



**SHORELINE REVIEW CHECKLIST**  
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[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER

## SUBMITTAL CHECKLIST

### A. CRITICAL AREAS

**In addition to Shoreline, indicate the critical areas present on site:**

- Fish & Wildlife Habitat Conservation Areas
- Frequently Flooded Areas
- Geologic Hazard Areas
- Wetlands
- Critical Aquifer Recharge Areas

**Indicate type of review:**

- TYPE II SHORELINE STATEMENT OF EXEMPTION:** Grant relief to specific bulk or dimensional requirements set forth in the City of Ridgefield Shoreline Master Program where there are extraordinary or unique circumstances relating to the property such that the strict implementation of this Program would impose unnecessary hardships on the applicant or thwart the policies set forth in the Act and this Program.
- TYPE II SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT:** Substantial development as defined by this program and RCW 90.58.030 shall not be undertaken by any person on the shorelines of the state without first obtaining a Shoreline Substantial Development Permit from the Shoreline Administrator, unless the use or development is specifically identified as exempt from a Shoreline Substantial Development Permit, in which case a Statement of Exemption is required.
- TYPE III CONDITIONAL USE PERMIT:** Provide greater flexibility in varying the application of the use regulations of the City of Ridgefield Shoreline Master Program in a manner that will be consistent with the policies of the Act and this Program, particularly where denial of the application would thwart the policies of the Act.
- TYPE III SHORELINE VARIANCE:** Grant relief to specific bulk or dimensional requirements set forth in this Program where there are extraordinary or unique circumstances relating to the property such that the strict implementation of this Program would impose unnecessary hardships on the applicant or thwart the policies set forth in the Act and this Program.

### 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.
  - For a Shoreline Exemption, please complete the Shoreline Exemption Questionnaire at the end of this document.
- 3. JARPA APPLICATION FORM:** Submit a completed JARPA application; the original signed in ink by the applicant. The form is available at <https://www.epermitting.wa.gov>.
- 4. CLARK COUNTY DEVELOPER'S GIS PACKET:** Obtain from Clark County GIS department, 564.397.4652 or order online at <https://gis.clark.wa.gov/gishome/mapStore/#/services>.
- 5. PRE-APPLICATION CONFERENCE NOTES:** Provide one (1) copy of the pre-application conference notes and any related materials (unless pre-application conference waived).
- 6. 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>.
- 7. NARRATIVE:** Submit in WORD format of a narrative that describes the proposed project and addresses the applicable provisions of RDC 18.280, Critical Areas; 18.750, Flood Control; 19.755, Erosion Control; 18.810, Environmental Standards, including proposed environmental cleanup, protection, enhancement or mitigation; and 18.820, Shoreline Management and the Shoreline Master Program

In addition, the written narrative shall address the following:

#### **Shoreline Statement of Exemption**

- Submit a written narrative that explains the project, states what exemption applies, how the project meets the exemption standard, and how it complies with shoreline (RDC 18.820), procedures (RDC 18.310.070), RCW 90.58, WAC 173-27 and how the project complies with all applicable sections of the City of Ridgefield Shoreline Master Program.

#### **Shoreline Substantial Development Permit**

- Submit a written narrative that explains the project and how it complies with shoreline (RDC 18.820), procedures (RDC 18.310.080), RCW 90.58, WAC 173-27, WAC 173-27-150 and how the project complies with all applicable sections of the City of Ridgefield Shoreline Master Program.

#### **Shoreline Conditional Use Permit**

- Submit a written narrative that explains the project and how it complies with shoreline (RDC 18.820), procedures (RDC 18.310.080), RCW 90.58, WAC 173-27, WAC 173-27-160 and how the project complies with all applicable sections of the City of Ridgefield Shoreline Master Program.

#### **Shoreline Variance Permit**

- Submit a written narrative that explains the project and how it complies with shoreline (RDC 18.820), procedures (RDC 18.310.080), RCW 90.58, RCW 90.58.020, WAC 173-27, WAC 173-27-170 and how the project complies with all applicable sections of the City of Ridgefield Shoreline Master Program.

**8. OTHER REPORTS OR STUDIES:** Provide one (1) copy of all other reports or studies associated with the critical areas report. Submit any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site to supplement the critical areas report, as approved by the Community Development Director.

**9. 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:**

The plan shall contain the following minimum information:

North arrow, scale, and date of plan

Vicinity Map

Location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways

Boundaries of the site including any adjacent and/or contiguous parcels under the ownership or control of the owner/applicant. Location and length of all property lines enclosing the legal lot

Location of the Ordinary High Water Mark (OHWM) identified as the line of vegetation along a shoreline

Location of the 100 year flood plain and any wetlands which are associated with the water bodies

Provide five-foot contour intervals for proposed land contours if any development involves grading, cutting, filling, or other alterations of existing contours.

Location and use of all proposed and existing:

- Buildings/structures, including dimensions and setback distances from all structures to the nearest property lines, OHWM, and wetlands

- Wells, septic fields, or other utilities

- Parking areas

- Graveled or paved areas

- Location of proposed structures

- Existing public and private easements and utilities located on or abutting the affected properties

- Driveways, and turn-arounds

- Identify existing natural features

- Streams, ponds, known wetlands

- Steep slopes

- The general pattern of forested and cultivated areas

- Identify existing and proposed yard areas to be maintained as lawn

- Identify the areas where existing vegetation is to be altered or removed

Provide five-foot contour intervals for proposed land contours if any development involves grading, cutting, filling, or other alterations of existing contours.

□ **10. SEPA CHECKLIST AND CRITICAL AREAS REPORTS:** SEPA and Critical Areas are separate review cases. Apply for and submit a separate SEPA threshold determination form, Critical Areas Review, and associated checklists, as required. SEPA checklist must be in WORD format.

## C. 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.

Fees for Shoreline Permits are charged as follows:

Ⓐ Shoreline Statement of Exemption	\$175
Ⓑ Shoreline Substantial Development Permit	\$2,325
Ⓒ Shoreline Conditional Use Permit	\$3,300
Ⓓ Shoreline Variance	\$3,300

*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.*

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Applicant's Signature

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Date

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Print Applicant's Name

# SHORELINE EXEMPTION QUESTIONNAIRE

## General

Some or all of the proposed clearing or construction is in areas previously cleared or developed:

- Landscaping, gardens, septic
- Pasture, crops
- Structures, driveways, paving concrete, gravel

I cannot avoid clearing trees or native shrubs.

I am not clearing any trees that are 20 years or older.

I have minimized the clearing on the site to the least disturbance necessary to build the proposed project.

I have prepared a mitigation or restoration plan for the proposed project. Attach plan.

I have prepared a JARPA for the proposed project. Attach document.

An Archaeological Pre-determination has been completed by an archaeologist. Attach determination.

There will be no fill placed for the construction of the structure.

Grading of the area within shoreline jurisdiction has been minimized by: \_\_\_\_\_

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Visual access/ views from public rights-of-way and view corridors will be maintained.

I have a stormwater and erosion control plan. Attach plan.

Parking and driveway areas will not be located between a structure and the water body.

Fencing, walls, hedges, and other similar features will not be located within shoreline jurisdiction.

## Habitat

I have a valid Habitat Pre-determination. Case no. \_\_\_\_\_

There are other seasonal or perennial streams on the property

Work is proposed in the water or below the Ordinary High Water Mark.

There are other priority habitats or species mapped or known to be present. Refer to [www.wdfw.wa.gov/conservation/phs/](http://www.wdfw.wa.gov/conservation/phs/).

List: \_\_\_\_\_

## Wetlands

The property and nearby areas are always dry except for streams or rivers.

I am avoiding grading in or around wetlands.

There are mapped wetland indicators on or near the property. Refer to <https://gis.clark.wa.gov/mapsonline/>

There are springs, seeps, or areas of seasonal ponding on or near the property.

There are areas on or near the property where the ground surface seems saturated with water in the winter or spring.

I have a valid Wetland Pre-determination. Case No. \_\_\_\_\_

I have a valid Jurisdictional Determination from the US Army Corps of Engineers. Attach document.

The development is within the 100 year floodplain/floodway fringe. Refer to <https://gis.clark.wa.gov/mapsonline/>

- This is a new structure.
- This is an addition or alteration of an existing structure.
- This is a relocation of an existing structure.

#### Grading

- My property is \_\_\_\_\_ Acres OR \_\_\_\_\_ Square Feet.
- How much earth material will be moved? \_\_\_\_\_