



NONCONFORMING SITUATIONS CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. APPLICATION TYPE (check one)

- ☐ **TYPE I ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by less than 10%. Application for site plan review is also required.
- ☐ **TYPE II ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by 10% to 20%. Application for site plan review is also required.
- ☐ **TYPE III ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by more than 20%. Application for site plan review is also required.
- ☐ **TYPE II DETERMINATION OR DISCONTINUANCE OF NONCONFORMANCE:** Required to demonstrate that a use, development or lot was lawfully established and maintained prior to changes to zoning maps or development regulations that created the nonconformity.
- ☐ **TYPE II RECONSTRUCTION OF NONCONFORMING SITUATION:** Required to reconstruct a nonconforming use or development that has been destroyed by an act or omission of God, nature or person other than the owner, operator or developer.

Nonconforming situation review types are detailed in RDC 18.340. Please contact the Community Development Department at 360.887.3908 if you have any questions about the appropriate type 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 in WORD format of a narrative that describes the nonconforming situation and any proposed changes, relative to the standards of the underlying zone and the requirements of RDC 18.340.

☐ For Determination of Lawful Nonconformance, address RDC 18.340.040(A)

☐ For Reconstruction of Nonconforming Situations, address RDC 18.340.050(A)

☐ For Alteration of Nonconforming Situations, address RDC 18.340.050(A).

4. 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 and date

☐ Site boundary

☐ Locations of existing and proposed buildings and structures

☐ Proposed uses of all buildings, either labeled on plans or in 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, and including curb cuts for ingress and egress and internal circulation routes

☐ General location and configuration of proposed landscaping

☐ 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

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. ADDITIONAL APPLICATION REQUIREMENTS:

1. DETERMINATION OF LAWFUL NONCONFORMANCE: The burden of proving the existence of a lawful nonconforming use or development is on the applicant. Please submit the following:

- Evidence that a nonconforming situation was legally established, such as building, or zoning permits issued by the appropriate jurisdiction at the time the situation commenced. If the use pre-dates zoning, proof of the existence of the use or development, consistent with state law, is sufficient.

- Evidence that a nonconforming situation has been continued without interruption, such as historical documents, such as telephone books, business or occupational licenses, city or county records, and utility records.

2. RECONSTRUCTION OF NONCONFORMING SITUATION: Please submit the following:

- Documentation of the value of the loss, relative to the assessed value of property improvements. See RDC 18.340.040(D).

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 Alteration of Nonconforming Situation	\$175
<input type="checkbox"/> Type II Alteration of Nonconforming Situation	\$500
<input type="checkbox"/> Type III Alteration of Nonconforming Situation	\$3,575
<input type="checkbox"/> Determination of Discontinuance of Nonconforming Situation	\$175
<input type="checkbox"/> Reconstruction of Nonconforming Situation	\$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. 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.

Applicant's Signature

Date

Print Applicant's Name