



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

MASTER PLANNED RESORT DEVELOPMENT PERMIT

(For development authorized under RCW 36.70A.360 and pursuant to KCC 17.37)

A **preapplication conference** is encouraged for this permit. The more information the County has early in the development process, the easier it is to identify and work through issues and conduct an efficient review. To schedule a preapplication conference, complete and submit a Preapplication Conference Scheduling Form to CDS. Notes or summaries from preapplication conference should be included with this application.

Please type or print clearly in ink. Attach additional sheets as necessary. Pursuant to KCC 15A.03.040, a complete application is determined within 28 days of receipt of the application submittal packet and fee. The following items must be attached to the application packet.

MASTER PLANNED RESORT APPROVAL PROCESS

Establishing a master planned resort requires multiple County approvals. In addition to the Master Planned Resort Development Permit process, the following approval processes are also necessary and can be processed concurrently with this application:

- A development agreement incorporating the master planned development permit (KCC 15A.11)
- A site-specific amendment to the Comprehensive Plan land use map to “Master Planned Resort” (KCC 15B.03)
- A site-specific rezone to the County’s zoning map to “Master Planned Resort” zoning (KCC 17.98)
- A transfer of development rights (see KCC 17.37.040.2 and KCC 17.13.080)
- Site plan review (see KCC 15A.13)
- If deemed appropriate by the County, a master planned resort project may be designated by the county as a planned action pursuant to KCC 15A.09.

REQUIRED ATTACHMENTS

- Site plan of the property showing proposed buildings, points of access, roads, parking areas, septic tank drainfields, drainfield replacement area, areas to be cut and/or filled, natural features such as contours, streams, gullies, cliffs, etc.
- SEPA Checklist (if not exempt per KCC 15.04 or WAC 197-11-800)
- Project Narrative responding to Questions 9-11 on the following pages.

APPLICATION FEES:

\$0 Kittitas County Community Development Services (KCCDS)

\$0 Kittitas County Department of Public Works

\$0 Kittitas County Fire Marshal

\$0 Total fees due for this application (One check made payable to KCCDS)

FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):	DATE:	RECEIPT #
DATE STAMP IN BOX		

GENERAL APPLICATION INFORMATION

1. Name, mailing address and day phone of land owner(s) of record:

Landowner(s) signature(s) required on application form.

Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

2. Name, mailing address and day phone of authorized agent, if different from landowner of record:

If an authorized agent is indicated, then the authorized agent's signature is required for application submittal.

Agent Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

3. Name, mailing address and day phone of other contact person

If different than land owner or authorized agent.

Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

4. Street address of property:

Address: _____

City/State/ZIP: _____

5. Legal description of property (attach additional sheets as necessary):

6. Tax parcel number: _____

7. Property size: _____ (acres)

8. Land Use Information:

Zoning: _____

Comp Plan Land Use Designation: _____

PROJECT NARRATIVE

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

9. **Narrative project description:** Please include at minimum the following information in your description: describe project size, location, water supply, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.
10. **Describe how this proposal will provide for the transfer of any required transferrable development rights:** According to KCC 17.37.040.2 and KCC 17.13, part of the Master Planned Resorts development process includes transferring development rights to the project area at a rate proportionate to the size of the development (see 17.13.080.6). These rights must be transferred prior to final approval. Please describe how this requirement will be met by the proposed project.
11. **Which development standards will be included in the development agreement?** Per KCC 17.37.040.1, please describe the development standards applicable to the development of the proposed master planned resort, which may include, but are not limited to:
- (1) Permitted uses, densities and intensities of uses, transfer of development rights, and building sizes;
 - (2) Phasing of development, if requested by the applicant;
 - (3) Procedures for review of site-specific development plans;
 - (4) Provisions for required open space, visitor-oriented accommodations, short-term visitor accommodations, on-site recreational facilities, and on-site retail/commercial services;
 - (5) Mitigation measures imposed pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, and other development conditions; and
 - (6) Other development standards including those identified in KCC 15A.11.020(5) and RCW 36.70B.170(3).

AUTHORIZATION

12. Application is hereby made for permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work.

All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent or contact person, as applicable.

**Signature of Authorized Agent:
(REQUIRED if indicated on application)**

Date:

X _____

**Signature of Land Owner of Record
(Required for application submittal):**

Date:

X _____
