



FINAL PLAT ALTERATION CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

PROJECT INFORMATION:

Please provide information on the previous land use decision you wish to modify:

Previous Project Name: _____

File Number(s): _____

Type of Review (Site Plan, Conditional Use, etc.): _____

Level of Review: ☐ Type I ☐ Type II ☐ Type III ☐ Type IV

Date of Decision: _____ Expiration Date: _____

Notes:

The alteration or vacation of final plats filed for record in the office of the Clark County auditor shall comply with the provisions of Chapter 58.17 Revised Code of Washington.

All petitions for plat alterations or vacations shall be reviewed by the city hearing examiner and a recommendation made thereon to the city council prior to city council action.

A. 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 documents compliance with each condition of approval as determined by the Hearing Examiner at time of Preliminary Plat approval.

- ☐ **4. PRIVATE COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&RS):** Submit one (1) copy of the CC&Rs developed for the subdivision, if applicable.
- ☐ **5. PERFORMANCE BOND:** Submit one (1) copy of a surety bond equal to 120% of the estimated cost of improvements, if used as an alternative to construction of required improvements prior to final plat approval.
- ☐ **6. LOT CLOSURE REPORT:** Submit one (1) copy of a report detailing field and computation notes of all distances, angles, and calculation together with lot closures.
- ☐ **7. TITLE REPORT:** Submit one (1) copy of a title report issued within 30 days of submittal.
- ☐ **8. 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>.
- ☐ **9. FINAL PLAT:** Submit a basic site plan that details the proposed home occupation in relation to the site.

Include all the following information:

- ☐ North arrow, scale and date
- ☐ Name of subdivision
- ☐ Accurate and complete legal description of the subdivision on the face of the final plat
- ☐ A complete survey of the section or sections in which the plat or re-plat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in five thousand feet.
- ☐ Boundary lines of the subdivision of the proposed lots therein of the rights-of-way for any streets, highways, roads, easements, or other uses and of dedications all to be indicated by accurate dimensions, bearing or deflection angles, and radii, arcs and central angles of all curves.
- ☐ Notation and description of any protective improvements or dedications required by the city council or otherwise provided for
- ☐ Reference to any recorded subdivision or short subdivision adjoining the subdivision
- ☐ Name and right-of-way width of each street or other right-of-way
- ☐ Location, dimensions and purpose of any easements
- ☐ Number to identify each lot and block
- ☐ Purpose for which sites, other than residential lots, are dedicated or reserved
- ☐ Certificate by the surveyor certifying to the accuracy of the survey and plat in substantially the following form:

I, _____, a Professional Land Surveyor, do hereby certify that the plat of _____ is based upon an actual survey and subdivision of Section __, Township _____, Range _____; that the distances, courses, and angles are shown thereon correctly and that monuments and lot corners have been

set on the ground as shown on the plat.

(Surveyor's Signature and Seal)

- ☐ Dedication by the owner of streets, rights-of-way, easements and any sites for private, semiprivate, or public use
- ☐ A space for the signature of the mayor and planning director, city engineer, or appointed representative acting on behalf of the city

☐ **10. ADDITIONAL INFORMATION OR PLANS:** Submit one (1) copy of any additional information conditionally required as part of the Preliminary Plat approval.

B. DISCRETIONARY APPLICATION REQUIREMENTS:

Please consult with the Community Development Director to determine whether the following material is required.

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

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.

- ☐ **Final Plat Alteration** \$2,200

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

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.