



## TEMPORARY USE REVIEW APPLICATION

530-B Pioneer Street / PO Box 608  
 Ridgefield, WA 98642  
 Tel: (360) 887-3908 / Fax: (360) 887-2507  
 www.ci.ridgefield.wa.us

<b>OFFICE USE ONLY</b>
FILE #
FILE NAME
RECEIVED BY
FEE PAID
DATE SUBMITTED

### APPLICATION TYPE

- TYPE I REVIEW:** Required for uses that meet the criteria in RDC 18.205.015(F)(2) and last 60 days or less.
- TYPE II REVIEW:** Required for uses that do not meet the criteria in RDC 18.205.015(F)(2) and/or last longer than 60 days.
- EXTENSION (TYPE I):** Required to extend an approved temporary use past the original expiration date.

Please contact the Community Development Department at (360) 887-3557 if you have questions about the appropriate level 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** of a narrative that describes the proposed project, addresses criteria for approval in RDC 18.205.015(F) and the standards of the underlying zone.
- 4. SITE PLAN:** Submit **two (2) copies** 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 that is relevant to your proposal:**

- 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 shall meet the requirements of RDC 18.715.070(A)

- 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

**B. ADDITIONAL APPLICATION REQUIREMENTS FOR TYPE II REVIEWS:**

- 1. MAILING LABELS FOR PUBLIC NOTIFICATION:** Provide **one (1)** set 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>.

**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 Temporary Use** and **Extensions** is \$150.
- The fee for **Type II Temporary Use** 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.*

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Applicant’s Signature

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Date

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Print Applicant’s Name