



**SITE PLAN/MASTER PLAN CHECKLIST**  
510-B Pioneer Street/PO Box 608 Ridgefield, WA 98642  
Tel: 360.887.3908  
Fax: 360.887.2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

## SUBMITTAL CHECKLIST

### APPLICATION TYPE (check one)

- ☐ **MINOR SITE PLAN REVIEW (TYPE I REVIEW):** Generally required for any new or expanded development affecting 1,000 to 4,999 square feet of surface area, or 100 to 499 cubic yards of fill.
- ☐ **BASIC SITE PLAN REVIEW (TYPE II REVIEW):** Generally required for any new or expanded development affecting greater than 5,000 square feet of surface area, or 500 cubic yards of fill.
- ☐ **MIXED USE MASTER PLAN (TYPE III REVIEW):** Generally required for any new mixed-use development.

*Site plan review categories are found in RDC 18.500.020 and 18.500.030, including exemptions from site plan review detailed in RDC 18.500.020(E). Please contact the Community Development Department at 360.887.3908 if you have any questions about the appropriate level of review.*

### A. SITE ANALYSIS

Provide area calculations for the proposed development.

Total site area: \_\_\_\_\_

Total impervious surface area: \_\_\_\_\_

Total critical areas: \_\_\_\_\_

Net parking lot area: \_\_\_\_\_

Right of way dedication: \_\_\_\_\_

Interior parking lot landscaping area: \_\_\_\_\_

Net developable area: \_\_\_\_\_

*(Site minus critical areas and right-of-way)*

### B. APPLICATION REQUIREMENTS FOR ALL REVIEWS (if associated with another land use review, all items shall be uploaded under the primary case. Duplicate submittal items are not needed):

Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Each checklist item must be a separate file, in PDF format, and **labeled to match the checklist** (e.g., 1 application, 2 checklist, 3 narrative). Please note: the narrative is requested in WORD format.

☐ **1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s).

☐ **2. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.

☐ **3. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a narrative that describes the proposed project and addresses criteria for approval in RDC 18.500, the standards of the underlying zone, and any points from the pre-application conference.

☐ **4. SITE PLAN:** Submit one (1) copy of plans in PDF format. All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale.

**Include all the following information:**

☐ North arrow, scale and date

☐ The entire parcel(s) constituting the applicant's proposal

☐ Locations of existing and proposed buildings and structures

☐ Proposed uses of all buildings, either labeled on plans or in a separate table

☐ Lot corners and lines marking the division of the land into nine or less lots

☐ Height and conceptual appearance of building facades for all buildings and structures

☐ Location of walls and fences, height and construction material.

☐ Location and layout of off-street parking and loading facilities, including number of spaces, curb cuts for ingress and egress, and internal circulation routes

☐ Landscape plans prepared by a landscape architect or nursery, including existing and proposed landscaping, and proposed location, species and size of planting materials

☐ Lighting plans including existing and proposed lighting with location, description, hours of operation, aiming angle and mounting heights of proposed lighting

☐ Manufacturer's specifications for proposed lighting fixtures

☐ Foundation details for proposed light poles

☐ Schedule of lighting operations showing reduced lighting levels when facility is not in operation

☐ Maintained horizontal illuminance, in foot-candles: maximum, minimum, average during operating and non- operating hours

☐ Computer-generated photometric grid across the site, measured in foot-candles at 10-foot intervals

☐ Where slopes are 15% or greater, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals

☐ Location, types, and boundaries of critical areas and buffers, and any historically or archaeologically significant features

☐ **5. MAP OF DEDICATION:** Submit one (1) copy of the "Map of Dedication". See submittal guidelines below.

☐ **6. ARCHITECTURAL ELEVATION DESIGN:** Architectural design approval from the City of Ridgefield is required for all single-family homes, and that it is the responsibility of the developer/builder to obtain design approval for each home, including model homes, prior to the sale or advertisement for sale of the home. Provide documentation showing the proposed building complies with the neighborhood design requirements for the subdivision. Please contact the Permitting Dept for a list of the requirements for a specific subdivision. When providing elevations for review, elevation sheets shall be provided in color and include a materials list for the application to be deemed technically complete.

**7. WATER USAGE CALCULATIONS (CITY OF RIDGEFIELD WATER ONLY) - REQUIRED**

**Landscaping:**

☐ Area of irrigated common area landscaping (SF): \_\_\_\_\_

**Purpose of Construction or Intended Use(s) of Property:**

☐ Single-Family Residential # of lots: \_\_\_\_\_

☐ Multi-Family Residential # of units: \_\_\_\_\_

☐ Factory Estimated # of employees per day \_\_\_\_\_

\_\_\_\_\_

☐ Hotel Estimated # of guests per day \_\_\_\_\_

☐ Office Estimated # of employees per day \_\_\_\_\_

☐ Restaurant Estimated # of customers per day \_\_\_\_\_

Includes: ☐ Bar/Cocktail Lounge

☐ School or Daycare Estimated # of pupils per day \_\_\_\_\_

Includes: ☐ Cafeteria ☐ Gymnasium & Showers ☐ Overnight Boarding

☐ Self - Service Laundry Estimated # of customers per day \_\_\_\_\_

☐ Service Station Estimated # of vehicles per day \_\_\_\_\_

☐ Store - Retail # of toilet rooms \_\_\_\_\_

☐ Swimming Pool Estimated # of swimmers per day: \_\_\_\_\_

SF of pool \_\_\_\_\_

☐ Other (additional information will be requested): \_\_\_\_\_

**C. ADDITIONAL APPLICATION REQUIREMENTS FOR BASIC SITE PLAN REVIEW:**

**1. MAILING LABELS FOR PUBLIC NOTIFICATION:** Provide one (1) set of mailing labels printable to an 8 1/2-inch by 11-inch sheet for property owners who own properties within 300 feet of subject site boundary. Include a current Clark County Assessor's parcel map that shows the parcels subject to public notification. Provide certification from the preparer that the property owners and their mailing addresses are current, correct, and complete. Mailing labels can be obtained from the Clark County GIS Department; call 564.397.4652 or online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.

**2. PRE-APPLICATION CONFERENCE NOTES:** Provide one (1) copy of the pre-application conference notes and any related materials (unless pre-application conference waived).

Date of Pre-Application Conference: \_\_\_\_\_

**3. CLARK COUNTY PUBLIC HEALTH DEVELOPMENT REVIEW LETTER:** Provide proof that a development review application has been submitted to or approved by Clark County Public Health for the proposed project. Apply online at Clark County Public Health. <https://clark.wa.gov/public-health/land-development-review>

## D. DISCRETIONARY APPLICATION REQUIREMENTS:

*Please consult with the Community Development Director to determine whether the following materials are required.*

- ☐ **1. SEPA CHECKLIST:** Provide one (1) copy in WORD format, the SEPA Checklist. Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.
- ☐ **2. ARCHAEOLOGICAL:** Archaeological Information. If an archaeological review is required, proof that the archaeological predetermination or archaeological survey was received by the State Department of Archaeology and Historic Preservation for review must be submitted prior to, or concurrent with, the application. (Proof can be via an e-mail confirmation or other conclusive method of proof that DAHP has received the site-specific document for review).  
**DO NOT SUBMIT THE ARCHAEOLOGICAL REPORT.**
- ☐ **3. TITLE REPORT:** Provide one (1) copy 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. CLARK COUNTY DEVELOPER'S GIS PACKET:** Obtain from Clark County GIS department, 564.397.4652 or order online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.
- ☐ **5. SUPPLEMENTAL INFORMATION**
  - ☐ **PRELIMINARY STORM DRAINAGE CONTROL PLAN:** one (1) copy 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:** one (1) copy 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:** one (1) copy 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:** One (1) copy 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.
- ☐ **6. CHECK IF CONCURRENT LAND USE AND ENGINEERING REVIEW IS BEING REQUESTED:**
  - ☐ By signing this request, I understand that Land Use and Engineering cases require separate applications but will be reviewed concurrently utilizing the Land Use timelines located in RDC 18.310. All corrections shall be made on both applications for the project prior to continuing through the review process.
  - ☐ By signing this request, I understand that building permits cannot be applied for until the applications have reached technically complete.

## E. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

**Effective April 1, 2025:** To meet Ridgefield City Council's 100 percent cost recovery policy, applicants will be billed for the cost of any third-party plan review required for permit applications submitted April 1 or later. This change will not impact permit review timelines.

<input type="checkbox"/> Minor Site Plan Review	\$175
<input type="checkbox"/> Basic Site Plan Review	\$2,750
<input type="checkbox"/> Mixed Use Master Plan Review	\$3,300

*If a land use application to develop the project is submitted within six months of the pre-application conference, a \$500 credit will be applied toward the land use application fees.*

*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.*

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Applicant's Signature

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Date

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Print Applicant's Name

## **MAP OF DEDICATION SUBMITTAL GUIDELINES**

Map of Dedication: A map of dedication (MOD) combines the metes and bounds legal descriptions and exhibits of public dedications and private easements into a single document. MOD is processed in conjunction with subdivision, and/or a PUD review, site plan review, or for other land use actions the Community Development Director determines a MOD is appropriate and in the following categories:

- A. Type III process for actions requiring Ridgefield City Council approval, such as a PUD/subdivision review
- B. Type II process if the MOD does not require City Council and is in conjunction with a pending Type II review, such as a site plan review, and
- C. Type I process if the MOD relates to dedication, easement, covenant or similar restriction that is not associated with a pending Type II or Type II review.

Map of Dedication may be used to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, parks, critical areas, or other public use. A map of dedication may also secure easement rights for private purposes, including, but not limited to, trail, open space, parks, and storm pond. The City may also require a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication. The map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements. The map of dedication shall also include a note indicating the Grantors proportionate share of the required public or private facilities or improvements.

### **Submittal Requirements:**

1. One 24-inch by 36-inch copy of the map of dedication to the city for review.
2. All maps need to conform to land survey requirements.
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Ridgefield as the proposed insured, with the map of dedication.
4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Revised Code of Washington, must acknowledge the signature of the owner. (See Map of Dedication Example for general format of dedication language.)
5. A dedication requires the following warranty statement: Owner warrants to the City of Ridgefield that it is the sole owner of the property on this map, and that every lender, easement holder, or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments, which are recorded in the Clark County Recorder's Office or which the owner will record not later than the date on which this map is recorded.
6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Clark County Recorder's office (see the Map of Dedication Example).
  - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the map to the city for recording.
  - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
  - c. A Notary Public must acknowledge the lender's signature.
7. Each Map of Dedication must have an approval signature block for the Project Coordinator and the Community Development Director.
8. Submit three 4-mil photo Mylar signed original drawings or one original 4-mil Mylar plat drawing and two 4-mil photo Mylar copies to the city for approval signatures from the Project Coordinator and the Community Development Director. All signatures must be in black ink.
9. Recording a Map of Dedication, like the recording of a subdivision plat, is the responsibility of the Grantor
10. Provide the Community Development Director with a copy of the recorded instrument and covenant.