



**KITITITAS COUNTY COMMUNITY DEVELOPMENT SERVICES**

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITITITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

**PREAPPLICATION CONFERENCE**  
**MEETING SUMMARY**

*(To be completed for each Preapplication Conference)*

**A copy of this summary will be provided to the project applicant and is to be included in the application submittal.**

Date of Pre-Application Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Pre-application meetings are scheduled every Wednesday after PR Team meetings.

Project name: \_\_\_\_\_

Items submitted by applicant for review at Pre-app: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List persons present at pre-app meeting:

*To be present at each pre-app:*

1. CDS representative (planning): \_\_\_\_\_
2. CDS representative (fire): \_\_\_\_\_
3. Public Works representative: \_\_\_\_\_
4. Environmental Health representative (water): \_\_\_\_\_
5. Environmental Health representative (sewer): \_\_\_\_\_

*Present at pre-app for project: (attach business cards if available)*

Applicant: \_\_\_\_\_

Applicant phone: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Applicant authorized agent (if applicable): \_\_\_\_\_

Applicant authorized agent phone: \_\_\_\_\_

Applicant authorized agent email: \_\_\_\_\_

**Contact person for application:**

- Owner of record     Authorized agent

All verbal and written contact regarding this application will be made **only** with the contact person.

*\*The Kittitas County Community Development Services Department does not guarantee a parcel eligible for development until such time as a complete and accurate application is submitted. Further analysis may be conducted at the time of permit application.*

**Items/issues/concerns/questions discussed (To be filled in by CDS Planner):**

1. Public Works

Proposed access: \_\_\_\_\_

2. Environmental Health (water)

Proposed water supply: \_\_\_\_\_

3. Environmental Health (sewer)

Proposed sewer disposal: \_\_\_\_\_

4. Planning/Land Use

Critical Areas conducted \_\_\_\_\_ SEPA \_\_\_\_\_

5. Fire

Located within Fire District #: \_\_\_\_\_ (if applicable)

6. Other