



**CITY OF RIDGEFIELD**

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**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
\_\_\_\_\_  
**RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**DATE SUBMITTED:** \_\_\_\_\_

**STATE ENVIRONMENTAL POLICY ACT  
Application for threshold determination**

**APPLICATION INFORMATION (REQUIRED)**

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

**PERSON, OR NAME AND TITLE OF CORPORATE OFFICER:** \_\_\_\_\_

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

**MAILING ADDRESS:** \_\_\_\_\_

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

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

**APPLICANT:**  *Check box if Primary Contact*

**PERSON, OR NAME AND TITLE OF CORPORATE OFFICER:** \_\_\_\_\_

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

**MAILING ADDRESS:** \_\_\_\_\_

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

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

**Relationship of applicant to owner:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Assessor's Serial Number:** \_\_\_\_\_

**Property description by lot, block, and subdivision name; or attach legal description:**

**Street address:** \_\_\_\_\_

**Proposed project action:** \_\_\_\_\_

**Proposed non-project action:** \_\_\_\_\_

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## SUBMITTAL CHECKLIST

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### A. APPLICATION REQUIREMENTS:

- 1. **APPLICATION FORM** with original signature(s).
- 2. **ENVIRONMENTAL CHECKLIST** that is filled out, signed, and dated
- 3. **CLARK COUNTY DEVELOPER'S GIS PACKET:** If project action, obtain this packet from the Clark County Department of Assessment and GIS, (360) 397-2375 extension 4082.
- 4. **NARRATIVE:** Submit **three (3) copies** of a narrative that describes the proposed project or non-project action and addresses applicable provisions of the Ridgefield Comprehensive Plan and Ridgefield Development Code.

Please address the following:

- Applicable provisions of RDC Chapter 18.280 (Critical Areas Protection)
- Applicable provisions of Ordinance No. 971 (Flood Control)
- Applicable provisions of RDC Chapter 18.820 (Shoreline Management)
- Applicable provisions of RDC Chapter 18.810 (Environmental Standards) including proposed environmental cleanup, protection, enhancement, or mitigation

- 5. **FEE:** Refer to Resolution No. 346 (Master Fee Schedule). Make check payable to the City of Ridgefield.

### B. PLANS & ATTACHMENTS:

**All plans, except architectural elevations, shall be presented at a scale not smaller than 1 inch = 100 feet engineering scale and on a maximum sheet size of 24 inches x 36 inches. 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 inches by 17 inches or 8.5 inches by 11 inches) of all drawings shall be submitted.**

- 1. **PLANS**  
*Include these plans for project actions:*

- Vicinity Map
- Site Plan (may be multiple sheets with index sheet for appropriate detail) drawn to engineering scale and showing the following:
  - 1. Site boundary showing distances and bearings
  - 2. Lots
  - 3. Public easements

4. Existing natural environment including bodies of water and streams at ordinary high water mark, wetlands, vegetative types and locations, steep slopes, and other critical areas and buffers
5. Areas of proposed land or water disturbance, including but not limited to cutting, filling, grading, and clearing.
6. Existing built environment showing but not limited to buildings, other structures, utility lines, private drives, and other relevant site features that either will remain (solid lines) or be demolished (dashed lines)
7. Proposed construction or installations in contrasting line type.
8. Graphic scale, legend, notes, and north arrow

Section view of project drawn to engineering scale and showing vertical relief

**2. SUPPLEMENTAL INFORMATION**

- The applicant is encouraged to submit any other information which will help the SEPA Responsible Official either issue a threshold determination or determine that the project is categorically exempt. Examples include traffic studies, relevant environmental studies and reports, illustrations, spread sheets, tables, aerial photographs, and photo simulations.*

**By affixing my signature hereto, I/we 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.**

**I further agree that city of Ridgefield staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.**

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**Print Applicant Name**

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**Applicant Signature**

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**Date**