



KITITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff

FROM: Public Works Plan Review Team

DATE: May 12, 2022

SUBJECT: SP-22-00004 Willard Preliminary Short Plat Comments

The following shall be conditions of preliminary approval:

1. Timing of Improvements:

- a. This application is subject to the latest revision of the Kittitas County Road Standards, dated 2015. The following conditions apply and must be completed prior to final approval of this project. A performance guarantee may be used, in lieu of the required improvements, per the conditions outlined KCC 12.01.150.

2. Driveways:

- a. A driveway shall serve no more than four tax parcels. See Kittitas County Road Standards, 2015 edition.
- b. New access easements shall be a minimum of 30' wide. The roadway width shall have a minimum width of 12' if the length of the driveway is less than 150', or 16' if the length of the driveway is more than 150'.
- c. Driveways longer than 150' in length are required to provide a Fire Apparatus Road Turnaround meeting the requirements of appendix D in the International Fire Code.
- d. Maximum grade shall be 10%.
- e. Crushed surface depth per WSDOT standards.
- f. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.

3. Urban Growth Area:

- a. Roads proposed within the UGA shall conform and support the road system or grid, Transportation Plan and Comprehensive Plan of the affected city.
- b. Roads constructed within the UGA shall comply with the road standards of the affected city or Kittitas County Road Standards, whichever is more stringent. The city shall have the final approval of the road alignments, geometry, and construction requirements.
- c. Utilities constructed within the UGA shall comply with the requirements of the affected city.

4. Lot Closure:

- a. Include the following on all preliminary plat applications: It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.

5. Addressing:

- a. Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.

6. Fire Protection:

- a. Contact the Kittitas County Fire Marshal regarding any additional access requirements for Emergency Response.

7. Mailbox Placement:

- a. Mailboxes must be approved by U.S. Postal Service. Mailbox locations are site specific. Contact your local Post Office for location and design standards before beginning construction.

8. Grading:

- a. Except as exempted in Section KCC 14.05.060, no grading or filling upon a site involving more than one hundred (100) cubic yards shall be performed without a grading permit from the County Engineer or Public Works designee (KCC 14.05.050). An application for grading in excess of five hundred (500) cubic yards shall be accompanied by an engineered grading plan (KCC 14.05.080).

9. **Traffic Concurrency:**

- a. A transportation impact analysis (TIA) shall be required for all development that will generate more than nine (9) peak hour vehicle trips. Please provide estimated traffic generation for peak hours to determine if a TIA will be required. (KCC 12.10.040(c))

10. **Survey:**

1. Lot Closure Sheet is missing (KCC 16.32.010(1)).
2. Purpose of Survey was not identified nor was the application number on the survey (KCC 16.10.020(1)).
3. Basis of Bearing was not identified on the map nor was it in the notes (WAC:332-130-050(1)(b)(iii)).
4. Roadway ownership and surfacing should be on the map.
5. If elevations or contours are to be shown, then the map must meet Topo Standards per WAC:332-130-145.
6. Irrigation easements should be shown on the map (KCC 16.12.020(11)).
7. Title report legal description does not match the legal description for original parcel description.
8. Joint-use driveway does not identify an easement. All access easements are to be shown (KCC 16.12.020(10)).

11. **Water Mitigation/Metering:**

The applicant must provide legal water availability for all new uses on the proposed lots of this project, which can be provided through mitigation certificates. Prior to final plat approval and recording, the following conditions shall be met:

In accordance with KCC Chapter 13.35.027, the applicant shall provide one of the following documents before final plat approval:

1. A letter from a water purveyor stating that the purveyor has adequate water rights and will provide the necessary water for the new use;
2. An adequate water right for the proposed new use; or
3. A certificate of water budget neutrality from the Department of Ecology or other adequate interest in water rights from a water bank.

All applicants for land divisions shall also submit information on "proximate parcels" held in "common ownership" as those terms are defined in WAC 173-539A-030 and otherwise demonstrate how the proposed new use will not violate RCW 90.44.050 as currently existing or hereafter amended. Failure to obtain mitigation before commencement of an activity requiring mitigation shall be a code violation subject to enforcement under Title 18 KCC.

Final Plat Notes

The following notes shall be placed on the face of the plat:

- C-1 "Metering is required for all new uses of domestic water for residential well connections and usage must be recorded in a manner consistent with Kittitas County Code Chapter 13.35.027 and Ecology regulations."

- C-2 "The approval of this division of land provides no guarantee that use of water under the ground water exemption (RCW 90.44.050) for this plat or any portion thereof will not be subject to curtailment by the Department of Ecology or a court of law."