



Planning Clearance Checklist-PLC

P5.2

This checklist identifies the minimum materials required for Cowlitz County to accept an application for Planning Clearance (PLC). Application cannot be accepted without all required items, and counter acceptance of an application does not constitute approval. **All applications will require the appropriate fees upon submittal.**

A Planning Clearance application may be used for up to four contiguously owned parcels having a total size of no more than 40 acres. For additional parcels, parcels not under contiguous ownership, or a single parcel or group of parcels having a combined acreage greater than 40 will require additional application(s).

Parcel Number	Parcel Size (in acres)	Parcel Address (if assigned)

Applicant: Check-off each box under the Applicant column to indicate items included in your submittal. A staff member will confirm completion by checking boxes under the Staff column as appropriate.

Applicant	Staff
<input type="checkbox"/> Cowlitz County Application Form.....	<input type="checkbox"/>
<input type="checkbox"/> Planning Clearance Standard Parcel Report (EPIC).....	<input type="checkbox"/>
<input type="checkbox"/> Letter of Authorization	<input type="checkbox"/>
<input type="checkbox"/> Location of Development	<input type="checkbox"/>
<p>Site Plan. Using a Site Plan Supplement or Auto Site plan generated with the Standard Parcel Report, add all required items to the auto site plan, if known.</p> <p style="text-align: center;">Or</p> <input type="checkbox"/> Building Envelope. If the home site, well, etc. are not located but have an anticipated building location at the time of Planning Clearance, a building envelope may be initially evaluated. On the parcel site plan identify where the building envelope is anticipated. At the site itself, clearly identify where the development is anticipated by staking and flagging that area of the parcel. If critical areas are found, a full site plan will be required for evaluation.	<input type="checkbox"/>
<input type="checkbox"/> PLC Requirements (Check those which are needed/included): Legal Lot Determination <input type="checkbox"/> Critical Areas - Site Review <input type="checkbox"/> Floodplain /Floodway <input type="checkbox"/> Addressing <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 8.5 X 11 Copy of Subdivision or Short Subdivision Plat Map (if applicable) - Obtain from Auditor's Office	<input type="checkbox"/>
<input type="checkbox"/> 8.5 X 11 Copy of Current Assessor Map - Obtain from Assessor's Office	<input type="checkbox"/>
Addressing Applications must include on the tax assessor's map: <input type="checkbox"/> 1) Current access from nearest public or private road to parcel being served. <input type="checkbox"/> 2) All structures on parcel being addressed.	<input type="checkbox"/>
<input type="checkbox"/> Public road access: Encroachment Permit (Public Works), or Access Permit (WSDOT), if applicatble... ..	<input type="checkbox"/>

Staff Only
 Intake Check Yellow: Red: Staff Initials _____

Planning Clearance Submittal Standard Instructions

Addressing. The addressing of property is a critical function of Cowlitz County, driven primarily by the needs of emergency responders. Parcels are numbered according to the relationship between their physical *access point* (driveway or private road) and that of those around them. Addresses cannot be assigned without a parcel number, and cannot be assigned to parcels not having legal lot status. Only one address can be assigned per parcel (legal lot of record).

Assessor Map. Assessor Maps are obtained through the Assessor's Office, and provide physical information of record about the boundaries of parcels or tracts of land.

Auto Site Plan. Auto Site Plans are generated through the PLC website, and are required to include all elements of the Site Plan supplement which exist on around the subject property. The Auto Site Plan will be built upon for use through a parcel's development history, rather than a new plan being created for each application.

Buildable Envelope. The buildable envelope refers to that portion of a parcel within which development may occur. Setbacks, Critical Area's, easements and other factors may alter or reduce the buildable envelope.

Flood Plain. Floodplain means the total land area adjoining a river, stream, watercourse, or lake subject to inundation by the base flood.

Floodway. Floodway means the channel of a river or other watercourse and the adjacent land area that must be reserved in order to discharge the base flood without cumulatively increasing the surface water elevation more than one (1) foot.

Letter of Authorization. Any applicant who is not the property owner must provide a letter signed by the property owner authorizing the applicant to act as agent.

Master Application. This must be typed or neatly printed in ink and signed by either the property owner or agent.

Planning Clearance. Planning Clearance (PLC) is a process which prepares bare land for development, or in cases, previously built upon land for further development. PLC accomplishes multiple tasks, from verifying legal lot status of a parcel, to determining the presence of Critical Areas (CA), to the assignment of addresses. PLC is good for five years and must be completed prior to the submittal of applications for development permits.

Plat Map. Platted lots are properties created by means of legal subdivision. A plat map is the legal record of land division on file with the Auditor's Office.

Public Road Access. Permission from either Cowlitz County or Washington State (state roads only) is required to access a public road. Written record of permission must be submitted with application for PLC.

Standard Parcel Report. This Report is available through the Planning Clearance website, and is required at PLC intake. Besides CA, zoning and other pertinent data, the report will identify if the parcel has previously been through PLC review.