



**CITY OF RIDGEFIELD**

City Hall  
230 Pioneer Street  
PO Box 608  
Ridgefield, WA 98642  
Tel: (360) 887-3557  
Fax: (360) 887-0861  
[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
RECEIVED BY:	_____
FEE PAID:	_____ CHECK/CASH: _____
DATE SUBMITTED:	_____

# HOME OCCUPATION

## APPLICATION INFORMATION (REQUIRED)

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary  
Contact \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary  
Contact \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary  
Contact \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

*(Original Signature Required)*

## PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: \_\_\_\_\_

ASSESSOR'S MAP & TAX LOT # \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_



**CITY OF RIDGEFIELD**

City Hall  
230 Pioneer Street  
PO Box 608  
Ridgefield, WA 98642  
Tel: (360) 887-3557  
Fax: (360) 887-0861  
[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

<i>OFFICE USE ONLY</i>	
<b>FILE #:</b>	_____
<b>FILE NAME:</b>	_____
<b>RECEIVED BY:</b>	_____
<b>FEE PAID:</b>	_____ <b>CHECK/CASH:</b> _____
<b>DATE SUBMITTED:</b>	_____

**HOME OCCUPATON SUBMITTAL CHECKLIST**

**WRITTEN STATEMENT REQUIREMENTS**

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed Home Occupation.
- D. \$150.00 APPLICATION FEE,** as established by the City Council. Make checks payable to the City of Ridgefield.
- F. PLANS & GRAPHIC REQUIREMENTS**  
*Include all of the following information:*
- SITE PLAN:** Submit **three (3) copies**
  - Site drawn to scale, showing property dimensions & building location
  - Parking and driveway
  - Fenced areas (if applicable)

**SUBMIT:**

***Mailing labels with the Names and addresses of all persons owning property within 300 feet of the site. (Labels available through the Clark County Assessors office)***



**CITY OF RIDGEFIELD**

City Hall  
230 Pioneer Street  
PO Box 608  
Ridgefield, WA 98642  
Tel: (360) 887-3557  
Fax: (360) 887-0861  
[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

<i>OFFICE USE ONLY</i>	
<b>FILE #:</b>	_____
<b>FILE NAME:</b>	_____
<b>RECEIVED BY:</b>	_____
<b>FEE PAID:</b>	_____ <b>CHECK/CASH:</b> _____
<b>DATE SUBMITTED:</b>	_____

***In residential districts, a "home occupation" is an occupation carried on within a dwelling primarily by members of the family occupying the dwelling. A home occupation is an economic enterprise that includes the use of a dwelling unit as a business address in a phone directory or as a post office mailing address. The planning director or designee shall re-view requests for home occupation use listed in subsection 18.210.170(A)(1) as a Type I review, consistent with RDC 18.310.060, unless the site of the home occupation is within an area subject to the CC&Rs of a homeowner's association, in which case the city shall process the application as a Type II re-view consistent with subsection 18.210.170(B).***

***I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

**All property owners who are a party to the Home Occupation should sign below:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**