



**CITY OF RIDGEFIELD**

City Hall  
230 Pioneer Street  
Ridgefield, WA 98642  
Tel: (360) 887-3557  
Fax: (360) 887-0861  
[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
\_\_\_\_\_  
**RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**DATE SUBMITTED:** \_\_\_\_\_

**DEVELOPMENT APPLICATION – CRITICAL AREAS PERMIT**

**PLEASE SELECT THE SPECIFIC TYPE OF CRITICAL AREAS PERMIT FROM THE FOLLOWING LIST:**

Type I

Type II

**APPLICATION INFORMATION (REQUIRED)**

**APPLICANT:**  Use mailing address for meeting notification.

Check box if Primary Contact

PERSON/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Signature Required) DATE: \_\_\_\_\_

**OWNER(S):**  Attach separate sheet if needed.

Check box if Primary Contact

PERSON/COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Signature Required) DATE: \_\_\_\_\_

**PROPERTY INFORMATION (REQUIRED)**

**SITE ADDRESS:** \_\_\_\_\_

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_

**ASSESSOR'S MAP & TAX LOT #**    **LOT SIZE**    **ZONING DISTRICT**

**EXISTING USE OF SITE:** \_\_\_\_\_

\_\_\_\_\_

**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_

\_\_\_\_\_

**PRE-APPLICATION DATE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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# CRITICAL AREAS PERMIT SUBMITTAL CHECKLIST

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## A. TYPE I CRITICAL AREAS PERMIT SUBMITTAL REQUIREMENTS:

- 1. **APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- 2. **CHECKLIST.** Provide **one (1) completed** copy of this submittal checklist.
- 3. **WRITTEN NARRATIVE.** Provide **three (3) copies of a** detailed written narrative. The written narrative should address compliance with applicable sections of RMC 18.280 depending on the critical areas being impacted.
- 4. Fee information can be obtained from Community Development Staff. Make checks payable to the City of Ridgefield.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET.** Provide **three (3) copies** of the Clark County Developer's GIS Packet. Obtained from the Clark County Department of Assessment and GIS, (360) 397-2391.
- 6. **TITLE REPORT: Provide three (3) copies** of a current (within 30 days) title report that has been obtained from a Title Company documenting ownership and listing all encumbrances. If the title report references any recorded documents (i.e. easements, dedications, covenants) copies of the referenced documents must also be provided.

***Please Note: The Ridgefield Community Development Department may require other submittal information depending on the nature of the Type I request pursuant to RMC 18.280-(Critical Areas)***

## B. TYPE II CRITICAL AREAS PERMIT SUBMITTAL REQUIREMENTS:

**Please Note: Submittal Requirements 1-8 are required for a stand alone Type II Critical Areas Permit application for a Critical Areas Permit combined with another development review application (e.g. site plan review or preliminary subdivision application or preliminary planned unit development application):**

- 1. **APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- 2. **CHECKLIST.** Provide **one (1) completed** copy of this submittal checklist.
- 3. **WRITTEN NARRATIVE.** Provide **three (3) copies of a** detailed written narrative. The written narrative should address compliance with applicable sections of RMC 18.280 depending on the critical areas being impacted.
- 4. Fee information can be obtained from Community Development Staff. Make checks payable to the City of Ridgefield.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET.** Provide **three (3) copies** of the Clark County Developer's GIS Packet. Obtained from the Clark County Department of Assessment and GIS, (360) 397-2391.
- 6. **CRITICAL AREAS REPORT.** Provide **three (3) copies** of a Critical Areas Report. Pursuant to RMC 18.280.050.A, the Critical Areas Report shall be prepared by a qualified professional as defined in the Definitions section of RMC 18.280.170. RMC 18.280.170.59 defines a Qualified Professional as a *"A person with experience and training in the pertinent scientific discipline, and who is a qualified expert with expertise appropriate for the relevant critical area subject in accordance with WAC 365195905(4): A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental sciences, fisheries, geomorphology or related field, and two years of related work experience. A) A qualified professional for habitats or wetlands must have a degree in biology or a related environmental science and professional experience related to the subject. B) A qualified professional for a geological hazard must be a professional engineer or geologist, licensed in the state of Washington. C) A qualified professional for critical aquifer recharge areas must be a hydrologist, geologist, engineer, or other scientist with experience in preparing hydrological assessments.*  
At a minimum, the Critical Areas Report shall contain the following minimum information:
  - a. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.
  - b. A copy of the site plan for the development proposal including:
    - 1. A map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared; and
    - 2. Proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations.
  - c. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.
  - d. Identification and scientific characterization of all critical areas and buffers.

- e. An assessment of the probable impacts to critical areas and buffers and risk of
- f. injury or property damage including permanent, temporary, temporal, and indirect
- g. impacts resulting from development of the site and the operations of the
- h. proposed development. 35
- i. .A written response to each of the approval criteria in RMC 18.280.060.
- j. Plans for adequate mitigation, as needed, to offset any impacts, in accordance with RMC 18.280.050.E (Mitigation Plan Requirements).

7. **OTHER REPORTS OR STUDIES.** Provide **three (3) copies** of all other reports or studies associated with the Critical Areas Report. Pursuant to RMC 18.280.050.C, a Critical Areas Report may be supplemented by or composed, in whole or in part, of any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site, as approved by the Community Development Director or designee. Provided, the site conditions shall not have changed since the earlier report or study was completed.

8. **MITIGATION PLAN.** Provide **three (3) copies** of a required mitigation plan when required as an element of the Critical Areas Report. The mitigation plan shall include:

- a. Detailed Construction Plans. The mitigation plan shall include descriptions of the mitigation proposed, such as:
  - 1. The proposed construction sequence, timing, and duration.
  - 2. Grading and excavation details.
  - 3. Erosion and sediment control features.
  - 4. A planting plan specifying plant species, quantities, locations, size, spacing, and density.
  - 5. Measures to protect and maintain plants until established.
  - 6. The written descriptions shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome. 21
- b. Pursuant to RMC 18.280.050.F, the mitigation plan shall include a program for monitoring construction of the mitigation project and for assessing a completed project. A protocol shall be included outlining the schedule for site monitoring, and how the monitoring data will be evaluated to determine if the performance standards are being met. A monitoring report shall be submitted as needed to document milestones, successes, problems, and contingency actions of the mitigation project. The mitigation project shall be monitored for a period necessary to establish that performance standards have been met, but not for a period less than 5 years.
- c. Pursuant to RMC 18.280.050.G the mitigation plan shall include identification of potential courses of action, and any corrective measures to be taken if monitoring or evaluation indicates project performance standards are not being met.

**Please Note: Submittal Requirements 9-12 are only required for a stand alone Type II Critical Areas Permit application:**

- 9. TITLE REPORT: Provide three (3) copies** of a current (within 30 days) title report that has been obtained from a Title Company documenting ownership and listing all encumbrances. If the title report references any recorded documents (i.e. easements, dedications, covenants) copies of the referenced documents must also be provided.
  
- 10. MAILING LABELS.** Current Clark County assessor map showing the properties within a radius of 300 feet of the property that is the subject of the application and a typed list and set of self-adhesive labels of the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the city clerk-treasurer.
  
- 11. PRE-APPLICATION CONFERENCE SUMMARY.** A copy, if applicable, of the pre-application conference meeting summary prepared by the Community and any required materials specified in the summary, not already listed.
  
- 12. SEPA CHECKLIST.** Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.

**By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**