



**EXTENSION OF LAND USE
APPROVAL CHECKLIST**

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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. PROJECT INFORMATION

Provide information on the previous land use decision you wish to extend:

Project Name: _____

File Number(s): _____

Type of Review (Site Plan, Conditional Use, etc.): _____

Date of Decision: _____ Current Expiration Date: _____

Notes:

Under the terms of RDC 18.310.020.G.1, the applicant may apply for up to a one-year extension of land use approvals. Only one such extension may be granted. If there are any changes to the proposed project, the applicant must also apply for Post-Decision Review per RDC 18.310.160.

B. APPLICATION TYPE (check one)

☐ PRELIMINARY PUD OR PRELIMINARY PLAT

☐ OTHER LAND USE

C. 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. ORIGINAL PROJECT APPROVAL:** Submit one (1) copy of the original land use decision and all supporting materials, such as site plans, SEPA checklist, and appendices. Contact the Community Development Department to obtain copies if needed. SEPA checklist must be in WORD format.
- ☐ **4. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a detailed description of the proposed extension request (For example: specific verifiable extenuating circumstances or conditions beyond the control of the applicant)

D. 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.*

- ☐ **Preliminary PUD or Preliminary Plat** \$400
- ☐ **Other Land Use** \$175

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