



## ACCESSORY DWELLING UNIT REVIEW CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

\_\_\_\_\_

## SUBMITTAL CHECKLIST

### A. SITE ANALYSIS

Provide area calculations for the proposed development in square feet.

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

Primary Residence Area: \_\_\_\_\_ ADU area: \_\_\_\_\_

### 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 in WORD format of a narrative that describes the proposed project and addresses criteria for approval in [RDC 18.206.030](#).
- ☐ **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:

- ☐ Dimensions and north arrow
- ☐ Site boundary
- ☐ Locations of existing easements
- ☐ Locations of existing easements Locations of existing and proposed buildings and structures
- ☐ Locations of existing easements Proposed uses of all buildings, either labeled on plans or in separate table
- ☐ Locations of existing easements Height and conceptual appearance of building façades for all buildings and structures
- ☐ Locations of existing easements Location of walls and fences, height, and construction material
- ☐ Location, types, and boundaries of critical areas and buffers, and any historically or archaeologically significant features

☐ **5. 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>

**C. DISCRETIONARY APPLICATION REQUIREMENTS:**

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

☐ **1. SEPA MATERIALS:** Submit a separate SEPA threshold determination form and checklist if SEPA review is required. SEPA checklist must be in WORD format.

☐ **2. 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.

☐ **3. 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>

☐ **4. SUPPLEMENTAL INFORMATION**

☐ **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.

**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.***

☐ **Type II Review** \$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

Updated 1/7/2026

Accessory Dwelling Unit Review 2