



**CONDITIONAL USE AND ALTERATION REQUEST CHECKLIST**

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OFFICE USE ONLY  
PERMIT NUMBER  
\_\_\_\_\_

**SUBMITTAL CHECKLIST**

**A. 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 stalls.
- 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 more than 20 new parking stalls.

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.

**B. SITE ANALYSIS**

Provide area calculations for the proposed development.

Total site area: \_\_\_\_\_

Net developable area: \_\_\_\_\_

Total impervious surface area: \_\_\_\_\_

Total landscaping or open space: \_\_\_\_\_

Total critical area: \_\_\_\_\_

Net parking lot area: \_\_\_\_\_

Right of way dedication: \_\_\_\_\_

Interior parking lot landscaping area: \_\_\_\_\_

**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) copy of this completed submittal checklist.
- 3. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a detailed description of the proposed project. 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. 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>.
- 6. PRELIMINARY SITE PLAN:** 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.

**A. Existing Conditions Plan:**

- North arrow, graphic scale, legend, and date the 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, legend, and date the plan was prepared
- The entire lot(s), including area and property lines dimensioned and labeled “front”, “side”, and “rear”
- Points of existing access, interior streets, driveways, and parking areas, labeling any compact parking spaces
- Location of all existing buildings and structures, including refuse storage locations, mechanical equipment structures, pedestrian/bike paths, fences, signs, and lighting
- Proposed right-of-way 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

**7. DISCRETIONARY APPLICATION REQUIREMENTS:** Please consult with the Community Development Director to determine whether the following materials are required for a specific development.

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

**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.

**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 via the online portal.

- 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