



**LEGAL LOT DETERMINATION
CHECKLIST**
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: 360.887.3908
Fax: 360.887.2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. CONTACT INFORMATION:

APPLICANT:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Signature required)

APPLICANT'S REPRESENTATIVE:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Signature or letter of authorization from the owner required)

PROPERTY OWNER:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Signature or a letter of authorization from the owner required)

B. PROPERTY INFORMATION (REQUIRED)

Site Address _____ Existing use of site _____

Parcel Number _____ Lot size _____

Zoning District _____ Proposed use of site _____

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) completed copy of this submittal checklist.
- ☐ **3. LEGAL DESCRIPTIONS:** Provide copies of recorded deeds in a chain of title sufficient to determine a legal lot. A complete deed history is recommended.
- ☐ **4. SURVEYS AND PLATS:** Provide copies of recorded surveys or plats of subdivisions, short subdivisions, or other legal divisions of property to determine the legality of the lot(s).
- ☐ **5. SITE PLAN:** If there are any structures on the lot, provide a site plan prepared by a surveyor licensed in the State of Washington, showing building locations and dimensions.
- ☐ **6. WRITTEN STATEMENT:** Submit one (1) copy of a written statement as to the situation necessitating a legal lot

determination, and any other information that would be relevant and helpful in a legal lot determination.

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.

- ☐ Lot Determination (two lots) \$500
- ☐ Lots over two – additional \$60 per lot \$60

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 and that I am the owner of the premises where the work is to be performed or am acting as the owner’s authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney’s fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, 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. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

Applicant’s Signature

Date

Print Applicant’s Name