



## ENGINEERING & GRADING REVIEW APPLICATION

510-B Pioneer Street/PO Box 608 Ridgefield, WA 98642

Tel: 360.887.3908

Fax: 360.887.2507

[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

### A. APPLICATION INFORMATION

Residential

Commercial

[Engineering Site Plan](#)

[Engineering Site Plan with Off-Site Infrastructure](#)

[Engineering Short Plat \(2-9 Lots\)](#)

[Engineering Subdivision/PUD Modification \(More than 9 Lots\)](#) Number of lots: \_\_\_\_\_

**NAME OF DEVELOPMENT/PROJECT** (if applicable): \_\_\_\_\_

**Is this a Subsequent Submittal?** Original File Number \_\_\_\_\_ (No further info is needed)

### B. CONTACT INFORMATION

**APPLICANT:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

(Original signature required)

**APPLICANT'S REPRESENTATIVE:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Original signature required)

**PROPERTY OWNER:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Original signature or a letter of authorization from the owner required)

**C. PROJECT INFORMATION:**

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Assessor's Serial Number: \_\_\_\_\_

Lot Size (square feet): \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

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## D. SUBMITTAL CHECKLIST

**APPLICATION REQUIREMENTS:** All submittal items must be labeled to follow the checklist and identified as what they represent. (i.e. 1. Application, 2. Checklist... 6a. Geotechnical Report, etc.)

- 1. APPLICATION:** Provide an electronic copy of this completed Engineering & Grading Review Application form with signature(s).
- 2. WRITTEN SUMMARY:** Provide an electronic copy of a summary of the proposed project.
- 3. STAFF REPORTS:** Provide all applicable land use approvals for the project.
- 4. PLANS:** Provide an electronic copy of the complete full-size plans. **Plans shall be constructed to an engineered scale and include preparation date and version on each sheet.**

**Include all the following information in your plan set:**

- Title Sheet meeting requirements of Section 1.06.A.2 of the City engineering standards
- Preliminary plat, or approved site plan (land use approval must be issued, prior to engineering approval)
- Existing conditions plan meeting requirements of Section 1.06.B.3 of the City engineering standards
- Grading and erosion control plan meeting requirements of Section 1.06.A.4 and 1.08 of the City engineering standards
- Street and storm plan and profile meeting regulations of section 1.10
- Water and sewer plan and profile meeting regulations of section 1.10
- Storm facility plan (if applicable)
- Landscaping plan
- Lighting plan to include details sheet and a photometric analysis
- Include a tabulation sheet that includes all quantities of public improvements, new impervious surfaces, open space, and critical areas.
- Any “condition of approval” items required, prior to engineering approval, in the land use notice of decision
- Response to comments (if second or subsequent submittal)

**5. REPORTS, CALCULATIONS, and STUDIES:** Provide an electronic copy of any supporting documents.

- Geotechnical Report
- Stormwater Report
- Critical Areas Report
- NPDES (**required for projects over one acre and due before permit issuance**)
- Water Utility Availability **Response**
- Proof of submittal to Clark Cowlitz Fire Rescue
- Other Applicable Reports \_\_\_\_\_

**6. TOTAL GRADING VOLUME (cut plus fill):** \_\_\_\_\_ **cubic yards**

- ❖ If site has been previously approved for early grading, subtract cubic yard calculation included with that review in the above calculation.

Case Number: \_\_\_\_\_ Amount: \_\_\_\_\_ cubic yards

**7. CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, ST, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

City Business License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## E. APPLICATION FEES:

**Fees must be paid at the time of application via the online portal.**

### **Engineering Review Fees:**

<input type="checkbox"/> Site Plan	\$8,800
<input type="checkbox"/> Site Plan with Off-Site Infrastructure	\$13,200
<input type="checkbox"/> Short Plat (2-9 Lots)	\$11,000
<input type="checkbox"/> Subdivision/PUD Modification (> 9 Lots)	\$11,000, Plus \$125 additional per lot

### **Grading Review Fees:**

<input type="checkbox"/> Under 50 Cubic Yards of Total Cut and Fill	\$0
<input type="checkbox"/> 50-100 Cubic Yards of Total Cut and Fill	\$75
<input type="checkbox"/> 101-500 Cubic Yards of Total Cut and Fill	\$225
<input type="checkbox"/> 501-1,000 Cubic Yards of Total Cut and Fill	\$600
<input type="checkbox"/> 1,001-10,000 Cubic Yards of Total Cut and Fill	\$1,000
<input type="checkbox"/> 10,001-50,000 Cubic Yards of Total Cut and Fill	\$1,250
<input type="checkbox"/> 50,001-100,000 Cubic Yards of Total Cut and Fill	\$1,750
<input type="checkbox"/> 100,001-200,000 Cubic Yards of Total Cut and Fill	\$2,750
<input type="checkbox"/> Over 200,000 Cubic Yards of Total Cut and Fill	\$5,500

**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.**

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 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.

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Applicant's Signature

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Date

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Print Applicant's Name

**Notice of next steps:** Following concurrence for approval of draft plans and calculations by the City Engineer, and following the signing of approval of the cover sheet by Clark Regional Wastewater District, Clark- Cowlitz Fire Rescue, Clark Public Utilities (as applicable), and WSDOT (as applicable), the developer's engineer shall submit the complete compiled set of final plans for Planning/Community Development (site plan and addressing) and the City Engineer's approval signature. The complete compiled set shall include any previously approved sheets from Community Development. The City Engineer will stamp and approve the full set only after Planning has stamped approval of the site plan.