



**CITY OF RIDGEFIELD**

City Hall  
230 Pioneer Street  
PO Box 608  
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:** \_\_\_\_\_  
\_\_\_\_\_  
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**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**DATE SUBMITTED:** \_\_\_\_\_

**DEVELOPMENT APPLICATION – TYPE III PRELIMINARY P.U.D.**

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

*(Signature Required)*

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

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

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

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

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

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Signature Required)*

**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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# PRELIMINARY P.U.D. SUBMITTAL CHECKLIST

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## A. WRITTEN REQUIREMENTS:

- 1. **APPLICATION FORM.** Provide **three (3) completed** application form with original signature(s).
- 2. **CHECKLIST.** Provide **one (1) completed** copy of this submittal checklist.
- 3. **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.
- 4. **MAILING LABELS.** Current Clark County assessor map showing the properties within a radius of the subject site as required in Sections 18.310.070 (Type II) or 18.310.080 (Type III) and a typed list and **two (2)** sets 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.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET.** Can be obtained from the Clark County Department of Assessment and GIS, (360) 397-2391.
- 6. **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.
- 7. **WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please also:
  - Address all applicable zoning district requirements including but not limited to provisions for minimum land area, minimum lot dimensions, and minimum residential density, if applicable.
  - A planned unit development involving the creation of lots shall be reviewed concurrently with a short plat application or a subdivision application. Written narratives for Preliminary P.U.D. applications shall address as applicable provisions of RDC 18.600 (Subdivisions-General), RDC 18.610 (Short Plats), RDC 18.620 (Subdivisions), RDC 18.630 (Design Requirements), RDC 18.640 (Improvement Requirements) and the City of Ridgefield Engineering Design Standards
  - Address all applicable provisions of RDC 18.401.010 to RDC 18.401.170.
  - Address, if applicable, provisions of RDC 18.280 (Sensitive Lands).
  - Address all applicable provisions of RDC 18.720 (Off-Street Parking and Loading).
  - Address, if applicable provision of RDC 18.820 (Shoreline Management)
  - Pursuant to RDC 18.401.040.A.8-13, the written narrative shall address: a) justification for a density bonus, if any, requested; b) A proposed phasing and/or timing schedule indicating the

approximate date when construction of the PUD or stages of the PUD can be expected to begin and be completed; c) Intent as to final ownership, including plans for rental, sale or combination; and d) how open space or public facilities will be managed

- Submit a copy of provisions to assure permanence and maintenance of common open space and common recreation areas and facilities through restrictive covenants, a homeowners' association or similar association, condominium development or other means acceptable to the city (e.g., dedications and easements).

**8. SEPA CHECKLIST.** Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist

**9. SEE FEE SCHEDULE FOR FEES.** Make checks payable to the City of Ridgefield.

**10. SITE ANALYSIS INFORMATION.**

- Existing site area: \_\_\_\_\_sq. ft.
- Land set aside in separate tracts or dedicated to a public entity for schools, parks, or open space: \_\_\_\_\_sq. ft.
- Minimum required density: \_\_\_\_\_lots
- Proposed density: \_\_\_\_\_lots
- Environmentally constrained lands: \_\_\_\_\_sq. ft.
- Proposed street dedication or private streets or common driveways: \_\_\_\_\_sq. ft.

## **B. PLANS & GRAPHIC REQUIREMENTS:**

All plans, except architectural elevations, shall be presented at a minimum of 1 inch = 100 feet engineering scale and on a maximum sheet size of **24 inch x 36 inch**. **A total of six (6) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket. One (1) reduce version (11 inch by 17 inch or 8.5 inch by 11 inch) of all drawings shall be submitted.**

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

**A. PRELIMINARY P.U.D. PLAN REQUIREMENTS**

An application for a preliminary PUD shall have ten copies of a proposed site development and conservation plan which shall include (but is not limited to) the following:

- 1. North arrow, scale and date of plan.
- 2. The proposed boundaries and legal description of the property to be developed, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant.
- 3. The proposed functions, size, percentage of lot coverage, grades, landscaping and method of maintenance for common or dedicated open space upon completion of the project.
- 4. A rendering and conceptual development plan showing all single-family and multifamily residential and nonresidential structures, if any, including pro-posed building footprints, floor plans and unit sizes of typical dwelling units, and showing typical architectural styles and proposed elevations when viewed from the street(s) or from adjacent properties.
- 5. Concept plan showing all proposed improvements and natural features, including (but not limited):
  - a. Recreational facilities
  - b. Existing site features to be retained and re-moved (natural slopes, stands of trees, etc.), walls, fences, refuse areas, streets, sidewalks, paths, landscaping (including the means to provide permanent maintenance to all planted areas and open spaces)

- c. Areas proposed to be conveyed, dedicated or reserved for parks, parkways, playgrounds, common open space, public buildings and similar public and semipublic uses
  - d. Proposed building areas and densities, set-backs and height
  - e. Topographical maps of existing and proposed terrain showing a maximum five-foot contour interval where slopes equal or exceed twenty-five percent and a maximum two-foot contour interval where slopes are less than twenty-five percent, including one hundred-year floodplains (identified under the National Flood Insurance program)
  - f. All existing and proposed utility systems, including sanitary sewers, water, electric, gas and telephone lines, public facilities and storm drainage collection, conveyance and treatment systems
  - g. Proposed public transit facilities and the location and dimension of all off-street parking facilities (public and private)
  - h. The proposed location, size and means of access of all public and semipublic sites if applicable (e.g., private schools, churches, etc.)
  - i. Proposed building envelopes, proposed streets, proposed site grading plan including cut and fill areas and site elevations after development, and existing native vegetation (including all trees of six inches in diameter at five feet above ground level, and vegetation communities map which describes characterizing species) where development or streets are proposed in areas designated as sensitive lands
  - j. Calculations of the absolute area and the percentage of the site which is included in the sensitive land maps, including but not limited to wetlands and wetland buffers, fish and wildlife habitat areas, areas subject to landslides or slumping, stream corridors and riparian areas, one-hundred-year floodplain areas, zero to fourteen percent slope, fifteen up to twenty-four percent slope, and twenty-five percent slope and greater,
  - k. Calculations of buildable land to be dedicated as public right-of-way and land reserved for open space
  - l. A circulation diagram indicating the proposed movement of vehicles, goods and pedestrians within the development and to and from existing thorough-fares, and any special engineering features and traffic regulation devices needed to facilitate or insure the safety of this circulation pattern
  - m. Information on a map which shows the development in relation to the surrounding area and its uses, both existing and proposed, including land uses, zoning classifications, densities, circulation systems, public facilities and unique and sensitive natural features of the adjoining landscape
  - n. The proposed lot dimensions, yard setbacks and treatment of the perimeter of the PUD, including materials and techniques such as screens, fences and walls
- 6. Geotechnical and environmental reports required by the city engineer or planning director.
  - 7. A tabulation of the percentage of total building coverage and additional impervious surface area coverage on the constrained lands.
  - 8. A determination of buildable and unbuildable areas and a tabulation of densities within each project area, phase or sector as prescribed in Section 18.401.080(A)(B).

***I have provided all the items required by this submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date