



## POST DECISION REVIEW CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

\_\_\_\_\_

## SUBMITTAL CHECKLIST

### PROJECT INFORMATION:

Please provide information on the previous land use decision you wish to modify:

Previous Project Name: \_\_\_\_\_

File Number(s): \_\_\_\_\_

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

Level of Review: ☐ Type I ☐ Type II ☐ Type III

Date of Decision: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Notes:

*Post-decision review cannot be used to extend the expiration date for the original final decision, or to modify decisions that have expired. Any extension to the expiration date must be applied for separately under the terms of Section 18.310.020(G).*

*Post-decision review cannot be used to alter a PUD approval or a recorded subdivision or short plat.*

### A. APPLICATION TYPE

Please contact the Community Development Department at 360.887.3908 to determine the appropriate level of review. Post-decision review types are detailed in RDC 18.310.160(C); generally, the greater the change to the original decision, the higher the level of review will be needed. Select one:

- ☐ **TYPE I REVIEW:** Required for changes to all previous Type I decisions, and minor changes to previous Type II and Type III decisions.
- ☐ **TYPE II REVIEW:** Required for greater changes to previous Type II and Type III decisions.
- ☐ **TYPE III REVIEW:** Required for significant changes to previous Type III decisions.

## 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.
- ☐ **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 changes to the previous land use decision. (For example: changes to the site, structure, landscaping, parking, or approved land use). Respond to the applicable post-decision review classification criteria in RDC 18.310.160(C).
- ☐ **5. SITE PLAN:** Submit one (1) copy of all plans. All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale. Architectural elevations may be presented at an architectural scale. The site plan shall include a north arrow and shall show the property in relation to abutting properties and adjacent easement or roadways. Please indicate changes to the previously approved project.

## C. ADDITIONAL APPLICATION REQUIREMENTS FOR TYPE II & III REVIEWS:

- ☐ **1. 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>.

## 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.

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|--|---------|
| <input type="checkbox"/> Type I Post Decision Review   | \$175   |
| <input type="checkbox"/> Type II Post Decision Review  | \$2,750 |
| <input type="checkbox"/> Type III Post Decision Review | \$3,575 |

*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