



STATE ENVIRONMENTAL POLICY
ACT (SEPA) THRESHOLD
DETERMINATION CHECKLIST
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OFFICE USE ONLY
PERMIT NUMBER

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

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. SEPA CHECKLIST:** Submit one (1) copy, in WORD format, of a completed SEPA checklist, signed and dated.
<https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance>

C. ADDITIONAL APPLICATION REQUIREMENTS FOR NON-PROJECT ACTIONS:

- 1. PLANNING DOCUMENT:** Provide one (1) copy of the proposed plan, regulations or other planning documents.

D. ADDITIONAL APPLICATION REQUIREMENTS FOR PROJECT ACTIONS:

Required for project actions that are not concurrent with site plan or similar land use review.

- 1. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a detailed description that describes the proposed project and addresses the applicable provisions of RDC 18.280, Critical Areas; 18.750, Flood Control; 18.755, Erosion Control; 18.810, Environmental Standards, including proposed environmental cleanup, protection, enhancement or mitigation; and 18.820, Shoreline Management and the Shoreline Master Program.
- 2. 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:

- North arrow, graphic scale, legend, and date the plan was prepared
- Vicinity map
- Site boundary
- Locations of existing and proposed buildings and structures
- 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
- 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

E. SUPPLEMENTAL INFORMATION:

The applicant is encouraged to submit copies of any other information which will help the SEPA Responsible Official either issue a threshold determination or determine that the project is categorically exempt. Examples include archaeological predetermination reports, traffic studies, relevant environmental studies and reports, illustrations, spread sheets, tables, aerial photographs, and photo simulations.

F. 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.

- SEPA Review \$550
- SEPA review for one single family residence \$175
- Archaeological pre-determination review \$400

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