



**DIRECTOR'S INTERPRETATION CHECKLIST**  
 510-B Pioneer Street/PO Box 608  
 Ridgefield, WA 98642  
 Tel: 360.887.3908  
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[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY
PERMIT NUMBER
_____

## SUBMITTAL CHECKLIST

### A. 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). For non-site-specific interpretation requests, please complete as much of the form as is relevant to your request.
- 2. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 3. REQUEST FOR INTERPRETATION:** Submit one (1) copy in WORD format of the request for interpretation containing the following:
  - Request for code interpretation: Identify the specific code section(s) at issue and describe the interpretation desired; or
  - Request for unlisted use determination: Describe the proposed use, including the physical characteristics of the use and its supporting structures, including but not limited to scale, traffic, hours of operation, and other impacts. Describe how the proposed use would relate to other uses permitted or conditionally permitted in the same zone; or
  - Other: Describe the situation at issue and the interpretation desired.
- 4. SUPPORTING MATERIALS:** Submit any additional materials that more fully describe your proposal or support the desired code interpretation, such as previous land use decisions, site plans, and/or photographs. List materials below:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

B. APPLICATION FEES:

**Fees must be paid at the time of application via the online portal.**

Application Fee \$350

*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