



**CITY OF RIDGEFIELD**

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[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

**OFFICE USE ONLY**

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**FILE NAME:** \_\_\_\_\_  
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**DATE SUBMITTED:** \_\_\_\_\_

**MASTER PLAN APPLICATION (IP AND MPBP ZONES)**

- Master Plan Review (RDC 18.240.020)  Master Plan Review (18.240.110)
- EMUO Minor Change  EMUO Moderate Change  EMUO Major Change

**APPLICANT INFORMATION**

**APPLICANT:**     Check if primary contact

PERSON: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE:**     Check if primary contact

PERSON: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

PERSON(S), OR NAME AND TITLE OF CORPORATE OFFICER: \_\_\_\_\_  
\_\_\_\_\_  
COMPANY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**RELATIONSHIP OF APPLICANT TO OWNER(S):** \_\_\_\_\_

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**SITE INFORMATION**

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**STREET ADDRESS:** \_\_\_\_\_

**LOT DESCRIPTION:** \_\_\_\_\_

**ASSESSOR'S SERIAL NUMBER:** \_\_\_\_\_

**LOT SIZE (square feet):** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_

[If more than one lot, attach list of lot descriptions, parcel numbers, lot areas, and zoning district(s).]

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# MASTER PLAN - SUBMITTAL CHECKLIST

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## A. APPLICATION REQUIREMENTS:

- 1. **APPLICATION FORM:** Provide one completed application form with original signature.
- 2. **CHECKLIST:** Provide one completed copy of this submittal checklist.
- 3. **TITLE REPORT:** Provide one copy 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.
- 4. **MAILING LABELS FOR PUBLIC NOTIFICATION:** Include a current Clark County Assessor's parcel map that shows the parcels within the master plan. Provide one or more 8 1/2 x 11 sheets of self-adhesive mailing labels for property owners who own properties within 300 feet of the master plan boundary. The mailing labels need to be certified by whoever provides the labels that the property owners and their mailing addresses are current, correct, and complete.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET:** Obtain from the Clark County Department of Assessment and GIS, (360) 397-2375 ext. 4082.
- 6. **PRE-APPLICATION CONFERENCE NOTES:** Provide a copy of the pre-application conference notes and any related materials.
- 7. **WRITTEN NARRATIVE:** Submit one copy of a narrative that describes the proposed master plan per RDC 18.240.110.2.b, project and addresses any points in the pre-application conference.
- 8. **SEPA CHECKLIST:** Complete a State Environmental Policy Act checklist. Refer to Ridgefield Development Code (RDC) Chapter 18.810, Environmental Standards.
- 9. **APPLICATION FEE:** \$1,000.00 plus hourly rates may be applied as established by City Council resolution. Make checks payable to the City of Ridgefield.
- 10. **SITE ANALYSIS:** Include total site area; buildable site area; and critical area (specify type).
- 11. **MIX OF USES SCHEDULE:** Provide a schedule of the mix of uses by land use categories, and square feet and percentages by category.
- 12. **MASTER PLAN:** Provide a conceptual plan of future land uses and locations, improvements that are planned in conjunction with those uses, and locations of usable open space; and pedestrian, transit, and public or private streets both for internal and external connections.

- 13. DEVELOPMENT STANDARDS:** Include any proposed development standards that would be in addition to or in place of otherwise applicable development standards.
- 14. CRITICAL AREAS REPORT:** If it is determined that there are critical areas within the master plan area, provide four copies of a critical areas report with tabbed sections for each type of critical area.

## **B. PLANS & ATTACHMENTS:**

All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale and on a maximum sheet size of 24 inches x 36 inches. A total of seven (7) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file. Include one (1) reduced copy (11 inches by 17 inches or 8.5 inches by 11 inches) of each plan sheet.

### **1. MASTER PLAN**

***Include all of the following information:***

- Dimensions and north arrow
- Street layout, alleys, trails, paths
- Phases of development, if applicable, and anticipated construction schedule for each phase
- Site and critical areas boundaries including buffers
- Open space to be retained or enhanced
- Parks and other recreational amenities, public or private

### **2. SUPPLEMENTAL INFORMATION**

- Preliminary Storm Drainage Control Plan:** Four (4) copies of a drainage control plan drawn to scale and stamped by a Washington State licensed engineer. The plan shall provide for the collection, control, and disposal of surface water runoff. The drainage system shall be connected to an existing city, county or private drain if reasonably feasible as recommended by the city engineer.
- Traffic Study:** Four (4) copies of a traffic impact analysis report prepared by a State of Washington licensed engineer. Include sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.
- Geotechnical Report (except when waived by the Public Works Department):** Please provide four (4) copies of a study prepared and stamped by a licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.

**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. I have owner(s) permission to submit this application. I 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 myself, 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 Applicant's Name**

\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date**