



## PRE-APPLICATION CONFERENCE CHECKLIST

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## SUBMITTAL CHECKLIST

### A. INTRODUCTION

The City of Ridgefield welcomes the opportunity to discuss proposed development projects with applicants prior to the preparation of land use applications. If you have any questions after reading through this information, please contact the Community Development Department staff at 360.887.3908.

#### When is a pre-application conference required?

Pursuant to Section 18.310.030 of the Ridgefield of the Ridgefield Development Code, pre-application conferences are required for all Type II sit plan proposals and all proposals that require a Type III or Type IV application. Pre-application conferences are highly encouraged for all other types of proposals.

#### What is the purpose of a pre-application conference?

- A pre-application conference is intended to acquaint the City, outside agencies, and service providers with the potential application, and to acquaint the potential applicant with the requirements of the Development Code, Engineering Standards, and other relevant criteria and procedures.
- A pre-application conference is not intended to be an exhaustive review of all potential issues.
- A pre-application conference is intended to be informational only and is not an approval in any manner of your proposal. A pre-application conference does not preclude the City from enforcing all applicable regulations or from applying regulations in a different manner than may have been indicated in the pre-application conference report.

#### How does the process work?

1. Submit a complete Master Land Use Application form together with the required Pre-application Conference Application checklist (this form), the written information and plans requested in this checklist and the required fees.
2. The City will contact you to schedule the pre-application conference. The City will conduct a pre-application conference within 28 days of receipt of your application, pursuant to RDC 18.310.030.
3. At the conference you will meet with representatives of the City's Community Development Department who will discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other City departments and other agencies, including but not limited to Engineering, Public Works, Building, and Clark-Cowlitz Fire Rescue (CCFR), may also attend.

4. During the conference, staff will review your proposal and identify applicable Ridgefield Development Code regulations, Comprehensive Plan policies, key issues, and requirements for special studies and information, including but not limited to, traffic studies, critical area reports, and soil studies.
5. Within 14 days of the conference, staff will mail a written report of the pre-application conference summarizing relevant issues to you and any other parties requesting a copy. The notes are intended to guide you in finalizing your project proposal and preparing your land use application. A copy of the pre-application conference report is required as part of your land use application.

#### **When are pre-application meetings held?**

The City of Ridgefield conducts pre-application conferences on the second and fourth Tuesdays of the month, at 1 pm and 2:30 pm. We will inform you of the scheduled time for your conference at least one week in advance. All meetings are held online via Teams.

#### **Other considerations:**

Are you prepared for the pre-application conference, consider the following:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party and does not consider in its review.
- The more detailed the information submitted for review, the more accurate information staff can provide you on the required land use reviews.
- The pre-application conference is not intended to approve specific project proposals. This is accomplished only through the formal application and review of the land use application per prescribed procedures of the City's Development Code. Staff will provide information about required development permits as part of the pre-application conference discussion.

## **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 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. NARRATIVE:** Submit one (1) copy, in WORD format, of a detailed description of the proposed project including, but not limited to, the changes to the site, structures, landscaping, lighting, parking, and use. In addition, please also address utility, frontage, and transportation needs.

## C. PLANS & GRAPHICS REQUIREMENTS:

Provide one (1) copy of all plans.

**1. SITE PLAN:** 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.

**Include all the following information:**

**Existing site plans:**

- North arrow, graphic scale, legend, and date the plan was prepared
- Vicinity map covering 1/4 mile radius from the development site
- Site boundary
- Area of the site (acres or square feet)

**Proposed development plans:**

- Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and/or drainage tracts or easements, including the maximum and minimum density calculations.
- Proposed uses of all buildings, either labeled on plans or in a 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, including number of spaces, curb cuts for ingress and egress and internal circulation routes.
- General location and configuration of proposed landscaping
- Existing and proposed exterior lighting

**Transportation and utility plans:**

- Location and layout of off-street parking and loading facilities, including number of parking spaces, curb cuts for ingress and egress, and internal circulation routes, including existing off-site driveways across the street
- Name, location and width of existing and proposed on-site streets and roadway easements (private and public) and surface material (e.g., gravel, asphalt or concrete pavement, etc.)
- Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site
- Location and width of existing and proposed on-site pedestrian and bicycle facilities and existing and bicycle facilities within 100 feet of the site.

- Location of existing and proposed public and private utilities and easements.

**Critical Area locations and impacts:**

- 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 crucial areas and buffers, and any historically or archaeologically significant features

**D. CLARK-COWLITZ FIRE:**

- COUNTER COMPLETE:** For the application to be deemed counter complete, proof that a pre-application conference has been applied and paid for through Clark-Cowlitz Fire District shall be submitted with the application. The conference will not be scheduled until this has been completed.

Application website - [Clark Cowlitz Fire & Rescue \(geocivix.com\)](http://Clark Cowlitz Fire & Rescue (geocivix.com))

**E. INFORMATION REQUESTED:**

- QUESTIONS:** Pre-application conferences generally address issues related to land use, building, engineering, fire and utilities. To maximize the utility of the conference, please list specific questions and issues unique to your project you wish to discuss at the conference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

- STAFF CONTACTS:** Please note below the names of any City staff you have already discussed this proposal with, and/or specify any staff members you request to attend the conference.

**STAFF PERSON NAME & DEPARTMENT**

**ISSUES DISCUSSED**

1.	
2.	

## E. 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.

**Pre-Application Conference**      \$1,375

Check this box if a land use application to develop the project is submitted within six months of the pre-application conference, a \$500 credit will be applied toward the land use application fees.

*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