



CITY OF RIDGEFIELD

City Hall
230 Pioneer Street
Ridgefield, WA 98642
Tel: (360) 887-3557
Fax: (360) 887-0861
www.ci.ridgefield.wa.us

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

DATE SUBMITTED: _____

DEVELOPMENT APPLICATION – TYPE III PRELIMINARY SUBDIVISION

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 PLAT SUBMITTAL CHECKLIST

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. **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 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.
4. **CLARK COUNTY DEVELOPER'S GIS PACKET.** Obtained from the Clark County Department of Assessment and GIS, (360) 397-2391.
5. **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.
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.
 - The written narrative for a Preliminary Plat shall address as applicable provisions of RDC 18.600 (Subdivisions-General), 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.** 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.
- 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 & 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 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 PLAT PLAN REQUIREMENTS**

Include all of the following information:

- The proposed 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 parcel(s) constituting the applicant's proposal.
- 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,

B. **SUPPLEMENTAL INFORMATION**

A total of four (4) copies of each plan shall be submitted, unless otherwise noted.

Preliminary Drainage Control Plan: 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 and comply with the 1992 Puget Sound Surface Water Design Manual . The drainage system shall be connected to an existing city, county or private drain if reasonably feasible as recommended by the city engineer.

Traffic Impact Study: 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):** 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.) The study shall include a map and an 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