



**CRITICAL OR SENSITIVE AREA  
REVIEW CHECKLIST**  
510-B Pioneer Street/PO Box 608  
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[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER  
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## SUBMITTAL CHECKLIST

### A. CRITICAL AREAS

Indicate critical areas present on site:

- Fish & Wildlife Habitat Conservation Areas
- Frequently Flooded Areas
- Geologic Hazard Areas
- Wetlands
- Critical Aquifer Recharge Areas

Indicate type of review:

- TYPE I CRITICAL AREAS PERMIT:** Required for uses and activities listed in RDC 18.280.040(B)(1), including new single-family and duplex residences.
- TYPE II CRITICAL AREAS PERMIT:** Required for all other uses and activities.
- MINOR EXCEPTION REQUEST:** See RDC 18.280.080.
- REASONABLE USE EXCEPTION REQUEST:** See RDC 18.280.090, including Public Agency and Utility Exception Request. Critical areas permit requirements are detailed in RDC 18.280. Please contact the Community Development Department at 360.887.3908 if you have any questions about the appropriate 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. PRE-APPLICATION CONFERENCE NOTES:** Provide one (1) copy of the pre-application conference notes and any related materials (unless pre-application conference waived).
- 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. CRITICAL AREAS REPORT:** Provide one (1) copy of a critical areas report. Pursuant to RDC 18.280.050(A), the critical areas report shall be prepared by a qualified professional, as defined in RDC 18.280.170.

**At a minimum, the critical areas report shall contain the following information:**

- a. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.
- b. A copy of the site plan for the development proposal including:
  1. A map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared; and
  2. Proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations.
- c. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.
- d. Identification and scientific characterization of all critical areas and buffers.
- e. An assessment of the probable impacts to critical areas and buffers and risk of injury or property damage including permanent, temporary, temporal, and indirect impacts resulting from development of the site and the operations of the proposed development.
- f. A written response to each of the approval criteria in RDC 18.280.060.

**□ 6. OTHER REPORTS OR STUDIES:** Provide one (1) copy of all other reports or studies associated with the critical areas report. Submit any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site to supplement the critical areas report, as approved by the Community Development Director.

**□ 7. MITIGATION PLAN:** Provide one (1) copy of a required mitigation plan when required as an element of the Critical Areas Report. The mitigation plan shall include:

- a. **Detailed Construction Plans:** Include descriptions of the mitigation proposed, such as:
  1. The proposed construction sequence, timing, and duration.
  2. Grading and excavation details.
  3. Erosion and sediment control features.
  4. A planting plan specifying plant species, quantities, locations, size, spacing, and density.
  5. Measures to protect and maintain plants until established.
  6. The written descriptions shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, and topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome.
- b. **Monitoring Program:** Include program for monitoring construction of the mitigation project and for assessing a completed project. Include protocol outlining the schedule for site monitoring, and how the monitoring data will be evaluated to determine if the performance standards are being met. Detail proposed monitoring report submission dates, as needed to document milestones, successes, problems, and contingency actions of the mitigation project. Detail time period for monitoring of the mitigation project, for a minimum of 5 years or as

long as necessary to establish that performance standards have been met.

c. Adaptive Management Plans: Identify potential courses of action, and any corrective measures to be taken if monitoring or evaluation indicates project performance standards are not being met.

## C. DISCRETIONARY APPLICATION REQUIREMENTS:

Please consult with the Community Development Director to determine whether the following materials are required for a specific development.

- **1. SEPA CHECKLIST:** Submit a separate SEPA threshold determination form and checklist if SEPA review is required. SEPA checklist must be in WORD format.
- **2. TITLE REPORT:** Submit a separate SEPA threshold determination form and checklist if SEPA review is required. SEPA checklist must be in WORD format.
- **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>.

## 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.

**Fees for Type I or II Critical Area Permits are charged per critical area as follows:**

<input type="checkbox"/>	Fish & Wildlife Habitat Conservation Areas	\$675
<input type="checkbox"/>	Frequently Flooded Areas	\$675
<input type="checkbox"/>	Geologic Hazard Areas	\$675
<input type="checkbox"/>	Wetlands	\$675
<input type="checkbox"/>	Critical Aquifer Recharge Areas	\$675
<input type="checkbox"/>	Minor Exception Request	\$675
<input type="checkbox"/>	Reasonable Use Exception Request	\$675

*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