



**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:** \_\_\_\_\_  
\_\_\_\_\_  
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**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**DATE SUBMITTED:** \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

- Basic Site Plan Review**    **Minor Site Plan Review**    **Binding Site Plan**

**APPLICANT INFORMATION**

**APPLICANT:**    *Check if primary contact*

PERSON: \_\_\_\_\_

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

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

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

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

**APPLICANT'S REPRESENTATIVE:**    *Check if primary contact*

PERSON: \_\_\_\_\_

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

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

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

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

**PROPERTY OWNER(S):** *Attach separate sheet if needed.*    *Check if primary contact*

PERSON(S), OR NAME AND TITLE OF CORPORATE OFFICER: \_\_\_\_\_

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

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

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

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

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

**RELATIONSHIP OF APPLICANT TO OWNER(S):** \_\_\_\_\_

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**SITE INFORMATION**

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**STREET ADDRESS:** \_\_\_\_\_

**LOT DESCRIPTION:** \_\_\_\_\_

**ASSESSOR'S SERIAL NUMBER:** \_\_\_\_\_

**LOT SIZE (square feet):** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_

**[If more than one lot, attach descriptions, parcel numbers, lot sizes, and zoning districts]**

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## SITE PLAN - SUBMITTAL CHECKLIST

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### A. APPLICATION 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 FOR PUBLIC NOTIFICATION:** Include a current Clark County Assessor's parcel map that shows the parcels subject to public notification. Provide one or more 8 1/2 x 11 sheets of self-adhesive mailing labels for property owners who own properties within 300 feet of subject site boundary. The mailing labels need to be certified by whoever provides the labels that the property owners and their mailing addresses are current, correct, and complete.
- 5. **CLARK COUNTY DEVELOPER'S GIS PACKET:** Obtain from the Clark County Department of Assessment and GIS, (360) 397-2375 ext. 4082.
- 6. **PRE-APPLICATION CONFERENCE NOTES:** Provide a copy of the pre-application conference notes and any related materials.
- 7. **WRITTEN NARRATIVE:** Submit **one (1) copy** of a narrative that describes the proposed project and addresses any points in the pre-application conference.
- 8. **SEPA CHECKLIST:** Complete a State Environmental Policy Act checklist. Refer to Ridgefield Development Code (RDC) Chapter 18.810, Environmental Standards.
- 9. **APPLICATION FEE:** For Basic Site Plan Review and Binding Site Plan, \$1,000.00 plus hourly rates may be applied as established by City Council resolution. For Minor Site Plan Review, \$150 as a Post-Decision Review, Type I. Make checks payable to the City of Ridgefield.
- 10. **SITE ANALYSIS:** Include total site area, buildable site area, critical area (specify type), existing and proposed impervious surface area, and landscaping area descriptions and calculations.

### B. PLANS & ATTACHMENTS:

All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale and on a maximum sheet size of 24 inches x 36 inches. 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. Include one (1) reduced copy (11 inches by 17 inches or 8.5 inches by 11 inches) of each plan sheet.

**1. SITE PLAN**

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

- Dimensions and north arrow
- Locations of existing and proposed buildings and structures
- Location and layout of off-street parking and loading facilities, and ingress and egress
- Location of walls and fences, height(s), 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
- Proposed uses of all buildings, either by labels or table
- Site boundary including proposed developed and critical areas
- Location, types, and boundaries of critical areas and buffers

**2.SUPPLEMENTAL INFORMATION**

- Preliminary Storm Drainage Control Plan:** 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 Impact Analysis:** Four (4) copies of a traffic impact analysis prepared by a State of Washington licensed professional engineer. Include 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 State of Washington 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.

- **Critical Areas Report:** Please provide four (4) copies of the report per RDC 18.280.050. If the report includes more than one type of critical area, the report for each type should be tabbed.

**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. I have owner(s) permission to submit this application. I 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 myself, 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 Applicant's Name**

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

\_\_\_\_\_  
**Applicant's Signature**

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