



August 23<sup>rd</sup>, 2018

Gus Harb  
Provence, LLC.  
701 Columbia Street, Suite 111  
Sent via email guss@harbengineering.com

RE: Larkspur Subdivision (SUB18-03)

Dear Gus Harb,

Thank you for your application submittal for the Larkspur Subdivision project. There are items that remain to be addressed with your application. The purpose of this letter is to inform you that the above application submitted on July 27<sup>th</sup>, 2018 has been deemed incomplete in accordance with Camas Municipal Code (CMC) Section 18.55.130. You have 180 days from the date of application to submit the missing information pursuant to CMC 18.55.130.C. If the below requested information is submitted, staff will again verify whether the application is complete.

Items necessary for completeness:

1. The applicant must post a development notice sign on the subject property per CMC 18.55.110(H) and provide conformation to the City.
2. The archaeological report does not include proof of mailing or emailing to the tribes, in accordance with CMC 16.31.160.
3. A current mailing list and mailing labels of owners of real property within 300 feet of subject parcel per CMC 18.55.060(C).
4. A current SEPA checklist must be used and can be found on the [city website](#).
5. Pursuant to CMC 17.11.030.B, a tree survey is required under CMC 18.31.080. An arborist report must be submitted with the tree survey to demonstrate compliance with CMC 18.31.080.B which states (in part), "To the extent practical, existing healthy significant trees shall be retained."
6. A traffic study shall be submitted as required per CMC 17.11.030.B.12.
7. Clark GIS mapping identifies steep slopes on site. As such, a preliminary geotechnical report shall be submitted as required per CMC Chapter 16.59. CMC 16.59.060 requires a site evaluation and assessment.
8. The following information shall be addressed on the site and development plans pursuant to CMC 17.11.030.B.6:
  - a. The following standards in CMC Section 17.01.050 shall be included on the preliminary plat map:
    - (A)(2) Existing features such as steep slopes
    - (B)(3) A land inventory in accordance with CMC 17.01.050.B.4
  - e. Location of street lighting
  - o. Location of all existing fire hydrants within 500 feet of the proposal

**Other preliminary project issues noted by staff to be addressed:**

1. The location of any proposed retaining walls shall be shown on the preliminary grading plans.
2. A circulation plan shall be submitted in accordance with CMC 17.19.040.B.10.a.

3. The *Double Frontage Lot* standards in CMC 17.19.030.D.6 apply to proposed lots 1-4, which include the following:
  - a. Per CMC 17.1.030.D.6.a, a 10-foot landscape tract is required, not an easement. Refer to figure 17.19-1.;
  - b. Fences and/or walls shall comply with CMC 17.1.030.D.6.b;
  - c. Architectural design shall comply with CMC 17.19.030.D.6.c;
  - d. A minimum 20-foot setback shall be provided from the property line separating the lot from the tract per CMC 17.19.030.D.6.d.

Once the application is deemed complete, the City will begin its review of the project application and provide subsequent comments. If you have any questions, please contact me at (360) 817-7253.

Respectfully,

A handwritten signature in black ink that reads "Lauren Hollenbeck". The signature is written in a cursive, flowing style.

Lauren Hollenbeck  
Senior Planner