



VARIANCE AND ADMINISTRATIVE ADJUSTMENT CHECKLIST

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SUBMITTAL CHECKLIST

A. APPLICATION TYPE (check one)

☐ **ADJUSTMENT OF 10% OR LESS (TYPE I REVIEW)** Required for a modification of 10% or less to numerical standards in the Ridgefield Development Code or Engineering Standards. Note that review will be elevated to a Type II or III if adjustment is in conjunction with an application already requiring Type II or III review.

☐ **ADJUSTMENT OF 20% OR LESS (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 a Type III if adjustment is in conjunction with an application already requiring Type III review.

☐ **VARIANCE GREATER THAN 20% (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 360.887.3908 if you have any questions about the appropriate level of review.

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Each document must be a separate file, in PDF format, and labeled to match the checklist (e.g., 1 application, 2 checklist, 3 narrative). Please note: the narrative is requested in WORD format.

☐ **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:** 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 printable to an 8 1/2-inch by 11-inch sheet 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 564.397.4652 or online at [GIS Store | GIS | Clark County](#).

- ☐ **5. SITE PLAN:** Submit one (1) copy of plans. All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale.

Include all the following information:

- ☐ North arrow, scale, dimensions, and date
- ☐ Site boundary
- ☐ Locations of existing and proposed buildings and structures

C. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

Effective April 1, 2025: To meet Ridgefield City Council's 100 percent cost recovery policy, applicants will be billed for the cost of any third-party plan review required for permit applications submitted April 1 or later. This change will not impact permit review timelines.

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| ☐ Each Adjustment Type I | \$175 |
| ☐ Each Adjustment Type II | \$500 |
| ☐ Each Variance | \$3,575, or \$1,160 if filed in conjunction with another Type III application. |