



**NONCONFORMING SITUATIONS
CHECKLIST**

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OFFICE USE ONLY
PERMIT NUMBER

APPLICATION TYPE

- TYPE I ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by less than 10%. Application for site plan review is also required.
- TYPE II ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by 10% to 20%. Application for site plan review is also required.
- TYPE III ALTERATION OF NONCONFORMING SITUATION:** Required for any change to a lawful nonconforming situation that increases operations or impacts by more than 20% Application for site plan review is also required.
- TYPE II DETERMINATION OR DISCONTINUANCE OF NONCONFORMANCE:** Required to demonstrate that a use, development or lot was lawfully established and maintained prior to changes to zoning maps or development regulations that created the nonconformity.
- TYPE II RECONSTRUCTION OF NONCONFORMING SITUATION:** Required to reconstruct a nonconforming use or development that has been destroyed by an act or omission of God, nature or person other than the owner, operator or developer.

Nonconforming situation review types are detailed in RDC 18.340. Please contact the Community Development Department at (360) 887-3557 if you have any questions about the appropriate type of review.

SUBMITTAL CHECKLIST

A. 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 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 narrative that describes the nonconforming situation and any proposed changes, relative to the standards of the underlying zone and the requirements of RDC 18.340.
- For Determination of Lawful Nonconformance, address RDC 18.340.040(A).

For Reconstruction of Nonconforming Situation, address RDC 18.340.040(D).

For Alteration of Nonconforming Situation, address RDC 18.340.050(A).

4. SITE PLAN: 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.

Include all of the following information:

Dimensions and north arrow

Site boundary

Locations of existing and proposed buildings and structures

Proposed uses of all buildings, either labeled on plans or in separate table

Height and conceptual appearance of building façades for all buildings and structures

Location of walls and fences, height, and construction material

Location and layout of off-street parking and loading facilities, and including curb cuts for ingress and egress and internal circulation routes

General location and configuration of proposed landscaping

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

5. MAILING LABELS FOR PUBLIC NOTIFICATION: Provide **two (2) sets** of mailing labels on 8 1/2 by 11 inch 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 <https://gis.clark.wa.gov/gishome/mapstore/#/services>. (Not required for Type I Alteration of Nonconforming Situation.)

B. ADDITIONAL APPLICATION REQUIREMENTS:

1. DETERMINATION OF LAWFUL NONCONFORMANCE: The burden of proving the existence of a lawful nonconforming use or development is on the applicant. Please submit the following:

Evidence that a nonconforming situation was legally established, such as building or zoning permits issued by the appropriate jurisdiction at the time the situation commenced. If the use pre-dates zoning, proof of the existence of the use or development, consistent with state law, is sufficient.

Evidence that a nonconforming situation has been continued without interruption, such as historical documents such as telephone books, business or occupational licenses, city or county records, and utility records.

2. RECONSTRUCTION OF NONCONFORMING SITUATION: Please submit the following:

Documentation of the value of the loss, relative to the assessed value of property improvements. See RDC 18.340.040(D).

C. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield.

The fee for Type I Alteration of Nonconforming Situation is \$150

The fee for Type II Alteration of Nonconforming Situation is \$450

The fee for Type III Alteration of Nonconforming Situation is \$3250

The fee for Determination or Discontinuance of Nonconforming Situation is \$150

The fee for Reconstruction of Nonconforming Situation is \$450

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