



**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**

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**PRE-APPLICATION CONFERENCE APPLICATION**

**APPLICANT/AGENT:**  Use mailing address for meeting notification.  Check box if Primary Contact

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

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

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

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

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

**PROPERTY INFORMATION (REQUIRED)**

<b>SITE ADDRESS:</b> _____			<b>AREA TO BE DEVELOPED (s.f.):</b> _____
<b>ASSESSOR'S MAP &amp; TAX LOT #</b>	<b>LOT SIZE</b>	<b>ZONING DISTRICT</b>	<b>EXISTING USE OF SITE:</b> _____
_____	_____	_____	_____
_____	_____	_____	<b>PROPOSAL:</b> _____
_____	_____	_____	_____
_____	_____	_____	_____



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## PRE – APPLICATION CONFERENCE - INTRODUCTION

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### When is a Pre-Application Conference Required?

Pursuant to Section 18.310.030 of the Ridgefield Development Code, Pre-Application Conferences **are required** for all proposals that require a Type II, Type III or Type IV application.

### What is the Purpose of a Pre-Application Conference?

- To acquaint the City, and outside agencies, and service providers, with a potential application, and to acquaint the potential applicant with the requirements of the Code, the Comprehensive Plan, and other relevant criteria and procedures.
- A pre-application conference is not intended to be an exhaustive review of all potential issues.
- A pre-application conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference.
- Intended to be informational only, and **is not** an approval in any manner of your proposal.

### What is the Application Procedure?

1. Submit a complete Pre-Application Conference application form together with the required Pre-Application Conference Submittal Checklist form, the written and plan information identified in the Pre-Application Conference Submittal Checklist form, and the required fee.
2. Pursuant to Section 18.310.030 of the Ridgefield Development Code, the City will schedule and conduct a Pre-Application Conference within 15 calendar days of the receipt of a request for a pre-application conference.
3. At the conference you will meet with representatives of the City's Development Services Department who will discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other City Departments and other agencies including but not limited to Engineering, Transportation, Public Works, and Fire Prevention Divisions, may also attend.
4. During the Pre-Application Conference, staff will present you with a summary report responding to your proposal and identify applicable Development Code regulations, and Comprehensive policies, key issues, and requirements for special studies and information including but not limited to traffic studies and soil studies.

### Some Key Things to Remember:

As you prepare for the pre-application conference, keep in mind the following key things:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party and does not consider in its review.
- The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
- The Pre-Application Conference is not intended to approve specific site plan proposals. This is accomplished only through formal filing, review, and notice (as required) of the land use application per prescribed procedures of the City Code.
- You are required to submit the pre-application conference report as part of your formal land use application.

**QUESTIONS? PHONE (360) 887-3908 or FAX (360) 887-2507**



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## PRE – APPLICATION CONFERENCE SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS– Total of seven (7) copies, unless otherwise noted

- A. **APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. **CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. **WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In addition, please also address:
- D. **FEES,** as established by the City Council (\$1,250). Make checks payable to the City of Ridgefield.

### PLANS & GRAPHICS REQUIREMENTS – Total of seven (7) copies

All plans, except architectural elevations, shall be to scale (engineering scale) and shall have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. Architectural elevations may be drawn to an architectural scale and shall have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. **All plans shall be folded to fit a legal size file jacket.**

The following specifies the plan information that is required for a pre-application conference. This information can be shown on one (1) sheet, or multiple sheets can be submitted, provided that each sheet is broken down by the bolded subject matter on the next page (for example, Existing Conditions, Land Use and Transportation). If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

#### A. **PROPOSED PLAN:**

##### 1. **GENERAL INFORMATION:**

- A. Proposed name of project (e.g., subdivision or business).
- B. Vicinity map covering 1/4-mile radius from the development site.
- C. Area of the site (acres or square feet).



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**A. PROPOSED PLAN (continued):**

**2. EXISTING CONDITIONS:**

- A. Existing unstable slopes and landslide hazard areas.
- B. Existing topographical information, showing 2 ft. contours.
- C. Location of existing public and private utilities, easements, and 100-year floodplain.
- D. Location, and species of on-site trees.
- E. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- F. Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams.

**3. LAND USE AND TRANSPORTATION:**

- A. Layout of existing parcels.
- B. Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements. Include the maximum and minimum density calculations.
- C. Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.
- D. Name and location of existing and proposed roadways and roadway easements (private and public), and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.).
- E. Location of existing and proposed on-site driveways, and existing off-site driveways across the street.
- F. Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site and existing pedestrian and bicycle facilities within one 100 feet of the site.
- G. Location and width of existing and proposed easement for access, drainage, etc.
- H. Location and width of proposed on-site public and private streets.
- I. Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site.
- J. Location and species of proposed trees and other landscaping to be planted at the site.



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**SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_



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TO ASSIST STAFF WHO WILL BE CONDUCTING THE PRE-APPLICATION CONFERENCE, PLEASE NOTE BELOW THE NAMES OF CITY STAFF WITH WHOM YOU HAVE ALREADY DISCUSSED THIS PROPOSAL, ESPECIALLY IN RELATION TO THE ABOVE QUESTIONS AND ISSUES:

	<b>STAFF PERSON NAME</b>	<b>DEPARTMENT</b>
1.		
2.		
3.		
4.		
5.		