



SHORT PLAT PRELIMINARY CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. SITE ANALYSIS

Provide area calculations for the proposed development.

Total site area: _____

Net developable area: _____

(Site minus critical areas and right-of-way)

Total impervious surface area: _____

Net density: _____

(Lots divided by net developable area, in acres)

Total critical areas: _____

Right of way dedication: _____

Net parking lot area: _____

Total number of lots proposed: _____

Interior parking lot landscaping area: _____

Total landscaping or open space: _____

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. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please also:

☐ Address all applicable zoning district requirements including but not limited to provisions for minimum land area, minimum lot dimensions, and minimum residential density, if applicable

☐ The written narrative for a Preliminary Plat shall address as applicable provisions of RDC 18.600 (Subdivisions-General), RDC 18.620 (Subdivisions), RDC 18.630 (Design Requirements), and the City of Ridgefield Engineering Design Standards

☐ Address, if applicable, provisions of RDC 18.280 (Critical Areas)

☐ Address all applicable provisions of RDC 18.720 (Off-Street Parking and Loading)

☐ Address, if applicable, provisions of RDC 18.750 (Flood Control)

☐ Address, if applicable, provision of RDC 18.820 (Shoreline Management)

☐ **4. 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>.

☐ **5. 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>.

☐ **6. TITLE REPORT:** Provide one (1) copy of a current (within 30 days) title report that has been obtained from a Title Company documenting ownership and listing all encumbrances. If the title report references any recorded documents (i.e., easements, dedications, covenants), copies of the referenced documents must also be provided.

☐ **7. PRE-APPLICATION CONFERENCE SUMMARY (if applicable):** Submit one (1) copy of the pre-application conference meeting summary prepared by the Community Development Department and any required materials specified in the summary, not already listed.

☐ **8. SEPA CHECKLIST (if applicable):** Provide one (1) copy in WORD format, the SEPA Checklist. Address compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.

☐ **9. PRELIMINARY PLAT:** 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.

The proposed plat shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey referenced from two monumented section or quarter section corners or to two other suitable permanent survey monuments.

Include all the following information:

☐ North arrow, scale and date

☐ The entire parcel(s) constituting the applicant's proposal

☐ The taxation parcel number or numbers as assigned to the land proposed to be divided by the Clark County Assessor.

☐ The names or recording numbers of any contiguous subdivisions or short subdivisions

☐ Lot corners and lines marking the division of the land into nine or less lots

☐ Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land

- ☐ Location of any roads, rights-of-way, or easements proposed to serve the lots within the short plat with a clear designation of their size, purpose and nature
 - ☐ Lots, streets, and easements, including purpose of any tracts, to be dedicated to homeowner's association or the City of Ridgefield.
 - ☐ Size and location of water, sewer and utility easements proposed to serve the lots to be created and their point of connection with existing services
 - ☐ Where slopes are 15% or greater, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals
 - ☐ Location, types, and boundaries of critical areas and buffers, and any historically or archaeologically significant features
 - ☐ Height and conceptual appearance of building facades for all buildings and structures
 - ☐ Location of walls and fences, height(s), and construction material
 - ☐ Proposed landscaping and irrigation plans
- ☐ **10. MAP OF DEDICATION:** Submit one (1) copy of the "Map of Dedication". See submittal guidelines below.
- ☐ **11. ARCHITECTURAL ELEVATION DESIGN:** Architectural design approval from the City of Ridgefield is required for all single-family homes, and that it is the responsibility of the developer/builder to obtain design approval for each home, including model homes, prior to the sale or advertisement for sale of the home. Provide documentation showing the proposed building complies with the neighborhood design requirements for the subdivision. Please contact the Permitting Dept for a list of the requirements for a specific subdivision.
- ☐ **12. SUPPLEMENTAL INFORMATION**
- ☐ **PRELIMINARY STORM DRAINAGE CONTROL PLAN:** one (1) copy of a drainage control plan drawn to scale and stamped by a Washington State licensed engineer. The plan shall provide for the collection, control, and disposal of surface water runoff. The drainage system shall be connected to an existing city, county or private drain if reasonably feasible as recommended by the city engineer.
 - ☐ **TRAFFIC IMPACT ANALYSIS:** one (1) copy of a traffic impact analysis prepared by a State of Washington licensed professional engineer. Include sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.
 - ☐ **GEOTECHNICAL REPORT:** one (1) copy of a study prepared and stamped by a State of Washington licensed professional engineer, including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
 - ☐ **CRITICAL AREAS REPORT:** One (1) copy of the report per RDC 18.280.050. If the report includes more than one type of critical area, the report for each type should be tabbed.

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.

☐ **Preliminary Short Plat** \$1,650

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

MAP OF DEDICATION SUBMITTAL GUIDELINES

Map of Dedication: A map of dedication (MOD) combines the metes and bounds legal descriptions and exhibits of public dedications and private easements into a single document. MOD is processed in conjunction with subdivision, and/or a PUD review, site plan review, or for other land use actions the Community Development Director determines a MOD is appropriate and in the following categories:

- A. Type III process for actions requiring Ridgefield City Council approval, such as a PUD/subdivision review
- B. Type II process if the MOD does not require City Council and is in conjunction with a pending Type II review, such as a site plan review, and
- C. Type I process if the MOD relates to dedication, easement, covenant or similar restriction that is not associated with a pending Type II or Type II review.

Map of Dedication may be used to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, parks, critical areas, or other public use. A map of dedication may also secure easement rights for private purposes, including, but not limited to, trail, open space, parks, and storm pond. The City may also require a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication. The map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements. The map of dedication shall also include a note indicating the Grantors proportionate share of the required public or private facilities or improvements.

Submittal Requirements:

- 1. One 24-inch by 36-inch copy of the map of dedication to the city for review.
- 2. All maps need to conform to land survey requirements.
- 3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Ridgefield as the proposed insured, with the map of dedication.
- 4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Revised Code of Washington, must acknowledge the signature of the owner. (See Map of Dedication Example for general format of dedication language.)
- 5. A dedication requires the following warranty statement: Owner warrants to the City of Ridgefield that it is the sole owner of the property on this map, and that every lender, easement holder, or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments, which are recorded in the Clark County Recorder's Office or which the owner will record not later than the date on which this map is recorded.
- 6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Clark County Recorder's office (see the Map of Dedication Example).
 - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the map to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - c. A Notary Public must acknowledge the lender's signature.
- 7. Each Map of Dedication must have an approval signature block for the Project Coordinator and the Community Development Director.
- 8. Submit three 4-mil photo Mylar signed original drawings or one original 4-mil Mylar plat drawing and two 4-mil photo Mylar copies to the city for approval signatures from the Project Coordinator and the Community Development Director. All signatures must be in black ink.
- 9. Recording a Map of Dedication, like the recording of a subdivision plat, is the responsibility of the Grantor
- 10. Provide the Community Development Director with a copy of the recorded instrument and covenant.