



TEMPORARY USE REVIEW CHECKLIST

510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: 360.887.3908
Fax: 360.887.2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. APPLICATION TYPE (check one)

- ☐ **TYPE I REVIEW:** Required for uses that meet the criteria in RDC 18.205.015(F)(2) and last 60 days or less.
- ☐ **TYPE II REVIEW:** Required for uses that do not meet the criteria in RDC 18.205.015(F)(2) and/or last longer than 60 days.
- ☐ **EXTENSION (TYPE I):** Required to extend an approved temporary use past the original expiration date.

Please contact the Community Development Department at 360.887-3908 if you have any questions about the appropriate level of review.

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

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 document 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 of a narrative that describes the proposed project, addresses criteria for approval in RDC 18.205.015(F) and the standards of the underlying zone.
- ☐ **4. 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>.
- ☐ **5. SITE PLAN:** Submit one (1) copy of plans. 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, dimensions, and date
- ☐ Site boundary
- ☐ Locations of existing and proposed buildings and structures
- ☐ Proposed uses of all buildings, either labeled on plans or in a separate table.
- ☐ 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
- ☐ General location and configuration of proposed landscaping
- ☐ Existing and proposed exterior lighting shall meet the requirements of RDC 18.715.070(A)
- ☐ 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

C. ADDITIONAL APPLICATION REQUIREMENTS FOR TYPE II REVIEWS:

- ☐ **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>.

D. 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"/> Type I Temporary Use and Extensions | \$175 |
| <input type="checkbox"/> Type II Temporary Use | \$500 |

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.

Applicant’s Signature

Date

Print Applicant’s Name