



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

SITE PLAN REVIEW

(Evaluation of a proposal to ensure consistency with applicable regulations, pursuant to KCC 15A.13)

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.

REQUIRED ATTACHMENTS

- Vicinity map, showing site boundaries and existing roads and accesses within and bounding the site;
- Site plans, drawn to a scale no less than one inch equals fifty feet, showing the location and size of uses, buffer and open space areas, landscaped areas, areas of disturbance outside building footprints, and any existing structures, easements and utilities;
- Topographic map, based on a site survey, delineating existing contours at no less than 5-foot intervals, and which locates existing streams, wetlands and other natural features;
- Conceptual landscape plan;
- Parking and circulation plan;
- Preliminary stormwater management plan;
- Preliminary utilities plan;
- Other reports or studies as determined applicable by the Director, including but not limited to geotechnical, critical areas, and/or traffic;
- SEPA environmental checklist unless the proposal is categorically exempt per KCC 15.04, Environmental Policy, or the applicant has agreed to prepare an environmental impact statement;
- A Project Narrative responding to Question 9 on page 3.

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. **Provide a narrative project description** containing, at minimum, the following information
- a. Site size, building size, and impervious surface coverage, and amount of area devoted to open space and recreation, landscaping and parking; calculations of gross and net density;
 - b. Designations of the property in the Comprehensive Plan, Snoqualmie Subarea Plan and zoning;
 - c. Elevations and perspective drawings of proposed structures and other proposed improvements;
 - d. Any agreements, covenants or other provisions that affect the proposal; and
 - e. Signatures, mailing addresses and phone numbers of all owners of record or agents of the subject property.

AUTHORIZATION

10. 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 _____
