



**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 – SITE PLAN**

**APPLICATION INFORMATION (REQUIRED)**

**APPLICANT:**  *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: \_\_\_\_\_

COMPANY: \_\_\_\_\_

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

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

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

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

**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 SITE PLAN SUBMITTAL CHECKLIST

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## A. WRITTEN 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. **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 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.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET.** 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 NARRATIVE.** Submit **one (1) copy** of a detailed description of the proposed project
- 8. **SEPA CHECKLIST.** Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.
- 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.
- 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 & ATTACHMENTS:

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 seven (7) 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 SITE PLAN REQUIREMENTS

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

- Dimensions and orientation of the parcel.
- Locations of existing and proposed buildings and structures.
- Location and layout of off-street parking and loading facilities.  
Curb cuts and internal traffic circulation.
- Location of walls and fences, indication of their height and construction material.
- General location and configuration of proposed landscaping.
- Grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals,
- Height and appearance of building facades for all buildings and structures.
- Indication of proposed use of all buildings.
- The entire parcel(s) constituting the applicant's proposal.

### B. SUPPLEMENTAL INFORMATION

- Preliminary Drainage Control Plan: Please provide 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: Please provide four (4) copies** of a traffic impact analysis report prepared by a State of Washington licensed engineer containing 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.
  
- Wetlands Delineation Map and Wetlands Classification Study:** (Required if ANY wetlands are located on the subject property or within 100' feet of the subject property.) **Please provide four (4) copies** of the map and study. The study shall include analysis of the type and extent of wetlands prepared by a wetland specialist.

**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**

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**