



**PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT CHECKLIST**
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OFFICE USE ONLY
PERMIT NUMBER

SUBMITTAL CHECKLIST

A. SITE ANALYSIS:

Provide area calculations for the proposed development.

Total site area: _____

Total open space and recreation area: _____

Total impervious surface area: _____

Critical areas included in open space and recreation area: _____

Total critical areas: _____

Total number of lots proposed: _____

Right-of-way dedication: _____

Net density: _____

Other land used for public and private infrastructure: _____

Net developable area: _____

(Site area minus critical areas, right-of-way, and other land used for public and private infrastructure.)

B. APPLICATION REQUIREMENTS:

Please include electronic versions of all required application materials.

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 including, but not limited to, the changes to the site, structure, landscaping, open space and recreation, parking, and land use. In the written narrative, please also:

Address all applicable zoning district requirements including but not limited to provisions for minimum lot size, minimum lot dimensions, and minimum residential density, if applicable.

A planned unit development involving the creation of lots shall be reviewed concurrently with a short plat application or a subdivision application. Written narratives for Preliminary PUD applications shall address as applicable provisions of RDC 18.600 (Subdivisions-General), RDC 18.610 (Short Plats), RDC 18.620 (Subdivisions), RDC 18.630 (Design Requirements), and the City of Ridgefield Engineering Design Standards.

Address all applicable provisions of RDC 18.401.

- Address, if applicable, provisions of RDC 18.280 (Critical Areas), including application of Density Transfer provisions in RDC 18.280.070, if using.
- Address all applicable provisions of RDC 18.720 (Off-Street Parking and Loading).
- Address, if applicable provision of RDC 18.820 (Shoreline Management).
- Submit a copy of provisions to assure permanence and maintenance of common open space and common recreation areas and facilities through restrictive covenants, a homeowners' association or similar association, condominium development or other means acceptable to the city (e.g., dedications and easements) meeting the requirements of RDC 18.401.140.
- 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.
- 5. CLARK COUNTY DEVELOPER'S GIS PACKET: Obtained from the Clark County Department of Assessment and GIS, (564) 729-4652 or order online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.
- 6. 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.
- 7. PRE-APPLICATION CONFERENCE SUMMARY: Submit **one (1) copy** of the pre-application conference meeting summary prepared by the Community Development Department and any required materials specified in the summary, not already listed.
- 8. SEPA CHECKLIST: Address compliance with Chapter 18.810, Environmental Standards, by filing a SEPA checklist, if applicable.
- 9. COMMUNITY INFORMATION MEETING: Submit evidence that a community information meeting has been held per RDC 18.401.050.B.
- 10. PRELIMINARY PUD PLAN 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 = 100 feet engineering scale and on a maximum sheet size of 24 inches by 36 inches.

The proposed plat shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey referenced from two monumented section or quarter section corners or to two other suitable permanent survey monuments.

Include all the following information:

- North arrow, scale and date of plan.
- The proposed boundaries and legal description of the property to be developed, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant.
- The proposed functions, size, percentage of lot coverage, grades, landscaping and method of maintenance for common or dedicated open space upon completion of the project.
- A rendering and conceptual development plan showing all single-family and multifamily residential and

nonresidential structures, if any, including proposed building footprints, floor plans and unit sizes of typical dwelling units, and showing typical architectural styles and proposed elevations when viewed from the street(s) or from adjacent properties.

Concept plan showing all proposed improvements and natural features, including (but not limited to):

a. Recreational facilities, parks and trails

b. Existing site features to be retained and removed (natural slopes, stands of trees, etc.), walls, fences, refuse areas, streets, sidewalks, paths, landscaping (including the means to provide permanent maintenance to all planted areas and open spaces)

c. Areas proposed to be conveyed, dedicated or reserved for parks, parkways, trails, playgrounds, common open space, public buildings and similar public and semipublic uses

d. Proposed building areas and densities, setbacks and height

e. Topographical maps of existing and proposed terrain showing a maximum five-foot contour interval where slopes equal or exceed 25% and a maximum two-foot contour interval where slopes are less than 25%, including 100-year floodplains (identified under the National Flood Insurance program)

f. All existing and proposed utility systems, including sanitary sewers, water, electric, gas and telephone lines, public facilities and storm drainage collection, conveyance and treatment systems

g. Proposed public transit facilities and the location and dimension of all off-street parking facilities (public and private)

h. The proposed location, size and means of access of all public and semipublic sites if applicable (e.g., private schools, churches, etc.)

i. Proposed building envelopes, proposed streets, proposed site grading plan including cut and fill areas and site elevations after development, and existing native vegetation (including all trees of six inches in diameter at five feet above ground level, and vegetation communities map which describes characterizing species) where development or streets are proposed in areas designated as critical areas

j. Calculations of the absolute area and the percentage of the site which is included in the critical areas maps, including but not limited to wetlands and wetland buffers, fish and wildlife habitat areas, geologic hazard areas, stream corridors and riparian areas, 100-year floodplain areas, 0-14% slope, 15-24% slope, and 25% slope and greater

k. Calculations of buildable land to be dedicated as public right-of-way and land reserved for open space, parks and trails

l. A circulation diagram indicating the proposed movement of vehicles, goods and pedestrians within the development and to and from existing thoroughfares, including roads, electric vehicle travel ways and trails, and any special engineering features and traffic regulation devices needed to facilitate or insure the safety of this circulation pattern

m. Information on a map which shows the development in relation to the surrounding area and its uses, both existing and proposed, including land uses, zoning classifications, densities, circulation systems, public facilities and unique and sensitive natural features of the adjoining landscape

n. The proposed lot dimensions, yard setbacks and treatment of the perimeter of the PUD, including materials and techniques such as screens, fences and walls

Geotechnical and environmental reports required by the City Engineer.

- A tabulation of the percentage of total building coverage and additional impervious surface area coverage on critical areas.
- A determination of buildable and unbuildable areas and a tabulation of densities within each project area, phase or sector.
- 11. MAP OF DEDICATION:** Submit **one (1) copy** of the “Map of Dedication”. See submittal guidelines below.

12. APPLICATION FEES:

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

- The fee for 10 to 25 lots is \$4,000
- The fee for 26 to 50 lots is \$5,500
- The fee for over 50 lots is \$5,500, plus \$25 per lot over 50

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

MAP OF DEDICATION SUBMITTAL GUIDELINES

Map of Dedication: A map of dedication (MOD) combines the metes and bounds legal descriptions and exhibits of public dedications and private easements into a single document. MOD is processed in conjunction with subdivision, and/or a PUD review, site plan review, or for other land use actions the Community Development Director determines a MOD is appropriate and in the following categories:

- A. Type III process for actions requiring Ridgefield City Council approval, such as a PUD/subdivision review
- B. Type II process if the MOD does not require City Council and is in conjunction with a pending Type II review, such as a site plan review, and
- C. Type I process if the MOD relates to dedication, easement, covenant or similar restriction that is not associated with a pending Type II or Type II review.

Map of Dedication may be used to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, parks, critical areas, or other public use. A map of dedication may also secure easement rights for private purposes, including, but not limited to, trail, open space, parks, and storm pond. The City may also require a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication. The map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements. The map of dedication shall also include a note indicating the Grantors proportionate share of the required public or private facilities or improvements.

Submittal Requirements:

1. One 24-inch by 36-inch copy of the map of dedication to the city for review.
2. All maps need to conform to land survey requirements.
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Ridgefield as the proposed insured, with the map of dedication.
4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Revised Code of Washington, must acknowledge the signature of the owner. (See Map of Dedication Example for general format of dedication language.)
5. A dedication requires the following warranty statement: Owner warrants to the City of Ridgefield that it is the sole owner of the property on this map, and that every lender, easement holder, or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments, which are recorded in the Clark County Recorder's Office or which the owner will record not later than the date on which this map is recorded.
6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Clark County Recorder's office (see the Map of Dedication Example).
 - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the map to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - c. A Notary Public must acknowledge the lender's signature.
7. Each Map of Dedication must have an approval signature block for the Project Coordinator and the Community Development Director.
8. Submit three 4-mil photo Mylar signed original drawings or one original 4-mil Mylar plat drawing and two 4-mil photo Mylar copies to the city for approval signatures from the Project Coordinator and the Community Development Director. All signatures must be in black ink.
9. Recording a Map of Dedication, like the recording of a subdivision plat, is the responsibility of the Grantor
10. Provide the Community Development Director with a copy of the recorded instrument and covenant.