



**VARIANCE & ADMINISTRATIVE  
ADJUSTMENT CHECKLIST**

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OFFICE USE ONLY

PERMIT NUMBER

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APPLICATION TYPE

❑ **ADJUSTMENT (TYPE II REVIEW):** Generally required for a modification of 20% or less to numerical standards in the Ridgefield Development Code or Engineering Standards. Note that review will be elevated to Type III if adjustment is in conjunction with an application already requiring Type III review.

❑ **VARIANCE (TYPE III REVIEW):** Generally required for a modification of greater than 20% to numerical standards in the Ridgefield Development Code or Engineering Standards.

Applicable standards for adjustments and variances are provided in RDC 18.350. Please contact the Community Development Department at (360) 857-3908 if you have any 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 signature(s).
- ❑ 2. **CHECKLIST:** Provide **one (1) copy** of this completed submittal checklist.
- ❑ 3. **WRITTEN NARRATIVE:** Provide **one (1) copy in WORD format** of a detailed description of the requested adjustment(s) or variance(s) in relation to proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. Address how and why the proposal satisfies each of the approval criteria in RDC 18.350 for each requested adjustment or variance.

**RDC 18.350.030 Decision Standards for Adjustments**

- A. There are topographic or built conditions, such as steep slopes, wetlands, water areas, structures, streets, utilities, lot patterns, street patterns or similar conditions which justify departure from strict adherence to the standard to be modified.
- B. No significant adverse impacts to neighboring properties or to the environment will result from the modification; the cumulative effects of more than one adjustment shall be considered in this regard.
- C. The adjustment is consistent with sound engineering principles, and will be safe, practical and efficient.
- D. The modification is not contrary to the purpose section of this chapter, or to any applicable policy or provision of the RUACP or CFP.

- E. There are no other remedies prescribed in this title or the City Engineering Standards to alleviate the practical problem identified in subsection (A) of this section.
- F. The proposed adjustment is the minimum necessary to resolve the identified problem.
- G. The proposed adjustment is no greater than twenty percent of the relevant numeric standard.
- H. The adjustment is required to comply with other regulatory schemes, for example, state licensing, and subsections (B), (C), (D), and (G) of this section are satisfied.

**RDC 18.350.050 Decision Criteria for Variances**

- A. Unusual circumstances or conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district;
  - B. The proposed variance is necessary for the preservation and enjoyment of a substantial property right of the applicant which is possessed by the owners of other properties in the same vicinity or district;
  - C. The authorization of the proposed variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located;
  - D. The granting of the proposed variance will is necessary to realize of specific goals and policies of the RUACP and RCFP, and will not adversely affect any goal or policy in the RUACP or RCFP;
  - E. If subsection (A) is not met, the applicant must show that the variance is required to comply with other regulatory schemes, for example, state licensing, and subsections (B), (C) and (D) of this section are satisfied.
4. MAILING LABELS FOR PUBLIC NOTIFICATION: Provide one (1) set of mailing labels on 8 1/2-inch 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>.
5. 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 the following information:**

- Dimensions and north arrow
- Site boundary
- Locations of existing and proposed buildings and structures

B. APPLICATION FEES:

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

Each Adjustment \$350

Each Variance \$3,250, or \$1,050 if filed in conjunction with another Type III application.

*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