



**NOTICE OF INTENT/PETITION  
TO ANNEX CHECKLIST**  
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)

OFFICE USE ONLY

PERMIT NUMBER

\_\_\_\_\_

## SUBMITTAL CHECKLIST

- ☐ Notice of Intent to Annex (complete sections A and C)
- ☐ Notice of Petition to Annex (complete sections A, B, and C)

### A. 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. AUTHORIZATION:** Provide a Signed Declaration and Authorization with original signature(s) of the property owner(s).
- ☐ **4. INTRODUCTORY STATEMENT:** Provide a statement describing the annexation request and other relevant background, such as future development plans for the parcel(s).
- ☐ **5. VICINITY MAP:** Provide a vicinity map outlining the area proposed for annexation in reference to existing corporate limits and the Urban Growth Area boundary.

### B. FOR NOTICE OF PETITION TO ANNEX REQUESTS, COMPLETE SECTION B.

- ☐ **6. MAP:** Provide a map or series of maps of the annexation area.

**Include all the following information:**

- ☐ Dimensions and north arrow
- ☐ General vicinity of proposed annexation in relation to the City of Ridgefield

- ☐ Proposed boundaries of the annexation
- ☐ City of Ridgefield corporate limits
- ☐ The Urban Growth Boundary
- ☐ Major physical features such as lakes, streams, and ravines
- ☐ All public roads near the annexation area

☐ **7. 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>.

☐ **8. SURVEY:** Provide a survey of the area proposed for annexation, prepared by a professional surveyor. Include the full width of any right-of-way adjacent to the property being annexed.

☐ **9. LEGAL DESCRIPTION:** Provide a legal description of the annexation area.

### 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.

- |  |         |
|--|---------|
| <input type="checkbox"/> Notice of Intent to Annex   | \$500   |
| <input type="checkbox"/> Notice of Petition to Annex | \$2,200 |

*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.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name

**NOTICE OF INTENT TO ANNEX**

**DECLARATION**

We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Ridgefield, Washington, but contiguous thereto and designated as part of the Ridgefield Urban Growth Area.

We, the undersigned, attest that we are owners of not less than 10% in value pursuant to the assessed valuation records compiled and maintained by the Clark County Department of Assessment and GIS of the total acreage of the properties described in the proposed annexation area. We do hereby declare our intention to circulate a petition for annexation to the City of Ridgefield, Washington under the Direct Petition Method as described in RCW 35A.14.120-150. It is acknowledged that this petition may consist of multiple documents filed separately.

**WARNING**

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink or indelible pencil and shall be followed by the name and address of the signer and the date of signing.

**AUTHORIZATION**

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto identified:

NAME OF PROPERTY OWNER (PRINT CLEARLY)	SIGNATURE OF PROPERTY OWNER	CLARK COUNTY ASSESSOR'S PARCEL NUMBER	DATE SIGNED

**NOTICE OF PETITION TO ANNEX**

**DECLARATION**

We, the undersigned, are owners of ready property lying outside of the corporate limits of the City of Ridgefield, Washington, but contiguous thereto and designated as part of the Ridgefield Urban Growth Area.

We, the undersigned, are petitioning for annexation under the Direct Petition Method as described in RCW 35.A.14.120-150. We attest that we are owners of not less than 60% in value pursuant to the assessed valuation records compiled and maintained by the Clark County Department of Assessment and GIS of the total acreage of the properties described in the proposed annexation area. We do hereby petition for annexation to the City of Ridgefield, Washington. It is acknowledged that this petition may consist of multiple documents filed separately.

**WARNING**

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions or signs a petition seeking an election when he or she is not a legal voter or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

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Note: If additional space is needed, please obtain and use an additional Notice of Petition to Annex form.