approval.

4. Documentation of the square footage of each lot and mathematical boundary closure of the subdivision, of each lot, tract and block, of street centerlines, showing the error of closure, if any.
 5. Three (3) Copies of the final plat survey in conformance with the standards set forth in CMC 17.01.050 and CMC 17.09.020 as applicable.
 6. Public Improvements must either be complete or secured. If secured, the developer/owner must submit a Subdivision Improvement Bond or other financial security in a form acceptable to the City Attorney in the amount of 105% of improvement cost of deferred improvement per CMC 17.21.050(B)(1).
 7. City installation of water services and/or sewer laterals shall be in accordance with 13.36.050 with the exception of setting the meter, which will be completed at time of building permit issuance.
 8. Any documentation necessary to demonstrate conditions of preliminary plat approval have been met.
 9. Private covenants intended to be recorded with the plat.
- B. Final Approval Review Procedures:
1. Referral to Other Departments and Agencies: The Planning Division shall distribute the final plat to all departments and agencies receiving the preliminary plat, and to any other departments, special purpose districts and other governmental agencies deemed necessary to review the approval.
 2. Departmental Approval: The Public Works Department and other interested departments and agencies shall review the final plat and submit to the Planning Division written comments with respect to the final plat decision criteria.
- C. Criteria For Final Plat Approval: The Planning Manager may approve the Final Plat provided:
1. That the proposed final plat bears the required certificates and statements of approval.
 2. That the facilities and improvements required to be provided by the subdivider have been completed or, alternatively, that the subdivider has submitted with the proposed final plat a Subdivision Improvement bond or other security in conformance with CMC 17.21.

3. That the land surveyor certifies the plat as accurate.
 4. That the plat is in substantial conformance with the approved preliminary plat.
 5. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.
- D. Signing The Plat: Once approved, two (2) mylar copies will be submitted for signature.
1. Signatures on the following certificates on the face of the plat from the surveyor that prepared the plat.
 2. All necessary documents as identified in 17.01.050(C).
 3. Signature and date lines for City Engineer and Fire Chief, the Clark County Recorder and Clark County Auditor.
- E. FILING THE PLAT: The applicant shall file the final plat with the Clark County Department of Records. The plat will be considered complete when the signed and recorded mylar copy of the plat is returned to the Public Works Department.

17.09.050 Expiration.

If the short plat is not recorded within five years of the date of preliminary short plat approval, the short plat shall become null and void. Upon written request by the subdivider prior to the expiration date, the Planning Manager may grant one extension of not more than one year.

17.09.060 Substantially Complete – Issuance of Building Permit.

- A. The subdivider must obtain a Substantially Complete Certification by the Planning Manager. The Planning Division shall distribute the Substantially Complete Certificate upon request initiated by either the developer or the City.
- B. Upon inspection and approval of improvements necessary for fire and life safety, the City will issue a notice to the developer that the short plat has been deemed substantially complete. This notice shall be forwarded to the building department for the express purpose of issuing building permits. No building permits for housing shall be issued in the short subdivision until it is deemed substantially complete.

- C. Approval: A short subdivision shall be deemed substantially complete upon approval of the following:
1. The streets, utility, water and sewer lines have been installed and tested. The improvements have been inspected and approved by the engineering department.
 2. Stormwater facilities must be complete and erosion control measures in place, all of which must be accepted by the engineering department.
 3. Street signs must be in place, fire apparatus access complete to Uniform Fire Code standards, and fire hydrants shall be flow tested by a Washington State licensed fire sprinkler contractor. Flow test results shall be submitted to the fire department. Fire hydrant locations shall be verified by the fire department.

Exception: Hydrant flow tests by a sprinkler contractor are not required when residential fire sprinklers are installed.

4. The design, shape and orientation of the proposed lots are appropriate to the proposed use. In addition to meeting the minimum lot size density requirement, each residential lot must provide a building envelope that allows a building that at least conforms to the developers own building restrictions (CC & R's). Therefore corner lots, lots with easements, or lots with environmental constraints may have to be larger than other lots in the subdivision.
5. All fees associated with the conditions of approval must be paid.
6. A performance bond (up to 1 year) may be posted to assure completion of punch list items. The bond must be submitted at the time the development is deemed substantially complete. The City reserves the right to exclude one or two items from the bond requirement.

17.09.070 Limitations on further Subdivision.

Any land short platted shall not be further divided for a period of five years without following the provisions for subdivision. This provision applies to any lots, tracts or parcels recorded as part of the plat.

17.09.080 Contiguous Short Plats.

No application for a short plat shall be approved if the land being divided is held in common ownership with a contiguous parcel that has been divided in a short plat within the preceding five years.

17.09.090 Final Acceptance.

- A. Administrative Land Use approvals are exempt from final acceptance by City Council. The City Planning Manager upon receipt and approval of the following will grant the final acceptance:
1. Acceptance by the Engineering Department for completion of all punch list items including but not limited to:
 - a. computer disc containing final plat and as-built drawings;
 - b. erosion control bonding (wetland bond);
 - c. street signs;
 - d. landscaping requirements.
 2. A warranty bond for up to two years for public improvements equal to 10% of the cost of the improvements has been posted in accordance with CMC 17.21.040(B)(1).
 3. Binding maintenance agreements have been recorded to provide for the maintenance of commonly owned private facilities.
- B. Upon final acceptance, buildings may be granted final occupancy at the discretion of the building department.

Chapter 17.11 SUBDIVISIONS

Sections:

- 17.11.010 Scope.
- 17.11.020 Decision Process.
- 17.11.030 Preliminary Subdivision Plat Approval.
- 17.11.040 Phasing.
- 17.11.050 Plat Amendments and Plat Alterations.
- 17.11.060 Final Subdivision Plat Approval.
- 17.11.070 Substantially Complete – Issuance of Building Permits.
- 17.11.080 Limitations on Further Land Division.
- 17.11.090 Final Acceptance.
- 17.11.100 Expiration.

17.11.010 Scope.

Any land being divided into five (5) or more parcels, lots, or sites, for the purpose of sale or gift, or any land that has been divided under the short subdivision procedures within five years and is not eligible for further short platting pursuant to CMC 17.09.010 shall conform to the procedures and requirements of this chapter.

17.11.020 Decision Process.

Applications for preliminary plat approval shall be processed as Type 3 decision subject to the provisions of CMC 18.55.

17.11.030 Preliminary Subdivision Plat Approval.

A. Pre-application:

In accordance with CMC 18.55 the applicant must proceed with the formal pre-application process prior to application submittal review.

The applicant shall submit to the Planning Department the Pre-application form and copies of their proposal drawn to an engineer scale on paper, showing lot sizes, topography, overall land dimensions, and fire hydrant locations within 500 feet of the proposal.

B. Application:

The following items are required, in quantities specified by Planning Division, for a complete application for preliminary plat approval. Items may be waived if in the judgment of the Planning Manager the items are not applicable to the particular proposal.

1. Completed Preliminary Plat Application Form and fee.
2. Completed Application Checklist.

3. A complete and signed SEPA checklist application. The SEPA submittal should also include:
 - a. Legal description (lot, block, quarter section, metes & bounds legal description not necessary for SEPA review);
 - b. Vicinity map (no larger than 8 ½" x 11");
 - c. Proposed preliminary plat map no larger than 11" x 17". (8 ½" x 11" preferred if legible.);
 - d. A set of address labels for property owners within 300 feet of the property (required as part of a consolidated review).
4. Complete applications for other required land use approvals.
5. A vicinity map showing location of the site.
6. A survey of existing significant trees as required under Title 18.
7. All existing conditions shall be delineated. Site and development plans shall provide the following information:
 - a. A plat map meeting the standards identified in CMC 17.01.050;
 - b. Owners of adjacent land and the names of any adjacent subdivisions;
 - c. Lines marking the boundaries of the existing lot(s) (any existing lot to be eliminated should be a dashed line and so noted);
 - d. Names, locations, widths and dimensions of existing and proposed public street rights-of-way and easements and private access easements, parks and other open spaces, reservations, and utilities;
 - e. Location of sidewalks, street lighting, and street trees;
 - f. Location, footprint and setbacks of all existing structures on the site;
 - g. Lot area, dimensions and average widths for each lot;
 - h. Location of proposed new property lines and numbering of each lot;

- i. Location of the proposed building envelopes and sewer tanks;
 - j. Location, dimension and purpose of existing and proposed easements. Provide recorded documents that identify the nature and extent of existing easements;
 - k. Location of any proposed dedications;
 - l. Existing topography, field measured at two-foot contour intervals extending to five feet beyond project boundaries;
 - m. Location of any critical areas and critical area buffers Indicate compliance with all applicable provisions of the critical areas legislation;
 - n. Description, location and size of existing and proposed utilities, storm drainage facilities and roads to serve the lots;
 - o. Finished floor elevations for lots located in flood plain;
 - p. Location of all existing fire hydrants within 500 feet of the proposal.
8. Clark County Assessor's maps which show the location of each property within 300 feet, of the subdivision.
- a. Applicant shall furnish one set mailing labels for all property owners and tenants (residents or businesses). The list shall be generated and certified from Clark County Assessment and GIS or approved Clarkview Program.
 - b. It is the intent of this requirement to notify neighbors of the proposed land use division. Therefore the list should include adjoining and adjacent property owners even though they may be outside of the 300 feet area.
9. A copy of the Conditions, Covenants and Restrictions intended to be recorded with the plat. This may be a draft, but should address ownership and maintenance of open spaces, storm water facilities, public trails and critical areas. It should also contain any proposed building conditions or restrictions.
10. Complete and submit a transportation impact study to determine the adequacy of the transportation system to serve a proposed development and to mitigate impacts of the proposal on the surrounding transportation system.

C. Review Procedures:

1. Referral to Other Offices: Upon receipt of a complete preliminary plat application, the Planning Division shall transmit a notice of application and one copy of the preliminary plat to each of the following offices: Public Works, Building Department, and Fire Department. At the discretion of the Planning Manager other agencies and departments may be notified for their review of the proposal.
2. The review process shall follow the guidelines of CMC 18.55 for the subdivision proposal.
3. Public Notice and Public Hearing: The process for public notice, hearings, decisions and appeals shall be as provided for Type 3 decisions as identified in CMC 18.55.

D. Criteria For Preliminary Plat Approval: The Planning Commission recommendation and City Council approval on an application for preliminary plat approval shall be based on the following criteria:

1. The proposed subdivision is in conformance with the Camas Comprehensive Plan, Parks and Open Space Comprehensive Plan, Neighborhood Traffic Management Plan, and any other City adopted plans.
2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision that are consistent with current standards and plans as adopted in the Camas Design Standard Manual.
3. Provisions have been made for road, utilities, street lighting, street trees and other improvements that are consistent with the Six-Year Street Plan, the Camas Design Standard Manual and other State adopted standards and plans.
4. Provisions have been made for dedications, easements and reservations.
5. The design, shape and orientation of the proposed lots are appropriate to the proposed use. In addition to meeting the minimum lot size density requirement, each residential lot must provide a building envelope that allows a building that at least conforms to the developers own building restrictions (CC & R's). Therefore corner lots, lots with easements, or lots with environmental constraints may have to be larger than other lots in the subdivision.

6. The subdivision complies with the relevant requirements of the Camas Subdivision and Zoning Ordinances, and all other relevant local regulations.
7. Appropriate provisions are made to address all impacts identified by the transportation impact study.
8. Appropriate Provisions for maintenance of privately owned common facilities have been made.
8. Appropriate provisions, in accordance with RCW 58.17.110) are made for:
 - a. The public health, safety, and general welfare and for such open spaces, drainage ways, streets, or roads, alleys or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school;
 - b. The public use and interest will be served by the platting of such subdivision and dedication.
10. The application and plans shall be consistent with the applicable regulations of the adopted comprehensive plans, shoreline master plan, state and local environmental acts and ordinances in accordance with RCW 36.70B.030.

17.11.040 Phasing.

The subdivider may develop and record the subdivision in phases. Any phasing proposal shall be submitted for City Council review at preliminary plat. Approval of the phasing plan shall be based upon making the following findings:

- A. The phasing plan includes all land contained within the approved preliminary plat, including areas where off-site improvements are being made.
- B. The sequence and timing of development is identified on a map.
- C. Each phase shall consist of a contiguous group of lots that meets all pertinent development standards on its own. The phase cannot rely on future phases for meeting any City codes with the exception of storm drainage facilities. Storm drainage must be adequate for each phase, and

the storm water plan must adequately meet the needs of the entire development. Storm drainage facility must be included in the first phase.

- D. Each phase provides adequate circulation and utilities. Public Works has determined that all street and other public improvements, including but not limited to erosion control improvements, are assured. Deferment of some improvements may be allowed pursuant to CMC 17.21.
- E. As phases are completed, any changes to the phasing plan, shall be approved by the City Council . If in the opinion of the Planning Manager, the changes are significant, the City Planning Manager may request a formal replat submittal to be reviewed by City Council.
- F. Specific improvements necessary for the entire development may be required to be completed with the first phase, regardless of phase design or completion schedule of future phases, i.e., storm pond must be completed prior to obtaining substantially complete for the first phase regardless of area where storm pond is located.

17.11.050 Plat Amendments and Plat Alterations.

- A. Plat amendments are amendments to an approved preliminary plat and are classified as either minor amendments or major amendments. Minor amendments are those modifications that may alter dimensions of lots, location of lots and infrastructure, alignment of roads, and other similar modifications that do not affect the overall character of the development. Any increase or substantial decrease in lots, reduction in open space, or other substantial modification that alters the character of the development is a major modification. Minor modifications are a Type I decision, and major modifications are a Type III decision.
- B. An application for a plat amendment may be made at any time until a preliminary plat or approval has expired under CMC 17.11.100.
- C. An amended plat proposal shall be submitted on an application satisfying all the criteria of Section 17.11.030(b). The Planning Manager shall have the discretion to determine whether a new SEPA checklist application need be submitted and whether storm water, transportation, geotechnical, and other studies need to be revised or updated. A revised plat shall be submitted showing the location of lots, tracts, blocks, streets of the previous plat in dotted lines and the proposed revisions in solid lines.
- D. An approval for a plat amendment shall expire at the same time as the original preliminary plat approval, unless the expiration date is extended pursuant to CMC 17.11.100.

- E. Plat alterations are modifications to a final plat. Plat alterations are a Type III decision, and shall be processed as provided in RCW 58.17.215.

17.11.060 Final Subdivision Plat Approval.

- A. Application: The following items are required, in quantities specified by the Planning Manager, for a complete application for final plat approval. Items may be waived if in the judgment of the Planning Manager said items are not applicable to the particular proposal:
1. Completed Subdivision Final Approval Form and applicable fees.
 2. Completed Application Checklist.
 3. Documentation of the square footage of each lot and mathematical boundary closure of the subdivision, of each lot, tract and block, of street centerlines, showing the error of closure, if any.
 4. Three (3) Copies of the final plat survey in conformance with the standards set forth in CMC 17.01.050 and CMC 17.11.020 as applicable.
 5. A plat certificate from title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication, and listing all encumbrances. The certificate must be dated within 45 calendar days prior to the date of filing the application for final plat approval.
 6. Public Improvements must either be complete or secured. If secured, the developer/owner must submit a Subdivision Improvement Bond or other financial security in a form acceptable to the City Attorney in the amount of 105% of improvement cost of deferred improvement and in accordance with CMC 17.21.050(B)(1).
 7. Any documentation necessary to demonstrate conditions of preliminary plat approval have been met.
 8. Private covenants intended to be recorded with the plat.
- B. Final Approval Review Procedures:
1. Referral to Other Departments and Agencies - The Planning Division shall distribute the final plat to all departments and agencies receiving the preliminary plat, and to any other departments, special purpose districts and other governmental agencies deemed necessary.

2. Departmental Approval - The Public Works Department and other interested departments and agencies shall review the final plat, legal descriptions and lot closures and submit to the Planning Division written comments with respect to the final plat decision criteria.
 3. The Planning Department shall return the redlined plats with all department comments to the applicant's architect or engineer, and a copy of the comments to the applicant.
 4. An 8 ½" x 11" copy of the revised final plat should be delivered to the Planning Department prior to the City Council meeting.
- C. Criteria For Final Plat Approval: The City Council may approve the Final Plat approval provided:
1. That the proposed final plat bears the required certificates and statements of approval.
 2. That a title insurance report furnished by the developer/owner confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose signature(s) appears on the plat certificate.
 3. That the facilities and improvements required to be provided by the developer/owner have been completed or, alternatively, that the developer/owner has submitted with the proposed final plat a Subdivision Improvement bond or other security in conformance with CMC 17.21.040.
 4. That the plat is certified as accurate by the land surveyor responsible for the plat.
 5. That the plat is in conformance with the approved preliminary plat.
 6. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.
- D. Designing The Plat: Once approved, mylars will be submitted for signature.
1. Signatures on the following certificates on the face of the plat from the surveyor that prepared the plat, the Clark County Treasurer, owner's affidavit and certificate of dedication as identified in CMC 17.01.050(B).
 2. Signature and date lines for City Engineer, Fire Chief, Planning Commission Chair, the Mayor and attested by the City Clerk.

- E. Filing The Plat: The applicant shall file the final plat with the Recording Division of the Clark County Auditor's office. The plat will be considered complete when a copy of the recorded documents is returned to the City of Camas Public Works Department.

17.11.070 Substantially Complete – Issuance of Building Permits.

- A. The subdivider must obtain a Substantially Complete Certification by the Planning Manager. The Planning Division shall distribute the Substantially Complete Certificate upon request by either the developer or the City.
- B. Upon inspection and approval of improvements necessary to occupy dwelling units, the City will issue a notice to the developer/owner that the subdivision or subdivision phase has been deemed substantially complete. This notice shall be forwarded to the building department for the express purpose of issuing building permits. No building permits for housing shall be issued in the subdivision until it is deemed substantially complete.
- C. Approval: A subdivision or subdivision phase shall be deemed substantially complete upon approval of the following:
 1. The streets have been paved, inspected and approved, and the water lines have been installed, tested and approved by the engineering department.
 2. Storm water facilities must be complete and erosion control measures in place, all of which must be accepted by the building and engineering department.
 3. Street signs must be in place, fire apparatus access complete to Uniform Fire Code standards, and fire hydrants shall be flow tested by a Washington State licensed fire sprinkler contractor. Flow test results shall be submitted to the fire department. Fire hydrant locations shall be field verified by the fire department.

Exception: Hydrant flow tests by a sprinkler contractor are not required when residential fire sprinklers are installed.
 4. Any fill in the building envelope must be engineered fill and approved by the licensed engineer of record. Any non-structural fill must be removed from the building envelope.
 5. All fees associated with the conditions of approval must be paid.

6. A performance bond (up to one (1) year) may be posted to assure completion of any outstanding punch list items. The bond must be submitted at the time the development is deemed substantially complete. The City reserves the right to exclude one or two items from this bond requirement.

17.11.080 Limitations on Further Subdivision.

Any land subdivided shall not be further divided for a period of five years. This provision applies to any lots, tracts, or parcels recorded as part of the plat.

17.11.090 Final Acceptance.

- A. Within sixty days of the substantially complete approval, the subdivision or subdivision phase shall be submitted to the Planning Division for final acceptance of the development improvements and commencement of two-year warranty bond.
- B. The City Council shall accept all improvements within subdivisions and planned developments provided:
 1. All improvements have been installed in accordance with the requirements of this title and with the preliminary plat approval, RCW 58.17.130 reference the last sentence.
 2. Approved Plat and "as-constructed" Engineering Drawings have been submitted to the City in an electronic format approved by Public Works.
 3. Copies of any dedicated tracts, easements, or lots as set forth in CMC 17.03.050.
 4. Upon approval of the engineering department that the improvements are complete, a warranty bond equal to 10% of the cost of the improvement for a period not to exceed two years shall be submitted to the City to warranty all public improvements in accordance with CMC 17.21.050 (B)(2). Upon conferring with the Engineering Department, the Planning Division may grant an exception to this bonding requirement for certain outstanding items.
 5. Binding maintenance agreements to provide for the maintenance of commonly owned private facilities.
- C. A phase or subdivision may receive final acceptance, exclusive of wetlands where three year, five year and ten year monitoring plans require replacement vegetation and maintenance as part of the SEPA or Wetland

Mitigation. However, a wetland bond may be required in the amount of the monitoring and maintenance.

The Planning Division will notify the Building Department to stop accepting permit applications and no permits shall be issued for any development that does not request final acceptance within sixty days of the substantially complete approval and the City shall enforce the subdivision improvement bond for completion of the subdivision.

- D. Prior to expiration of the two-year period following acceptance of the improvements by the City Council, the engineering department shall re-inspect the required improvements. If there are no faults, the warranty bond will lapse at the end of the warranty period and the City accepts the improvements.

17.11.100 Expiration.

- A. The subdivision approval shall expire within five years from the date of preliminary plat approval by City Council. The applicant may request in writing prior to the expiration of the five years, a request to City Council for a one-year extension.
- B. On application timely submitted pursuant to terms of section 17.11.040, City Council may, upon approval of the preliminary plat, extend the proposed timeline for phased development to seven years maximum from date of preliminary approval to the final plat of the last phase.
- C. Expired subdivisions, or expired phases of subdivisions must make a new land use application, and shall not be permitted to amend or revise the expired preliminary plats.

Chapter 17.13 PLANNED DEVELOPMENTS

Sections:

- 17.13.010 Phasing.
- 17.13.020 Plat Amendment.
- 17.13.030 Final Plat and Master Plan Approval.
- 17.13.040 Substantially Complete – Issuance of Building Permits.
- 17.13.050 Limitations on Further Land Division.
- 17.13.060 Final Acceptance.
- 17.13.070 Expiration.

Planned developments shall be established in accordance with CMC Chapter 18.23.

17.13.010 Phasing.

The subdivider may develop and record the planned residential development in phases. Any phasing proposal shall be submitted for City Council review at the time at which a final plat for the first phase is submitted. Approval of the phasing plan shall be based upon making the following findings:

- A. The phasing plan includes all land contained within the approved preliminary plat, including areas where off-site improvements are being made.
- B. The sequence and timing of development is identified on a map.
- C. Each phase shall consist of a contiguous group of lots that meets all pertinent development standards on its own. The phase cannot rely on future phases for meeting any City codes with the exception of storm drainage facilities. Storm drainage must be adequate for each phase, and the storm water plan must adequately meet the needs of the entire development. Storm drainage facility must be included in the first phase.
- D. Each phase provides adequate circulation and utilities. Public Works has determined that all street and other public improvements, including but not limited to erosion control improvements, are assured. Deferment of some improvements may be allowed pursuant to CMC Chapter 17.21.
- E. As phases are completed, any changes to the phasing plan, or the future phases including street configurations, lot sizes, and/or number of lots within the phase shall be presented to the Planning Manager for review. If in the opinion of the Planning Manager, the changes are significant, the Planning Manager may request a formal replat submittal to be reviewed by City Council. In accordance with CMC 17.13.020.

- F. Specific Improvements necessary for the entire development may be required to be completed with the first phase, regardless of phase design or completion schedule of future phases, i.e., storm pond must be completed prior to obtaining substantially complete for the first phase regardless of area where storm pond is located.

17.13.020 Plat Amendments and Plat Alterations.

Plat Amendments and Plat Alterations of planned residential developments shall be subject to CMC 17.11.050.

17.13.30 Final Plat Approval.

City Council may approve the Final Plat in accordance with the provisions of 18.23.100

- A. Application: The following items are required, in quantities specified by the Planning Manager, for a complete application for final plat approval. Items may be waived if in the judgment of the Planning Manager said items are not applicable to the particular proposal:
1. Completed Planned Residential Development Final Plat Approval Form and applicable fees.
 2. Completed Application Checklist.
 3. Documentation of the square footage of each lot and mathematical boundary closure of the subdivision, of each lot, tract and block, of street centerlines, showing the error of closure, if any.
 4. Three (3) Copies of the final plat survey in conformance with the standards set forth in CMC 17.01.050 and CMC 17.11.020 as applicable.
 5. A plat certificate from title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication, and listing all encumbrances. The certificate must be dated within 45 calendar days prior to the date of filing the application for final plat approval.
 6. Public Improvements must either be complete or secured. If secured, the developer/owner must submit a Subdivision Improvement Bond or other financial security in a form acceptable to the City Attorney in the amount of 105% of improvement cost of deferred improvement pursuant to CMC 17.21.050 (B) (1).

7. Any documentation necessary to demonstrate conditions of preliminary plat approval has been met.
8. Private covenants intended to be recorded with the plat.

B. Final Approval Review Procedures:

1. Referral to Other Departments and Agencies - The Planning Division shall distribute the final plat to all departments and agencies receiving the preliminary plat, and to any other departments, special purpose districts and other governmental agencies deemed necessary.
2. Departmental Approval - The Public Works Department and other interested departments and agencies shall review the final plat, legal descriptions and lot closures and submit to the Planning Department written comments with respect to the final plat decision criteria.
3. The Planning Department shall return the redlined plats with all department comments to the applicant's architect or engineer, and a copy of the comments to the applicant.
4. An 8 ½" x 11" copy of the revised final plat should be delivered to the Planning Department prior to the City Council meeting.

C. Criteria For Final Plat

1. That the proposed final plat bears the required certificates and statements of approval.
2. That the facilities and improvements required to be provided by the subdivider have been completed or, alternatively, that the subdivider has submitted with the proposed final plat a Subdivision Improvement bond or other security in conformance with CMC 17.21.
3. That the plat is certified as accurate by the land surveyor responsible for the plat.
4. That the plat is in conformance with the approved preliminary plat.
5. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.

D. Signing The Plat: Once approved by City Council, mylars will be submitted for signature.

1. Signatures on the following certificates on the face of the plat from the surveyor that prepared the plat, the Clark County Treasurer, owner's affidavit and certificate of dedication as identified in CMC 17.01.050(B).
 2. Signature and date lines for City Engineer, Fire Chief, Planning Commission Chair, the Mayor and attested by the City Clerk.
- E. Filing The Plat: The applicant shall file the final plat with the Clark County Department of Records. The plat will be considered complete when a copy of the recorded documents is returned to the Public Works Department.

17.13.040 Substantially Complete.

- A. The subdivider must obtain a Substantially Complete Certification by the Planning Manager. The Planning Division shall distribute the Substantially Complete Certificate upon request by either the developer or the City.
- B. Upon inspection and approval of improvements necessary to occupy dwelling units, the City will issue a notice to the developer that the planned development or planned development phase has been deemed substantially complete. This notice shall be forwarded to the building department for the express purpose of issuing building permits. No building permits for housing shall be issued in the planned residential development until it is deemed substantially complete.
- C. Approval: A planned development or planned development phase shall be deemed substantially complete upon approval of the following:
1. The streets have been paved, inspected and approved, and the water lines have been installed, tested and approved by the engineering department.
 2. Storm water facilities must be complete and erosion control measures in place, all of which must be accepted by the engineering department.
 3. Street signs must be in place, fire apparatus access complete to Uniform Fire Code standards, and fire hydrants shall be flow tested by a Washington State licensed fire sprinkler contractor. Flow test results shall be submitted to the fire department. Fire hydrant locations shall be verified by the fire department.

Exception: Hydrant flow tests by a sprinkler contractor are not required when residential fire sprinklers are installed.

4. The building envelopes have been inspected and approved as buildable lots by the building department. Any fill in the building envelope must be engineered fill and approved by the building department or it must be removed from the building envelope.
5. All fees associated with the conditions of approval must be paid.
6. A performance bond (up to one (1) year) may be posted to assure completion of any outstanding punch list items. The bond must be submitted at the time the development is deemed substantially complete. The city reserves the right to exclude one or two items from this bond requirement.

17.13.050 Limitations on Further Land Division.

Any land subdivided shall not be further divided for a period of five (5) years. This provision applies to any lots, tracts, or parcels recorded as part of the plat.

17.13.060 Final Acceptance.

- A. Within sixty (60) days of the substantially complete approval, the planned development or planned development phase shall be submitted to the Planning Division for final acceptance of the development improvements and commencement of two-year warranty bond.
- B. The City Council shall accept all improvements within planned developments and subdivisions provided:
 1. All improvements have been installed in accordance with the requirements of this title and with the preliminary plat approval.
 2. Approved Plat and "as-constructed" Engineering Drawings have been submitted to the City in an electronic format approved by Public Works.
 3. Copies of any dedicated tracts, easements, or lots as set forth in CMC 17.03.050.
 4. A warranty bond equal to 10% of the cost of the improvements for a period not to exceed two (2) years shall be submitted to the City to warranty all public improvements in accordance with CMC 17.21.040 (B)(1). Upon conferring with the Engineering Department, the Planning Division may grant an exception to this bonding requirement for certain outstanding items.
 5. Binding maintenance agreements to provide for the maintenance of commonly owned private facilities.

- C. A phase or planned development may receive final acceptance, exclusive of wetlands where three year, five year or ten year monitoring plans require replacement vegetation and maintenance as part of the SEPA or Wetland Mitigation. However, a wetland bond may be required in the amount of the monitoring and maintenance.

The Planning Division will notify the building department to stop issuing building permits for any development that does not request final acceptance within the sixty days of the substantially complete approval.

- D. Within sixty (60) days expiration of the two-year period following acceptance of the improvements by the City Council, the engineering department shall reinspect the required improvements. If there are no faults, the warranty bond will lapse at the end of the warranty period and the City accepts the improvements.

17.13.070 Expiration.

The Planned Development approval shall expire within five (5) years from the date of preliminary plat approval by City Council. The applicant may request in writing prior to the expiration of the five years, a request to council for a one-year extension.

- A. On application timely submitted pursuant to terms of this section 17.11.040, City Council may upon, approval of the preliminary plat, extend the proposed timeline for phased development to 7 years maximum from date of preliminary approval to the final plat of the last phase.
- B. Expired subdivisions, or expired phases of subdivisions must make a new land use application, and shall not be permitted to amend or revise the preliminary plats.

Chapter 17.15 BINDING SITE PLAN (BSP)

Sections:

- 17.15.010 Purpose.
- 17.15.020 Scope.
- 17.15.030 Preliminary Binding Site Plan (BSP) Approval.
- 17.15.040 Final Approval of Plan.
- 17.15.050 Improvements.
- 17.15.60 Revision of Plan.

17.15.010 Purpose.

This chapter is established to accommodate the division of land for the purpose of sale or lease of property within an integrated commercial or industrial center. This land division allows certain zoning standards including, for example, minimum parking, setbacks, landscaping, lot area and lot dimension on the individual lots to be modified provided the standards for the entire center are met.

17.15.020 Scope.

A binding site plan application may be submitted for a project located on any land zoned commercial or industrial, which is being divided for the purpose of sale or lease consistent with the terms of this chapter.

17.15.030 Preliminary Binding Site Plan (BSP) Approval.

- A. Application/Fees: The following items are required, in quantities specified by Public Works Department, for a complete Binding Site Plan (BSP) application. Items may be waived if in the judgment of the Public Works Director said items are not applicable to the particular proposal:
1. Completed Binding Site Plan Application Form as prescribed by the Public Works Department Director with the appropriate fee.
 2. Completed Application Checklist.
 3. That a title insurance report furnished by the developer/owner confirms the title of the land, and the proposed subdivision is vested in the name of the owner(s) whose signature(s) appears on the plat certificate.
 4. A complete SEPA Checklist application if required. The SEPA submittal should also include:
 - a. Legal description (lot, block, quarter section, section, township, and range)
 - b. Vicinity map (no larger than 8 ½ x 11 inches)

- c. Proposed BSP no larger than 11 x 17 inches (8 ½" x 11" preferred if legible)
5. Complete applications for other required land use approvals.
6. Vicinity map showing location of the site.
7. A survey prepared to the standards specified in CMC 17.01.050.
8. Site and development plans that provide the following information. The plans shall be neat and accurate on a decimal scale sufficient in size and detail to demonstrate the BSP meets the ordinance requirements, on paper sheets in record of survey format:
 - a. The owners of adjacent land and the names of any adjacent subdivisions.
 - b. Lines making the boundaries of the existing lot(s) (any existing lot to be eliminated should be a dashed line and so noted).
 - c. Names, locations, widths and dimensions of existing and proposed public street rights-of-way and easements and private access easements, parks and other open spaces, reservations and utilities.
 - d. Location of sidewalks, street lighting, and street trees.
 - e. Location, footprint and setbacks of all existing structures on the site.
 - f. Lot area; lot line dimensions and average widths for each lot.
 - g. Location of proposed new property lines and numbering of each lot.
 - h. Location of proposed dedications.
 - i. Existing and proposed topography at two-foot contour intervals extending to five feet beyond the project boundaries.
 - j. Location of critical areas and critical area buffers. Indicate compliance with all applicable provisions of the critical areas legislation.
 - k. Description, location and size of existing and proposed utilities, fire hydrants, storm drainage facilities and roads to serve the lots.

- l. Expected location of new buildings and driveways, including finished floor elevations of the buildings.
 - m. Demonstrate that the Parking calculations meet requirements of CMC Chapter 18.11
 - n. Proposed cross easement and maintenance agreement for shared parking, circulation, utility and landscaping improvements.
 - o. Legal descriptions of all tracts located within the boundaries of the BSP.
 - p. Other items as may be required by code.
- B. Review Procedures: An application for binding site plan shall be reviewed and acted upon in the same manner prescribed in Section 17.09 for short subdivisions.
- C. Approval Criteria:
- 1. Prior to approval of any binding site plan, the Public Works Director shall insure that the following improvements are provided to sufficiently service the anticipated uses throughout the proposed plan and meet the following decision criteria.
 - a. Provisions have been made for water, storm drainage, erosion control and sanitary sewer disposal that are consistent with the Camas Design Standard Manual and other State adopted standards and plans.
 - b. Provisions for road, utilities, street lighting, street trees, access to off street parking and loading and other improvements consistent with the Six-Year Street Plan, the Camas Design Standard Manual and other State adopted standards and plans.
 - c. Street signs must be in place, fire apparatus access complete to Uniform Fire Code standards, and fire hydrants shall be flow tested by a Washington State licensed fire sprinkler contractor. Flow test results shall be submitted to the fire department. Fire hydrant locations shall be verified by the fire department.
 - d. Provisions have been made for all public dedications, and/or easements.
 - e. Monumentation of all exterior site corners.

2. The site is zoned commercial or industrial and meets the definition of an integrated site.
3. Appropriate easements and maintenance agreements for shared facilities, including but not limited to, circulation, parking, utilities and landscaping, have been provided.
4. When taken as a whole, and not considering any interior lot lines, the integrated site meets all the zoning and subdivision requirements.
5. Modifications to the minimum zoning standards for individual lots located within the integrated site, including setbacks, parking, landscaping, lot area and lot dimension are not detrimental to the public health, safety and welfare, do not adversely affect the rest of the integrated site or other properties in the vicinity.
6. Common improvements necessary to serve any particular phase of development must be sufficient for meeting the zoning and subdivision requirements for that phase.
7. The circulation system incorporates appropriate provisions for safe pedestrian activity to the site from the street and from building to building within the site.
8. The sign regulations shall be applied to the integrated site as a whole. For example, the number of freestanding signs allowed is based on one site within the binding site plan. Individual ownership within the integrated site are not considered to be separate sites in determining the number of freestanding signs allowed.
9. Comply with yard requirements of the Uniform Building Code.

17.15.040 Final Approval of Plan.

- A. Prior to the plan being granted final approval a survey, prepared by a licensed surveyor to the standards contained in CMC 17.01.050, shall be submitted to the Public Works Director with the final plan. The survey and plan shall be consistent with the preliminary approval.
- B. Once the Public Works Director determines the survey, plan and other documents for recording are consistent with the preliminary approval, it will be certified for filing by the Public Works Director.
- C. After being certified for filing by the Public Works Director, binding site plans and survey shall be filed by the applicant with the Clark County

Department of Records and Elections. The applicant shall pay all costs associated with this filing.

- D. A copy of the recorded documents shall be returned to the City Planning Department prior to issuance of any building permits for construction within the site.

17.15.050 Improvements.

Prior to the issuance of a building permit for construction within a binding site plan, all improvements required to adequately service that portion of the plan for which the building permit will be issued shall be installed or bonded in accordance with CMC 17.19 and 17.21.

17.15.060 Revision of Plan.

Alteration of an approved and recorded binding site plan shall be accomplished by application to the Public Works Director as set forth in CMC 18.55.

Chapter 17.19 DESIGN AND IMPROVEMENT STANDARDS

Sections:

- 17.19.010 Applicability.**
- 17.19.020 Improvements, Supervision, Inspections and Permits Required.**
- 17.19.030 Tract, Block and Lot Standards.**
- 17.19.040 Infrastructure Standards.**

17.19.010 Applicability.

The standards contained in this chapter are to be used as the basic standards for addressing the approval criteria for subdivisions, planned developments, short plats, boundary line adjustments and binding site improvement plans. The decision making entity may require additional standards be met if it is determined necessary to meet the approval criteria for a particular application.

17.19.020 Improvements, Supervision, Inspections and Permits Required.

A. Required Improvements:

1. Every developer shall be required to grade and pave streets and alleys, install curbs and gutters, sidewalks, monuments, sanitary and storm sewers, water mains, fire hydrants, street lights and street name signs, underground transmission lines, together with all appurtenances in accordance with specifications and standards in the Camas Design Standard Manual, The Six-Year Street Plan, the Puget Sound Storm Water Manual and other State and Local adopted standards and plans as may be applicable.
2. Other public improvements installed at the option of the developer shall conform to City requirements.
3. Existing wells, septic tanks and septic drain fields not to City standards shall be abandoned, in accordance with State and County guidelines regardless of lots or properties served by such utility.

B. Supervision and Inspection: The City Engineering Department shall be responsible for the supervision and inspection of all improvements required as a condition of a land use. All improvements shall be certified in writing as completed in accordance with plans and specifications.

C. Permits: Prior to proceeding with any improvements, the applicant shall obtain those permits from the City as are necessary. The applicant is also

responsible for complying with all applicable permit requirements of other Federal, State and local agencies.

17.19.030 Tract, Block and Lot Standards.

A. Environmental Considerations:

1. **Critical Areas:** Land which contains a critical area or its buffer as defined in Title 18, or is subject to the flood hazard regulations, shall be platted to show the standards and requirements of the critical areas.
2. **Vegetation:** In addition to meeting the requirements of CMC Chapter 18.31, Tree Regulations, every reasonable effort shall be made to preserve existing significant trees and vegetation, and integrate them into the land use design.

B. Blocks: Blocks shall be wide enough to allow two tiers of lots, except where abutting a major street or prevented by topographical conditions or size of the property, in which case the City Council may approve a single tier.

C. Compatibility with Existing Land Use and Plans:

1. **Buffer Between Uses:** Where single-family residential lots are to be adjacent to multiple-family, commercial or industrial land use districts, and where natural separation does not exist, adequate landscape buffer strips and/or solid fences for purposes of buffering sound, restricting access, pedestrian safety and privacy shall be provided.
2. **Conformity with Existing Plans:** The location of all streets shall conform to any adopted plans for streets in the City. The proposed land use shall respond to and complement City ordinances, resolutions, and comprehensive plans.
3. **Other City Regulations:** All land use shall comply with all adopted City regulations. In the event of a conflict, the more restrictive regulation shall apply.
4. **Accessory Structures:** If a subdivision, short plat, planned development or boundary line adjustment in a residential zone would result in an accessory structure remaining alone on a lot, the structure must be demolished before final plat approval, or the owner must provide a bond or other financial guarantee acceptable to the Director in the amount of 150% of the cost of demolition. The structure must then be demolished as part of the substantially complete process.

5. All Existing wells or septic systems on any property to be divided shall be properly abandoned.
- D. Lots: The lot size, width, shape and orientation shall conform to zoning provisions and the following:
1. Insofar as practical, side lot lines shall be at right angles to street lines or radial to curved street lines.
 2. Except as may otherwise provided; each lot must have frontage and access onto a public street.
 3. Building Envelops: No lot shall be created without a building envelope of a size and configuration suitable for the type of development anticipated.
 - a. For single-family detached housing, a suitable size and configuration generally includes a building envelope capable of siting a 40-foot X 40-foot square dwelling within the building envelope.
 - b. Other factors in considering the suitability of the size and configuration of any residential lot include the presence of, or proximity to critical areas, adjoining uses or zones, egress and ingress, and necessary cuts and fills.
 4. Where property is zoned and planned for commercial or industrial use, in conformance to the intent of the comprehensive plan, other lot dimensions and areas may be permitted at the discretion of the City Council.
 5. Flag Lots and Easement Lots: may be permitted only when the public works director finds the applicant meets the criteria listed hereinafter:
 - a. The flag lot must be a minimum of twenty feet wide and shall serve no more than one lot.
 - b. The access easement must be a minimum of twenty feet wide and shall serve no more than two lots.
 - c. The maximum grade of any flag lot or access easement shall be fifteen percent.
 - d. Flag lots and access easements shall have a minimum 12-foot wide paved surface that is acceptable to the City.

- e. The structure(s) accessed by the flag lot or easement will be required to furnish a minimum of two off-street parking spaces per residential unit. Under no circumstances will parking be allowed along the access way.
 - f. Structures accessed by flag lots or access easements are required to have automatic fire sprinklers.
 - g. An approved address sign, in accordance with the Camas Municipal Code must be posted for each residence where the flag lot access or access easement leaves the public road.
 - h. To protect the character of the immediate neighborhood, the City may impose special conditions, where feasible, including access configuration and separation, fencing, and landscaping.
6. Side Lot Lines: The side lines of lots shall run at right angles to the street upon which the lots face, as far as practicable, or on curved streets they shall be radial to the curve.
7. Redivision: In dividing tracts into large lots which at some future time are likely to be redivided, the location of lot lines and other details of the layout shall be such that redivision may readily take place without violating the requirements of these regulations and without interfering with the orderly development of streets. Restriction of building locations in relationship to future street right-of-way shall be made a matter of record if the planning commission considers it necessary.
8. Double Frontage Lots: Residential lots which have street frontage along two opposite lot lines shall be avoided, except for lots which provide separation of a residential development from a traffic arterial, in which case additional lot depth of at least twenty feet will be provided to act as a buffer strip between the lot and the traffic arterial.
9. Corner Lots: Corner lots may be required to be platted with additional width to allow for the additional side yard requirements.

Restricted Corner Lots: Corner lots restricted from access on side yard flanking street shall be treated as interior lots and conform to front, side and rear yard interior setbacks of CMC 18.09.

E. Tracts and Trails:

1. If land division is located in the area of an officially designated trail, in accordance with the Parks and Recreation Comprehensive plan, provisions shall be made for reservation of the right-of-way or for easements to the City for trail purposes.
2. Trails shall be shown as a separate layer on computer disk submitted with "as-builts" prior to final acceptance.
3. Trails, which are dedicated to the City and part of the regional trail system, shall be surveyed and dedicated by the developer prior to final acceptance.
4. Tracts and trails that are not dedicated to the City and are located within the subdivision, short plat or planned development are the responsibility of the homeowners to maintain. Provisions must be in writing informing the homeowners of the responsibility and outlining the maintenance procedures in accordance with City Standards.

F. Landscaping:

1. Each lot within a new land division shall be landscaped with at least one tree in the planting strip of the right of way fronting each lot with a 2-inch diameter at breast height (dbh) to create a uniform streetscape [dbh is 4.5 feet above the ground as measured from upside side of tree].
2. The tree planting shall be the responsibility of the land developer and shall be installed or bonded for prior to final Plat approval.
3. Landscaping shall conform plant criteria in the Camas Design Standard Manual. Any planting of trees or shrubs within the right of way or vision clearance area must be shown on the construction drawings for approval.
4. Storm drainage facilities, pump stations and other visible facilities shall be setback a minimum of 30 feet from any street or accessory structure and be landscaped in accordance with criteria in the Camas Design Standard Manual.
5. Tree planting when required as a vegetative buffer, shall be according to City requirements and of a species approved in the Camas Design Standard Manual.

- G. Non-City Utility Easements: Easements for electric lines or other public utilities may be required. Easements for utilities shall be a minimum of 6 feet in width and centered on rear or side lot lines.
- H. Watercourse Easements: Where a land division is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for the purpose. Streets parallel to major watercourses may be required.
- I. Street Signs: The developer shall be responsible for the initial cost of any street name or number signs, or street markings, including installation thereof, that Public Works finds necessary for the land division.
- J. Lighting: Street lighting shall conform to the Clark Public Utility standards and approved by the City. The developer shall bear the cost of the design and installation of the lighting system.
- K. All residential streets shall conform to the guidelines and standards of the City Neighborhood Traffic Management Plan.

17.19.040 Infrastructure Standards.

- A. Private Access Roads:
 - 1. May be authorized if:
 - a. Allowing private access roads in the area being subdivided will not adversely affect future circulation in neighboring lots of property or conflict with an existing adopted street plan; and
 - b. Adequate and reasonable provisions are made for the future maintenance and repair of the proposed private access roads; and
 - c. The proposed private access roads can accommodate potential full (future) development on the lots created; and
 - d. The proposed private access road will not be a through street with access from two or more public or private streets or access ways;
 - e. Homes constructed on private roads less than 28 feet wide shall have automatic fire sprinklers installed.

2. Shall satisfy access requirements for recycle and garbage service and emergency vehicles and shall conform to the private access road standards of the Camas Design Standard Manual and the Camas Fire Department standards of the Uniform Fire Code.
3. For commercial and industrial binding site plans, when private access roads are authorized, there shall be a minimum easement width of 40 feet. With the exception of minimum easement widths, private access roads shall be designed and constructed in accordance with the Camas Design Standard Manual. Zoning setbacks shall be required as though the easement were a public right-of-way.
4. All privately owned roads that will serve four or fewer houses shall be designed and installed to full width improvement as provided below:
 - a. Shall be graded as necessary to conform to Public Works Department standards.
 - b. Shall be of asphaltic concrete according to Public Works Department standards.
5. Alleys when permitted as part of a planned development shall be constructed to street standards. Alleys shall be privately owned and maintained and meet conditions for planned residential development CMC 18.23.

B. Streets:

1. Half width improvement: Street improvements promote efficient performance of street sweeping, provide for safe bicycle travel and buffer pedestrian paths, manage storm water as well as control automobile traffic and capacity. Half width improvements shall include utility easements, pedestrian pathway, storm water drainage, street lighting and signage.
2. Streets abutting the perimeter of short plat, subdivision, planned development, binding site plan, commercial and industrial development, shall provide the half-street improvements along the street frontage adjacent to the site in compliance with Camas Standard Detail Manual and the Uniform Fire Code. Additional paving may be required to ensure safe and efficient roads exist to serve the land division and provide bike lanes.
3. The City may approve a delay of frontage street improvements for commercial, short plat, subdivision or planned residential development proposals under any of the following conditions:

- a. If the future grade or alignment of the adjacent public street is unknown and it is not feasible to establish the grade in a reasonable period,
 - b. The immediate improvement of the street would result in a short, isolated segment of improved street
 - c. The frontage is part of an impending or eminent city street improvement project.
 - d. street improvements in the vicinity are unlikely to occur within six years.
4. In the event the frontage improvement is delayed, the owner must provide an approved form of financial surety.
 5. Streets abutting the perimeter of residential development may require sound walls as a sound mitigation measure for the residents of the development.
 6. Extension: Proposed street systems shall extend existing streets at the same or greater width, unless otherwise approved by the Public Works Department and authorized by the City Council in approval of the plat.
 - a. Where appropriate, streets shall be extended to the boundaries of the plat to ensure access to neighboring properties. The City's goal is to have an integrated system of local streets whenever practical. Where platted streets touch, they shall connect and show extension to adjoining street.
 - a. Grading of steep topography may be necessary to achieve this objective.
 - b. In critical areas, the layout and construction of streets shall follow the standards and procedures of the critical areas overlay zone.
 - c. Dedication of additional right-of-way may be required for a short plat when it is necessary to meet the minimum street width standards or when lack of such dedication would cause or contribute to an unsafe road or intersection.
 7. Names: All street names and street numbers shall be assigned by the Fire Marshal. Building Numbers shall be assigned by the Building Official and comply with CMC 12.28.
 8. Intersections: Any intersection of public streets or private street connecting to a public street, whatever the classification, shall be at

right angles as nearly as possible and not be offset insofar as practical. All right-of-way lines at intersections with arterial streets shall have a corner radius of not less than twelve feet.

9. Street Layout: Street layout shall provide for the most advantageous development of the land division, adjoining areas, and the entire neighborhood. Evaluation of street layout shall take into consideration potential circulation solutions for vehicle, bicycle and pedestrian traffic and where feasible street sections shall be interconnected.
 - a. While it is important to minimize the impact to the topography from creating an integrated road system, improved site development and circulation solutions shall not be sacrificed to minimize the amount of cut and fill requirements of the proposal.
 - b. Where critical areas are impacted, the standards and procedures for rights-of-way in the critical areas overlay zone shall be followed.

10. Right-of-way and pavement widths for public roads shall be based as shown in the following tables.

Table 17.19-1

Type of Street	Rights-of-Way	Roadway Pavement
Arterial (5 lanes)	100 feet	74 feet*
Arterial/Collector (3 lanes)	74 feet	48 feet
Collector /Local/Neighborhood (2 lanes)	60 feet	36 feet
Cul-de-sac		
• Roadway	60 feet	36 feet
• Turnaround	104 feet (dia.)	88 feet

*Includes 14 foot median

Table 17.19-2 Sprinklered Developments¹

Type of Street	Rights-of-Way	Roadway Pavement
Local/Neighborhood ²	52 feet	28 feet
Cul-de-sac ²		
• Roadway	52 feet	28 feet
• Turnaround	86 feet (dia.)	70 feet (dia.)

¹Provisions within this table are subject to Engineering Department approval.

²No parking on one side of the street and no parking in cul-de-sac.

When the proposed developments average lot size is 7,400 feet or less, one additional parking space may be required for every five lots.

- a. When on the basis of topography, projected traffic usage or other relevant factors it is unfeasible to comply with the foregoing right of way and street width standards, the City Council may permit a deviation from such standards.
- b. For access roads the pavement and right-of-way width may be used unless the City Engineer or Engineering Manager determines a wider width is necessary due to site circumstances, including but not limited to topography, traffic volume, street patterns, on-street parking, lot patterns, land use and bike and transit facilities, that justify an increase in width.
- c. When existing streets adjacent to or within land to be divided, are of inadequate width, additional right-of-way shall be provided at the time of land division.
- d. In a residential area, if the City requires a subdivider to install a street with pavement width greater than thirty-six feet that portion of the cost in excess of the cost of a thirty-six-foot roadway will be TIF eligible.

11. Access Management:

- a. Access to all marginal access streets shall be restricted so as to minimize congestion and interference with the traffic carrying capacity of such streets, and to provide separation of through and local traffic. The restrictions imposed shall be in accordance with the design policies and standards set forth in the Institute of Transportation Engineers Transportation and Land Development Manual, the Institute of Transportation Engineers Residential Street Design and Traffic control Manual and the Washington State Department of Transportation Design Manual.
- b. The City engineer may grant exceptions to the access restriction policies and standards for marginal access streets when due to topography or other unique circumstances; no other feasible access alternative exists.
- c. In addition to restricting access, where a residential subdivision abuts or contains an existing or proposed marginal street, the City may also require reverse frontage lots with suitable depth, screen planting or walls contained in a nonaccess reservation along the real property line or such other treatment as may be necessary for adequate protection of residential properties and for the separation of through and local traffic.

12. Street Design: When interior to subdivision, planned development, or a short plat, publicly owned streets shall be designed and installed to full width improvement as a means of insuring the public health, safety and general welfare in accordance with the City Comprehensive Plans. Street improvements promote efficient performance of street sweeping, provide for safe bicycle travel and buffer pedestrians from traffic flow as well as control automobile traffic and capacity. Full width improvements shall include utility easements, sidewalks, and control of storm water runoff, street lighting and signage. as provided below:

- a. Shall be graded as necessary to conform to Camas Design Standard Manual.
- b. Grades shall not exceed six percent on major or secondary arterials, ten percent on collector streets or twelve percent on any other street. However, provided that there are no vehicular access points, grades may be allowed **up to fifteen percent when:**
 - i. Exceeding the grades would facilitate a through street and connection with the larger neighborhood;
 - ii. The greater grade would minimize disturbance of critical slopes;
 - iii. Automatic fire sprinklers are installed in all structures where the normal fire department response to the structure requires travel on the grade;
 - iv. Tangents, horizontal curves, vertical curves, and right-of-way improvements conform to public works department standards, and;
 - v. Full width improvement is required as a condition of the land use approval in accordance with City standards.

In flat areas allowance shall be made for finished street grades having a minimum slope of one-half percent. Centerline radii of curves shall be not less than three hundred feet on primary arterials, two hundred feet on secondary arterials or one hundred feet on other streets.

- c. Shall be of asphaltic concrete according to Camas Design Standard Manual.
- d. Shall have concrete curbs and gutters. Curb return radii shall be no less than 35 feet on arterial and collector streets and no less than 25 feet on all other streets. Larger radii may be required at the direction of the City Engineer.

- e. Shall have storm drains consisting of the proper size pipe and catch basins; sizes to be approved by the Public Works Department prior to the public hearing for the preliminary plat.
13. Sidewalk Design: Shall have sidewalks provided at a minimum width of five (5) feet and constructed to City design and material specifications or as otherwise specified in Camas Design Standards Manual.
- a. Sidewalks shall be installed in any pedestrian ways within the development.
 - b. All sidewalks constructed within the development shall be to the City standards and at grades established by the City Engineer.
 - c. All sidewalk areas shall be brought to subgrade by the developer at the time of improving streets.
14. Cul-de-sacs: A cul-de-sac greater than four hundred feet shall require special considerations to assure that garbage, recycle and emergency vehicles have adequate access. ***Buildings on all lots located more than 400 feet from the centerline-to-centerline intersection shall have automatic fire sprinklers.***
- C. Utilities:
- 1. Generally: All utilities designed to serve the land division shall be placed underground and, if located within a critical area, shall be designed to meet the standards of the critical areas ordinance.
 - a. Those utilities to be located beneath paved surfaces shall be installed, including all service connections, as approved by the Public Works Department; such installation shall be completed and approved prior to application of any surface materials.
 - b. Easements may be required for the maintenance and operation of utilities as specified by the Public Works Department.
 - 2. Sanitary Sewers: shall be provided to each lot at no cost to the City and designed in accordance with City standards.
 - a. Each lot shall have its own sewer service and STEP or STEF or Conventional Gravity system as required.

- c. Capacity, grade and materials shall be as required by the City Engineer. Design of drainage within the development shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the development and to allow extension of the system to serve such areas.
- d. All storm water generated by projects shall be treated, detained, and disposed of in accordance with the applicable standards set forth in the Stormwater Management for Puget Sound Basin, February 1992. Any deviations from the aforementioned standards shall be submitted in writing to the director of public works for his review and approval.

4. Water System:

- a. Each lot within a proposed land division shall be served by a water distribution system designed and installed in accordance with City design standards. Locations of fire hydrants and flow rates shall be in accordance with City standards and the Uniform Fire Code. The distance between fire hydrants, as indicated in the fire code, is allowed to be doubled when automatic fire sprinklers are installed throughout the development.
- b. Each unit of a duplex shall have its own water service.
- c. Multifamily units shall have one service for each building.
- d. Landscaping in open space tracts must have a service for an irrigation meter. The owner of the tract is responsible for payment for all fees associated with the installation of the meter and the water usage.

D. Building Code Standards:

1. It shall be the responsibility of the developer to assure the City that no fill has been placed within the building envelope. Geotechnical reports may be required to verify the clean buildability within the building envelope.
2. All lots shall provide drainage for storm water runoff from roof drains to an approved storm drainage system.

- b. Duplex units may have up to two sewer services at the discretion of the Engineering and Public Works departments.
 - c. Multifamily units shall have one sewer lateral per building.
 - d. Capacity, grade and materials shall be as required by the City Engineer. Design shall take into account the capacity and grade to allow for desirable extension beyond the subdivision. The City will not require the developer to pay the extra cost of required oversize sewer mains or excessive depth of mains necessary to provide for extension beyond the subdivision.
 - e. If sewer facilities mandated by this Section will, without additional sewer construction, directly serve property outside the subdivision, equitable distribution of the costs thereof shall be made as follows:
 - i. If the property outside the subdivision is in a stage of development wherein the installation of sewer facilities may occur, then the City Council may require construction as an assessment project, with appropriate arrangements to be established with the developer to insure financing their proportional share of the construction.
 - ii. In the event the sewer facility installation is not constructed as an assessment project, then the City shall reimburse the subdivider an amount estimated to be equal to the proportionate share of the cost for each connection made to the sewer facilities by property owners outside of the subdivision, limited to a period of ten (10) years from the time of installation. At the time of the approval of the plat, the planning commission shall establish the actual amount of reimbursement, considering current construction costs.
3. Storm Drainage: The storm drainage collection system shall meet the requirements of the City's officially adopted storm water standards.
- a. Storm Drainage facilities shall be placed on their own tract or within an open space tract and are to be maintained by the homeowners within the subdivision planned development or short subdivision in accordance with City standards. Provisions must be in writing informing the homeowners of the responsibility and outlining the maintenance procedures in accordance with adopted City standards.
 - b. Drainage facilities shall be provided within subdivisions, short subdivisions and planned developments and connect to storm sewers outside of the development.

Chapter 17.21 PROCEDURES FOR PUBLIC IMPROVEMENTS

Sections:

- 17.21.010 Plans and Permits Required for Public Improvements.
- 17.21.020 Process for Installing Public Improvements.
- 17.21.030 Land Disturbing Activities Erosion Prevention/Sediment Control.
- 17.21.040 Improvement Agreements.
- 17.21.050 Bonds and Other Financial Guarantees.

17.21.010 Plans and Permits Required for Public Improvements.

- A. Approval of a land division or binding site improvement plan or boundary line adjustment shall constitute approval for the applicant to develop construction plans and specifications, for all facilities and improvements, in substantial conformance to the preliminary approval, design standards, and any special conditions required by staff or the City Council; to obtain permits and complete installation for said improvements; and to prepare a final plat, plans, surveys and other documents for recording.
- B. Prior to installing improvements, the developer shall apply for all required permits for those improvements. The applications shall include development plans as specified on the application form.

17.21.020 Process for Installing Public Improvements.

Improvements installed by the developer of the land division, either as a requirement or of the developer's own option, shall conform to the requirements of this title and improvement standards, specifications, inspections and procedures as set forth by the Camas Design Standards Manual and shall be installed in accordance with the following procedures:

- A. Work shall not be commenced until fees are paid and plans have been checked for adequacy and approved by Public Works to the extent necessary for the evaluation of the land division proposal. The plans may be required before approval of the final plat, if improvements are to be deferred. Plans shall be prepared in accordance with the requirements of the City.
- B. Work shall not commence until Public Works has been notified in advance and if work has been discontinued for any reason, it shall not be resumed until Public Works has been notified.
- C. Public improvements shall be constructed under the inspection and to the satisfaction of the Director of Public Works. The City may require changes

in typical sections and details if unusual conditions arise during construction to warrant the change.

- D. All underground utilities, sanitary sewers, water, and storm drainage systems improvements installed in the streets by the developer of the land division shall be constructed prior to the surfacing of streets. Stubs for service connections and underground utilities, sanitary sewers, and water system improvements shall be placed to a length obviating the necessity for disturbing the street improvements when surface connections are made.
- E. All regional, neighborhood and local trails shall be shown on a trail plan as constructed.
- F. Plans showing all improvements as built shall be filed with the City upon completion of the improvements.

17.21.030 Land Disturbing Activities Erosion Prevention/Sediment Control.

Any person, company, corporation, group, entity or jurisdiction proposing to commence any land-disturbing activity, shall be required to meet the following standards:

- A. Install all erosion prevention/sediment control measures required by the approved erosion prevention/sediment control plan prior to commencement of work.
- B. Furnish to the City an approved form of security in the amount of two hundred percent of the estimated cost of the erosion prevention/sediment control measures, including associated labor, set forth in the approved erosion prevention/sediment control plan for all land-disturbing activities of an acre or more.
- C. Construct any storm drainage facilities required to detain and dispose of stormwater generated by the project, prior to commencement of work on other portions of the project. The City may require the construction of a temporary storm drainage facility that would bypass and protect the permanent facility until such time as the rest of the project is complete and ready for the permanent facility to be brought online.
- D. Implementation of erosion prevention/sediment control measures in addition to those measures approved on the erosion prevention/sediment control plan may be required to address weather-related problems and to assure compliance with local, state and federal requirements for water quality. Any proposed additional erosion prevention/sediment control measures must be approved by the City prior to use. The City shall have the right to issue a stop work order on all construction not related to

erosion prevention/sediment control until such time as acceptable prevention and control measures are implemented

17.21.040 Improvement Agreements.

- A. Required Improvements: Before any land division receives final plat approval, the land developer shall install required improvements and replace or repair any such improvements, which are damaged in the development of the land division. In lieu of installation of all required improvements, the developer may execute and file with the City an agreement guaranteeing completion of such improvements together with any needed replacement or repair. The agreement shall:
1. Specify the period of time within which all work required would be completed. The time for completion shall not exceed two years from the date of final approval of the plat. The agreement may provide for reasonable extensions of time for completion of work. Extensions must be requested, approved by the City Council, and properly secured in advance of the required initial completion date.
 2. Require notice by the developer to the Public Works Director promptly upon completion of all required improvements.
 3. Provide for notice of approval or disapproval by the Public Works Director of the improvement within a reasonable time after receiving notice of completion.
 4. Require bond or other financial security to be provided by the subdivider pursuant to CMC17.21.050.
 5. Provide that if the developer fails to complete all required work within the period specified, the City may take steps to demand performance of the developer's obligation within a reasonable time not to exceed 90 days from the date of demand.
 6. Provide that if the required improvements are not completed within that time, the City may take action to require the subdivider to forfeit the financial security.
 7. Provide that the City shall be entitled to recover all costs of such action including reasonable attorney's fees.
 8. Provide that following recovery of the proceeds of the financial security, those proceeds shall be used to complete the required improvements and pay the costs incurred.

9. Provide that should the proceeds of the financial security be insufficient for completion of the work and payment of the costs, the City shall be entitled to recover the deficiency from the developer.

B. Maintenance Agreement: Regardless of whether all required improvements are completed prior to final plat approval of any subdivision of land, as a condition of such approval the developer shall execute an agreement to assure successful operation of said improvements. The agreement shall:

1. Require the land division developer to post a bond or other financial security in an amount equal to at least 10% of the total cost of all required improvements to secure successful operation of all required improvements and full performance of the developer's maintenance obligation. Such financial security shall be effective for a two-year period following final acceptance of installation of all required improvements.
2. Require the developer of the land division to perform maintenance functions on drainage improvements for a period of time not to exceed two years from approval of their completion or final acceptance, whichever is later. It shall be the Developer's responsibility to assure there is a functioning storm drainage system at the end of the two-year warranty period.
3. Not relieve the developer of liability for the defective condition of any required improvements discovered following the effective term of the security given.
 - a. Provide a waiver by the subdivider of all claims for damages against any governmental authority that may occur to the adjacent land as a result of construction, drainage and maintenance of the streets and other improvements.

17.21.050 Bonds and Other Financial Agreements.

A. Bond Requirements: To assure full performance of the agreements required herein, the developer shall provide one or more of the following in a form approved by the City Attorney:

1. A surety bond executed by a surety company authorized to transact business in the State of Washington. Surety bonds may be Performance, maintenance/warranty bonds, Erosion Control/Wetland, or Subdivision Improvement bonds.

2. An assignment of account with a financial institution, which holds the money in an account until such time the City, signs a written release. The assignment of account will allow the City to withdraw the funds in the event the provisions of the agreement are not met.
 3. A cash deposit made with the City of Camas.
- B. Amount of Financial Security:
1. For subdivision improvement or performance bonds, the financial security provided shall be at least 105% percent of the estimated cost of the improvements to be completed, all related engineering and incidental expenses, final survey monumentation and preparation of reproducible mylar or electronic records in a format approved by Public Works and meeting current Public Works drawing standards of the "as-built" improvements. The subdivider shall provide an estimate of these costs for acceptance by the Public Works Director.
 2. For warranty or maintenance bonds, the financial security provided shall be at least ten (10) percent of the cost estimate provided in 17.21.050 (B)(1).
 3. Erosion prevention and wetland bonds shall equal 200 percent of the erosion prevention and sediment control items or wetland management items from the estimate provided in 17.21.050 (B)(1).
- C. Defective Work: The acceptance of improvements by the City shall not prevent the City from making a claim against the developer for any defective work if such is discovered within two years after the date of completion of the work.

Chapter 17.23 EXCEPTIONS, PENALTIES, SEVERABILITY, LIABILITY

Sections:

- 17.23.010 Exceptions.**
17.23.020 Penalties.
17.23.030 City Not Liable.
17.23.040 Severability.

17.23.010 Exceptions.

A. Exception Criteria:

1. Land Division: Except as provided in (2) or (3) below, exceptions from the requirements of this code may be granted when undue hardship may be created as a result of strict compliance with the provisions of this code. Any authorization for exception may prescribe conditions deemed necessary or desirable for the public interest. An exception shall not be granted unless:
 - a. There are special physical circumstances or conditions affecting said property, such that the strict application of the provisions of this code would deprive the applicant of the reasonable use or development of his land; and
 - b. The exception is necessary to insure such property rights and privileges as are enjoyed by other properties in the vicinity and under similar circumstances; and
 - c. The granting of the exception will not be detrimental to the public welfare or injurious to other property in the vicinity.
2. Easements: The City Council may approve an easement of way to be established by deed without full compliance with these regulations provided such an easement is the only reasonable method by which a portion of a lot large enough to warrant partitioning into two parcels may be provided with access. If the existing lot is large enough so that two or more parcels not having frontage on an existing street may be created, an easement of way will not be acceptable and a street must be dedicated.
3. Streets: The City Council may approve the creation of a street to be established by deed without full compliance with these regulations provided such conditions as are necessary to preserve the objectives of the standards of this title are accepted, and provided either of the following conditions exists:

- a. The establishment of such street is initiated by the City Council and is declared essential for the purpose of general traffic circulation and the partitioning of land is an incidental effect rather than the primary objective of the creation.
 - b. The tract in which the street is to be dedicated is an isolated ownership of one acre or less.
- B. Procedures: An application for any exception from this code shall be submitted in writing by the subdivider, as part of the application for land division or, binding site plan, and substantiating facts and evidence pertinent to the request.
1. Short subdivision: A short subdivision or binding site plan exception shall be reviewed by the Public Works Director and/or the Fire Chief in conjunction with review of the short subdivision or binding site plan application. The decision of the Public Works Director and/or the Fire Chief shall be final and conclusive unless appealed in accordance with the appeal procedure for Type 2 decisions set forth in CMC 18.55.
 2. Preliminary plat: A preliminary plat exception shall be considered by the City Council at the same time the public hearing is conducted for the preliminary plat. The decision of the City Council shall be final and conclusive.

17.23.020 Enforcement.

Any violation of any provision or failure to comply with any of the requirements of this title, or a violation of or failure to comply with any of the terms and conditions of any approval issued under the provisions of this title shall be subject to the enforcement provisions of CMC 18.55.400 through 18.55.460.

17.23.030 City Not Liable.

This code shall not be construed to relieve from or lessen the responsibility of any person owning any land or building, constructing or modifying any land use in the City for damages to anyone injured or damaged either in person or property by any defect therein; nor shall the City or any agent thereof be held as assuming such liability by reason of any preliminary or final approval or by issuance of any permits or certificates authorized herein.

17.23.040 Severability.

If any section, subsection, clause or phrase of this code is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.