



**POST-DECISION REVIEW CHECKLIST**

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

**PROJECT INFORMATION**

Please provide information on the previous land use decision you wish to modify:

Previous Project Name: \_\_\_\_\_

File Number(s): \_\_\_\_\_

Type of Review (Site Plan, Conditional Use, etc): \_\_\_\_\_

Level of Review:  Type I       Type II       Type III

Date of Decision: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Notes:

- Post-decision review cannot be used to extend the expiration date for the original final decision, or to modify decisions that have expired. Any extension to the expiration date must be applied for separately under the terms of Section 18.310.020(G).
- Post-decision review cannot be used to alter a PUD approval or a recorded subdivision or short plat.

**APPLICATION TYPE**

Please contact the Community Development Department at (360) 857-3908 to determine the appropriate level of review. Post-decision review types are detailed in RDC 18.310.160(C); generally, the greater the change to the original decision, the higher the level of review will be needed. Select one:

- TYPE I REVIEW:** Required for changes to all previous Type I decisions, and minor changes to previous Type II and Type III decisions.
- TYPE II REVIEW:** Required for greater changes to previous Type II and Type III decisions.
- TYPE III REVIEW:** Required for significant changes to previous Type III decisions.

**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 signature(s).

- 2. CHECKLIST: Provide **one (1) copy** of this completed submittal checklist.
- 3. ORIGINAL PROJECT APPROVAL: Submit **one (1) copy** of the original land use decision and all supporting materials, such as site plans, SEPA checklist, and appendices. Contact the Community Development Department to obtain copies if needed. SEPA checklist must be in **WORD format**.
- 4. WRITTEN NARRATIVE: Submit **one (1) copy in WORD format** of a detailed description of the proposed changes to the previous land use decision. (For example: changes to the site, structure, landscaping, parking, or approved land use.)
- 5. SITE PLAN: Submit **one (1) copy** 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. Architectural elevations may be presented at an architectural scale. The site plan shall include a north arrow and shall show the property in relation to abutting properties and adjacent easement or roadways. Please indicate changes to the previously approved project.

B. ADDITIONAL APPLICATION REQUIREMENTS FOR TYPE II & III REVIEWS:

- 1. MAILING LABELS FOR PUBLIC NOTIFICATION: Provide one (1) complete set of mailing labels on one or more 8 1/2 by 11 inch sheets of self-adhesive mailing labels for property owners within 300 feet of subject site boundary. Include a current Clark County Assessor's parcel map that shows the parcels within a 300 foot radius of the site. 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>.

C. APPLICATION FEES:

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

- Type I Post-Decision Review \$150
- Type II Post-Decision Review \$2,500
- Type III Post-Decision Review \$3,250

*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