



**STATE ENVIRONMENTAL POLICY
ACT (SEPA)
THRESHOLD DETERMINATION**
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: (360)887-3908
Fax: (360)887-2507
www.ridgefieldwa.us

OFFICE USE ONLY
PERMIT NUMBER

APPLICATION TYPE

PROJECT ACTION: Required for development projects with more than 30 single family units, 60 multifamily units, 30,000 sq ft commercial/industrial development, 90 parking spaces, and/or 1,000 cubic yards of fill or excavation, and for all projects within Critical Areas.

Description: _____

NON-PROJECT ACTION: For planning projects such as comprehensive plan amendments, development regulations, master plans, etc.

Description: _____

SINGLE FAMILY RESIDENCE: Required for construction of one single family home on a parcel with Critical Areas.

Description: _____

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. **SEPA CHECKLIST:** Submit a complete SEPA checklist, signed and dated. This must be in WORD format.

B. ADDITIONAL APPLICATION REQUIREMENTS FOR NON-PROJECT ACTIONS:

1. PLANNING DOCUMENT: Submit one (1) copy of the proposed plan, regulations or other planning document.

C. ADDITIONAL APPLICATION REQUIREMENTS FOR PROJECT ACTIONS:

Required for project actions that are not concurrent with site plan review, or similar land use review.

1. WRITTEN NARRATIVE: Submit one (1) copy in WORD format of a narrative that describes the proposed project and addresses the applicable provisions of RDC 18.280, Critical Areas; 18.750, Flood Control; 19.755, Erosion Control; 18.810, Environmental Standards, including proposed environmental cleanup, protection, enhancement or mitigation; and 18.820, Shoreline Management and the Shoreline Master Program.

2. SITE PLAN: Submit one (1) copy of plans, in addition to electronic PDF files of all plans. 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, including number of spaces, curb cuts for ingress and

egress and internal circulation routes

General location and configuration of proposed landscaping

Existing and proposed exterior lighting

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

D. SUPPLEMENTAL INFORMATION:

The applicant is encouraged to submit copies of any other information which will help the SEPA Responsible Official either issue a threshold determination or determine that the project is categorically exempt. Examples include archaeological predetermination reports, traffic studies, relevant environmental studies and reports, illustrations, spread sheets, tables, aerial photographs, and photo simulations.

E. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

- SEPA Review \$500
- SEPA Review for one single family residence \$150
- Archaeological Pre-Determination Review \$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