



CITY OF RIDGEFIELD

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OFFICE USE ONLY

FILE #: _____

PROJECT NAME: _____

RECEIVED BY: _____

FEE PAID: _____ **CHECK/CASH:** _____

DATE SUBMITTED: _____

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:

<input type="checkbox"/> MINOR CONDITIONAL USE (Type II)	<input type="checkbox"/> MAJOR MODIFICATION TO CONDITIONAL USE
<input type="checkbox"/> MAJOR CONDITIONAL USE (Type III)	<input type="checkbox"/> MINOR MODIFICATION TO CONDITIONAL USE

APPLICATION FOR CONDITIONAL USE APPROVAL

APPLICANT:

NAME: _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

(Original Signature Required)

PROPERTY OWNER(S)' REPRESENTATIVE:

NAME: _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

(Original Signature Required)

PROPERTY OWNER(S): *Attach separate sheet for other property owners, if needed*

NAME: _____

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

(Original Signature Required)

PROPERTY INFORMATION

SITE ADDRESS: _____

AREA TO BE DEVELOPED (s.f.): _____

ASSESSOR'S SERIAL NO. **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

PROPOSED USE OR USES OF SITE: _____

PRE-APPLICATION CONFERENCE DATE: _____

CONDITIONAL USE SUBMITTAL CHECKLIST

GENERAL REQUIREMENTS

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

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

- C. SEPA CHECKLIST.** Provide **one (1) completed** copy of environmental checklist.

- D. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
 - Address all applicable provisions of Ridgefield Municipal Code Title 18 entitled **DEVELOPMENT CODE**, particularly the applicable zoning chapter and Chapter 18.340 entitled Nonconforming and Conditional Uses.
 - Explain how the proposed conditional use will meet each of the five decision criteria in Section 18.340.060. The criteria are listed at the end of this application packet.
 - If an employment-based conditional use, provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of business activity either exists or is proposed, please describe each activity and how it relates to the other activities.

- E. \$3,000 FEE PLUS HOURLY RATES MAY BE APPLIED** as established by City Council resolution. Make checks payable to the City of Ridgefield.

F. SITE ANALYSIS INFORMATION.

Proposed parking modification: _____ sq. ft.

Existing parking area: _____ sq. ft.

Existing number of parking spaces: _____

Proposed number of parking spaces: _____

Required number of parking spaces: _____

Existing landscaped area: _____ sq. ft.

Percentage of site: _____ %

Proposed landscape modification: _____ sq. ft.

Percentage of site: _____ %

Impervious surface: _____ %

Existing building height: _____ ft.

Proposed building height: _____ ft

Existing building area: _____ sq. ft.

Proposed building modification: _____ sq.ft.

G. PRE-APPLICATION CONFERENCE NOTES.

Provide a copy of the pre-application conference summary as required by the City's *Development Code*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

H. TRAFFIC GENERATION. Provide an analysis of existing and projected traffic generation as a result of approval of the conditional use permit, expressed in vehicle trips per day or peak hour trips. Either the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Washington may be used for this analysis. **Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. This will be determined in the Pre-Application Conference process.**

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a **minimum of 1" = 20' engineering scale** and on a **maximum sheet size of 24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket. If larger than 11" x 17", provide one reduced copy of the site plan to fit on either a letter size or 11" x 17" size sheet.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of multiple sheets with match lines, include an index sheet overlay of a simple site layout to find a sheet for a particular area of the site.

Include all of the following information that is applicable:

- A. EXISTING CONDITIONS PLAN:**
 - 1. North arrow, graphic scale, legend, and date plan was prepared.
 - 2. Vicinity map.
 - 3. The entire lot(s), including area and property lines dimensioned.
 - 4. Points of existing access, interior streets, driveways, and parking areas.
 - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - 6. Existing right-of-way and improvements.
 - 7. Dimension from centerline to edge of existing right-of-way.
 - 8. Existing topographical information, showing 2 ft. contours.
 - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 - 11. Wetland boundaries (*Wetlands must be professionally delineated*), critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and slopes with a gradient of fifteen (15%) percent or greater.

- B. SITE PLAN:**
 - 1. North arrow, graphic scale, and date plan was prepared.
 - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Dimensions of all site improvements including setbacks, parking areas/lots, driveways, and building separations.
 - 7. Location of storm water quality/detention facilities.
 - 8. Boundaries of development phases, if applicable.
 - 9. Wetland boundaries (*Wetlands must be professionally delineated*), critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and slopes with a gradient of fifteen (15%) percent or greater.

- C. ARCHITECTURAL ELEVATIONS:** If the conditional use involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include dimensions of the building(s) or other structure(s). Indicate the proposed exterior materials, colors, and textures.

- D. LANDSCAPING/PLANTING PLAN:** If the conditional use involves establishing or upgrading landscaping, provide a landscaping/planting plan that includes:

- 1. North arrow, graphic scale, legend, and date plan was prepared.
- 2. The entire lot(s) to compare with site plan.
- 3. Basic site plan information, such as locations and footprints of buildings and structures, parking lots, refuse storage location, pedestrian/bike paths, swimming pools, tennis courts, and park/open space.
- 4. The location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains.
- 5. A plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each specie.
- 6. Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting.
- 7. A note on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants.

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, and that I am applying as property owner, or I am applying as property owner's representative and hereby provide the owner's authorization to apply, or I am applying as the individual responsible for exercising the conditional use approval. I further 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 the undersigned, 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.

Print Name of Applicant as Property Owner

Signature

Date

Print Name of Applicant as Property Owner's Representative

Signature

Date

Print Name of Applicant as Individual Responsible for Exercising Conditional Use Approval

Signature

Date

DECISION CRITERIA FOR MINOR AND MAJOR CONDITIONAL USE APPROVALS (RDC 18.340.060)

A conditional use may be approved or modified only when all of the following criteria are met:

- 1. The proposed use is not inconsistent with the goals and policies of the RUACP and the purpose of the underlying zone,
- 2. The proposed use, with mitigation measures, will not have substantial adverse impacts to neighboring property owners and the city as a whole, considering such factors as hours of operation, vehicle traffic, visual, olfactory and noise impacts,
- 3. Capital facilities can efficiently provided to the site, consistent with the CFP, RDC and engineering standards,
- 4. The proposal complies with all applicable site plan review requirements, and
- 5. The proposal does not have significant environmental consequences when compared with other permitted uses in the underlying zone, and which cannot be mitigated through conditions of approval.