



PLANNED UNIT DEVELOPMENT PRELIMINARY PLAT CHECKLIST

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SUBMITTAL CHECKLIST

A. SITE ANALYSIS

Provide area calculations for the proposed development.

Total site area: _____

Total open space and recreation area: _____

Total impervious surface area: _____

Critical areas included in open space and recreation area:

Total critical area: _____

Total number of lots proposed: _____

Right of way dedication: _____

Net Developable area: _____

Other land used for public and private infrastructure:

(Site area minus critical areas, right-of-way, and other
land used for public and private infrastructure)

Net Density _____

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS (if associated with another land use review, all items shall be uploaded under the primary case. Duplicate submittal items are not needed):

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 checklist item 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. Address the standards in RDC 18.401 and all other development code sections identified in the pre-application report.
- ☐ **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. CLARK COUNTY DEVELOPER'S GIS PACKET:** Obtained from the Clark County Department of Assessment and GIS, call 564.397.4652 or online at <https://gis.clark.wa.gov/gishome/mapStore/#/services>.
- ☐ **6. 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.
- ☐ **7. PRE-APPLICATION CONFERENCE NOTES:** Provide one (1) copy of the pre-application conference notes and any related materials (unless pre-application conference waived).
- ☐ **8. SEPA CHECKLIST:** Address compliance with Chapter 18.810, Environmental Standards, by filing a SEPA checklist, if applicable.
- ☐ **9. COMMUNITY INFORMATION MEETING:** Submit evidence that a community information meeting has been held per RDC 18.401.050.B.
- ☐ **10. PRELIMINARY PUD REQUIREMENTS:** 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.

The proposed plat shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey referenced from two monumented section or quarter section corners or to two other suitable permanent survey monuments.

Include all the following information:

- ☐ North arrow, graphic scale, legend, and date the plan was prepared
- ☐ Vicinity map
- ☐ The proposed boundaries and legal description of the property to be developed, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant.
- ☐ The proposed functions, size, percentage of lot coverage, grades, landscaping and method of maintenance for common or dedicated open space upon completion of the project.
- ☐ A rendering and conceptual development plan showing all single-family and multifamily residential and nonresidential structures, if any, including proposed building footprints, floor plans and unit sizes of typical dwelling units, and showing typical architectural styles and proposed elevations when viewed from the street(s) or from adjacent properties.

☐ Concept plan showing all proposed improvements and natural features, including (but not limited to):

- a) Recreational facilities, parks and trails
- b) Existing site features to be retained and removed (natural slopes, stands of trees, etc.), walls, fences, refuse areas, streets, sidewalks, paths, landscaping (including the means to provide permanent maintenance to all planted areas and open spaces)
- c) Areas proposed to be conveyed, dedicated or reserved for parks, parkways, trails, playgrounds, common open space, public buildings and similar public and semipublic uses
- d) Proposed building areas and densities, setbacks and height
- e) Topographical maps of existing and proposed terrain showing a maximum five-foot contour interval where slopes equal or exceed 25% and a maximum two-foot contour interval where slopes are less than 25%, including 100-year floodplains (identified under the National Flood Insurance program)
- f) All existing and proposed utility systems, including sanitary sewers, water, electric, gas and telephone lines, public facilities and storm drainage collection, conveyance and treatment systems.
- g) Proposed public transit facilities and the location and dimension of all off-street parking facilities (public and private)
- h) The proposed location, size and means of access of all public and semipublic sites, if applicable (e.g., private schools, churches, etc.)
- i) Proposed building envelopes, proposed streets, proposed site grading plan including cut and fill areas and site elevations after development, and existing native vegetation (including all trees of six inches in diameter at five feet above ground level, and vegetation communities map which describes characterizing species) where development or streets are proposed in areas designated as critical areas
- j) Calculations of the absolute area and the percentage of the site which is included in the critical areas maps, including but not limited to wetlands and wetland buffers, fish and wildlife habitat areas, geologic hazard areas, stream corridors and riparian areas, 100-year floodplain areas, 0-14% slope, 15-24% slope, and 25% slope and greater
- k) Calculations of buildable land to be dedicated as public right-of-way and land reserved for open space, parks and trails
- l) A circulation diagram indicating the proposed movement of vehicles, goods and pedestrians within the development and to and from existing thoroughfares, including roads, electric vehicle travel way and trails, and any special engineering features and traffic regulation devices needed to facilitate or ensure the safety of this circulation pattern
- m) Information on a map which shows the development in relation to the surrounding area and its uses, both existing and proposed, including land uses, zoning classifications, densities, circulation systems, public facilities and unique and sensitive natural features of the adjoining landscape
- n) The proposed lot dimensions, yard setbacks and treatment of the perimeter of the PUD, including materials and techniques such as screens, fences and walls

☐ Geotechnical and environmental reports required by the City Engineer

- ☐ A tabulation of the percentage of total building coverage and additional impervious surface area coverage on critical areas
- ☐ A determination of buildable and unbuildable areas and a tabulation of densities within each project area, phase or sector

☐ **11. MAP OF DEDICATION:** Submit one (1) copy of THE “Map of Dedication”. See submittal guidelines below.

☐ **12. WATER UTILITY AVAILABILITY & WELL REQUEST:** A water utility availability & well request is required to be submitted to City Engineering and reviewed prior to application. Submit Engineering’s response with your land use application. The water utility availability & well request form is available at:
<https://ridgefieldwa.us/DocumentCenter/View/303/Water-Utility-Availability-Well-Request-PDF>

C. DISCRETIONARY APPLICATION REQUIREMENTS:

The pre-application report will address which of the following materials are required.

- ☐ **PRELIMINARY STORM DRAINAGE CONTROL PLAN:** one (1) copy of a drainage control plan drawn to scale and stamped by a Washington State licensed engineer. The plan shall provide for the collection, control, and disposal of surface water runoff. The drainage system shall be connected to an existing city, county or private drain if reasonably feasible as recommended by the city engineer.
- ☐ **TRAFFIC IMPACT ANALYSIS:** one (1) copy of a traffic impact analysis prepared by a State of Washington licensed professional engineer. Include sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.
- ☐ **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.
- ☐ **CLARK COUNTY PUBLIC HEALTH:** Submit proof that Public Health has been contacted regarding any well or septic systems on-site that may need to be decommissioned.

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.

- ☐ The fee for 10 to 25 lots \$4,400
- ☐ The fee for 26 to 50 lots \$6,050
- ☐ The fee for over 50 lots \$6,050, plus \$30 per lot over 50 lots

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

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.