



**CONDITIONAL USE AND ALTERATION REQUEST**

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
_____

APPLICATION TYPE

- CONDITIONAL USE PERMIT (TYPE III REVIEW):** Required for new conditional uses.
- MINOR ALTERATION OF CONDITIONAL USE (TYPE II REVIEW):** Required for alterations to an approved conditional use that alter less than 2,000 square feet of gross floor area and create less than 20 new parking spaces.
- MAJOR ALTERATION OF CONDITIONAL USE (TYPE III REVIEW):** Required for alterations to an approved conditional use that alter 2,000 square feet or more of gross floor area and create 20 or more new parking spaces.

Conditional use review categories are found in RDC 18.340.030(C). Site plan review is required for all conditional use applications. Contact the Community Development Department at (360) 857-3908 if you have questions about the appropriate level of review.

SUBMITTAL CHECKLIST

A. SITE ANALYSIS

Provide area calculations for the proposed development:

- |                                |  |
|--------------------------------|--|
| Total site area: _____         | Total impervious surface area: _____         |
| Total critical areas: _____    | Total landscaping or open space: _____       |
| Right of way dedication: _____ | Net parking lot area: _____                  |
| Net developable area: _____    | Interior parking lot landscaping area: _____ |

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

Please include a CD containing all required 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 written narrative. The narrative should describe the proposed project, including details on changes to the site, structure, landscaping, parking, number of employees or residents, and land use. The narrative must also address each of the criteria for approval in

RDC 18.340.060, the standards of the underlying zone, and addresses any points raised in the pre-application conference.

4. PRE-APPLICATION CONFERENCE NOTES: Provide **one (1) copy** of the pre-application conference notes and any related materials (unless pre-application conference waived).

5. Date of Pre-Application Conference: \_\_\_\_\_

6. MAILING LABELS FOR PUBLIC NOTIFICATION: Provide **one (1) set** of mailing labels on 8 1/2 by 11 sheets of self-adhesive mailing labels 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) 729-4652 or order online at <http://gis.clark.wa.gov/gishome/mapstore/#/services>.

7. PLANS AND GRAPHICS: Submit **one (1) copy** of plans in addition to electronic 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 = 100 feet engineering scale and on a maximum sheet size of 24 inches by 36 inches.

**a. Existing Conditions Plan:**

North arrow, graphic scale, legend, and date plan was prepared

Vicinity map

The entire lot(s), including area and property lines dimensioned

Points of existing access, interior streets, driveways, and parking areas

Location of all existing buildings and structures, including refuse storage locations, mechanical equipment structures, pedestrian/bike paths, fences, signs, and lighting

Existing right-of-way and improvements

Dimension from centerline to edge of existing right-of-way

Existing topographical information, showing 2-foot contours

Surrounding development and conditions within 100 feet of the property such as zoning, land uses, buildings, driveways, and trees

Location of existing public and private utilities, easements, and 100-year floodplain

Critical areas including wetland boundaries (wetlands must be professionally delineated), critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and slopes with a gradient of fifteen (15%) percent or greater

**b. Site Plan:**

North arrow, graphic scale, and date plan was prepared

The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear"

Points of access, interior streets, driveways, and parking areas, labeling any compact parking spaces

- Location of proposed buildings and structures, including refuse storage locations, mechanical equipment structures, pedestrian/bike paths, fences, signs, and lighting
- Proposed right-of-way, dedications and improvements
- Dimensions of all site improvements including setbacks, parking areas/lots, driveways, and building separations
- Location of storm water quality/detention facilities
- Boundaries of development phases, if applicable
- Wetland boundaries (Wetlands must be professionally delineated), critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and slopes with a gradient of fifteen (15%) percent or greater.

c. Architectural Evaluations: If the conditional use involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include dimensions of the building(s) or other structure(s). Indicate the proposed exterior materials, colors, and textures.

d. Landscaping / Planting Plan: If the conditional use involves establishing or upgrading landscaping, provide a landscaping/planting plan that includes:

- North arrow, graphic scale, legend, and date plan was prepared
- The entire lot(s) to compare with site plan
- Basic site plan information, such as locations and footprints of buildings and structures, parking lots, and street frontage
- The location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains.
- Proposed interior parking lot landscaping per RDC 18.720.040(C)(2) including calculations of net parking lot area and interior parking lot landscaping area, if applicable.
- A plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each species. Refer to RDC 18.830 for lists of native plants and nuisance plants.
- A note on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants.

e. Lighting Plan: If the conditional use involves new exterior lighting, provide a lighting plan that meets the requirements of RDC 18.715.070(A) and includes:

- Computer-generated photometric grid across the site, measured in foot-candles at 10-foot intervals
- Location, description, hours of operation, aiming angle and mounting heights of existing and proposed outdoor lighting fixtures, including any manufacturer's specifications
- Schedule of lighting operations showing reduced lighting levels when facility is not in operation
- Maintained horizontal luminance, in foot-candles: maximum, minimum, average during operating and non-operating hours

C. DISCRETIONARY APPLICATION REQUIREMENTS:

Please consult with the Community Development Director to determine whether the following materials are required for a specific development.

1. SEPA MATERIALS: Submit a separate SEPA threshold determination form and checklist if SEPA review is required. SEPA checklist must be in **WORD format**.

2. 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.

3. TRAFFIC IMPACT ANALYSIS: Provide **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.

D. 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.

Conditional Use Permit \$3,750

Minor Alteration \$450

Major Alteration \$2,000

*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