



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

OFFICE USE ONLY

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DEVELOPMENT APPLICATION – TYPE II PRELIMINARY SHORT PLAT

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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PRELIMINARY SHORT PLAT SUBMITTAL CHECKLIST

A. WRITTEN REQUIREMENTS:

- 1. **APPLICATION FORM.** Provide **three (3) completed** application forms 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) 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.
- 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 written narrative for a Preliminary Short Plat 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, 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 provisions of RDC 18.750 (Flood Control)
 - Address, if applicable provision of RDC 18.820 (Shoreline Management)
- 8. **SEPA CHECKLIST.** If applicable, Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist, if applicable. Required for short platting of land involving designated sensitive lands.

9. **\$1,000 FEE PLUS HOURLY RATES MAY BE APPLIED**, as established by the City Council. Fee information can be obtained from Community Development Staff. Make checks payable to the City of Ridgefield.

10. SITE ANALYSIS INFORMATION.

- Existing site area: _____sq. ft.
- Minimum required density: _____lots
- Proposed density: _____lots
- Environmentally constrained lands: _____sq. ft.
- Land set aside in separate tracts or dedicated to a public entity for schools, parks, or open space: _____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) reduced version (11 inch by 17 inch or 8.5 inch by 11 inch) of all drawings shall be submitted.

A. PRELIMINARY SHORT PLAT REQUIREMENTS

Include all of the following information:

- A proposed short plat shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey referenced from two monumented section or quarter section corners or to two other suitable permanent survey monuments.
- The entire lot or parcel constituting the applicant's land
- The taxation parcel number or numbers as assigned to the land proposed to be divided by the Clark County assessor
- The names or recording numbers of any contiguous subdivisions or short subdivisions
- Lot corners and lines marking the division of the land into four or less lots
- Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land
- Location of any roads, rights-of-way, or easements proposed to serve the lots within the short plat with a clear designation of their size, purpose and nature
- North arrow and scale
- Lots, streets and easements
- Size and location of water, sewer and utility easements proposed to serve the lots to be created and their point of connection with existing services,
- Sensitive lands shall be clearly mapped on the preliminary short plat.

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