



**COMPREHENSIVE ZONE CHANGE REQUEST**

510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642

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[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER

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APPLICATION TYPE

- Comprehensive Plan
- Zone Change

SUBMITTAL CHECKLIST

A. APPLICATION REQUIREMENTS FOR ALL REVIEWS

**Please include a CD containing all application materials as PDF or text files.**

- 1. MASTER APPLICATION FORM: Provide **one (1) copy** of the completed Master Land Use Application form with 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, which addresses each of the following review criteria from RDC 18.320.050:
  - a. Zoning district map amendments shall be consistent with the Comprehensive Plan map. Where the proposed amendment is not consistent with the Comprehensive Plan map, the petitioner shall also file a petition to amend the Comprehensive Plan map. Amendments to zoning district maps or text must be consistent with the goals and policies of the Comprehensive Plan. Please consult with City Staff to identify relevant Comprehensive Plan goals and policies.
  - b. Amendments to this title or to the Comprehensive Plan must be consistent with the concurrency requirements of the Capital Facility Plan (CFP) and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP. Include analysis of impacts to all relevant facilities, including transportation, sewer, water, schools and parks as appropriate.
  - c. If the petition necessitates a Comprehensive Plan text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.
  - d. The city shall not approve any amendment petition which is contrary to state or federal law.
- 4. MAILING LABELS: Current Clark County assessor map showing the properties within a radius of 300 feet of the property that is the subject of the application and a typed list and **one (1) set** of self-adhesive labels of the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the City Clerk. Mailing labels can be obtained from the Clark County GIS Department; call (564) 729-4652 or online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.

5. SEPA CHECKLIST: Submit **one (1) copy** of a separate SEPA threshold determination form and SEPA checklist. SEPA checklist must be in **WORD format**.

6. PLANS AND GRAPHIC REQUIREMENTS: Submit **one (1) copy** of plans in addition to electronic files (pdf files) of all plans. All plans shall be folded to fit a legal size file. Include one (1) reduced copy (11 inches by 17 inches or 8.5 inches by 11 inches) of each plan sheet. All plans, except architectural elevations, shall be at no smaller than 1 inch = 20 feet engineering scale and on a maximum sheet size of 24 inches by 36 inches.

Each of the following plans and drawings shall be submitted on separate sheets. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24 inch x 36 inch sheet) depicting the entire site, including match lines, as a cover sheet.

**Include all of the following information:**

Site Plan: Submit **one (1) copy** of a to-scale lot line adjustment plan for the properties involved. The plan shall contain the following minimum information:

- North arrow, scale and date of plan
- Vicinity map
- Existing streets and public rights-of-way, including measurement from centerline to edge of existing streets or public rights-of-ways
- Existing property lines, sizes, and dimensions
- Existing buildings and structures
- Proximity to public water, sewer, and power
- Location of 100-year floodplain, if applicable

**B. APPLICATION FEES:**

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

- Comprehensive Plan \$3,000
- Zone Change Request \$3,750

*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