



CITY OF RIDGEFIELD
 230 Pioneer Street / PO Box 608
 Ridgefield, WA 98642
 Tel: (360) 887-3557
www.ci.ridgefield.wa.us

<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
RECEIVED BY:	_____
FEE PAID:	_____ CHECK/CASH: _____
DATE SUBMITTED:	_____

HOME OCCUPATION

APPLICATION INFORMATION (REQUIRED)

APPLICANT: *Δ Use mailing address for meeting notification.* *Δ Check box if Primary*
 Contact _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: *Δ Check box if Primary*
 Contact _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

PROPERTY OWNER(S): *Δ Attach separate sheet if needed.* *Δ Check box if Primary*
 Contact _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT # _____

ZONING DISTRICT _____



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HOME OCCUPATION SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).

- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.

- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed Home Occupation.

- D. \$150.00 APPLICATION FEE,** as established by the City Council. Make checks payable to the City of Ridgefield.

- F. PLANS & GRAPHIC REQUIREMENTS**
Include all of the following information:

- SITE PLAN:** Submit **three (3) copies**
 - Site drawn to scale, showing property dimensions & building location
 - Parking and driveway
 - Fenced areas (if applicable)

SUBMIT:

Mailing labels with the Names and addresses of all persons owning property within 300 feet of the site. (Labels available through the Clark County Assessors office)



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In residential districts, a "home occupation" is an occupation carried on within a dwelling primarily by members of the family occupying the dwelling. A home occupation is an economic enterprise that includes the use of a dwelling unit as a business address in a phone directory or as a post office mailing address. The planning director or designee shall re-view requests for home occupation use listed in subsection 18.210.170(A)(1) as a Type I review, consistent with RDC 18.310.060, unless the site of the home occupation is within an area subject to the CC&Rs of a homeowner's association, in which case the city shall process the application as a Type II re-view consistent with subsection 18.210.170(B).

I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

All property owners who are a party to the Home Occupation should sign below:

Print Name

Telephone Number

Signature

Date

Print Name

Telephone Number

Signature

Date