



**COMPREHENSIVE ZONE  
CHANGE REQUEST 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)

OFFICE USE ONLY

PERMIT NUMBER  
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## SUBMITTAL CHECKLIST

### A. APPLICATION TYPE

- Comprehensive Plan**
- Zone Change**

### B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

*Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://city-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 detailed description of the proposed project, which addresses each of the following review criteria from RDC 18.320.050:
  - a. Zoning district map amendments shall be consistent with the Comprehensive Plan map. Where the proposed amendment is not consistent with the Comprehensive Plan map, the petitioner shall also file a petition to amend the Comprehensive Plan map. Amendments to zoning district maps or text must be consistent with the goals and policies of the Comprehensive Plan. Please consult with City Staff to identify relevant Comprehensive Plan goals and policies.
  - b. Amendments to this title or to the Comprehensive Plan must be consistent with the concurrency requirements of the Capital Facility Plan (CFP) and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP. Include analysis of impacts to all relevant facilities, including transportation, sewer, water, schools and parks as appropriate.
  - c. If the petition necessitates a Comprehensive Plan text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.
  - d. The city shall not approve any amendment petition which is contrary to state or federal law.
- 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. SEPA CHECKLIST:** Submit one (1) copy of a separate SEPA threshold determination form and SEPA checklist. SEPA checklist must be in WORD format.

**6. PLANS AND GRAPHIC REQUIREMENTS:** Submit one (1) copy of plans in PDF format. All plans, except architectural elevations, shall be at no smaller than 1 inch = 20 feet engineering scale.

Each of the following plans and drawings shall be submitted on separate sheets. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24 inch x 36 inch sheet) depicting the entire site, including match lines, as a cover sheet.

**Include all the following information:**

Site Plan: Submit one (1) copy of a to-scale lot line adjustment plan for the properties involved. The plan shall contain the following minimum information:

- North arrow, scale and date
- Vicinity Map
- Existing streets and public rights-of-way, including measurement from centerline to edge of existing streets or public rights-of-ways
- Existing property lines, sizes, and dimensions
- Existing buildings and structures
- Proximity to public water, sewer, and power
- Location of 100-year floodplain, if applicable

## C. 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"/>	Comprehensive Plan	\$3,300
<input type="checkbox"/>	Zone Change Request	\$4,125

*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. I understand and acknowledge that the City of Ridgefield may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.*

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Applicant's Signature

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Date

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Print Applicant's Name