



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

"Building Partnerships – Building Communities"

CDS@CO.KITTITAS.WA.US

March 2<sup>nd</sup>, 2021

Darrin & Stephanie Dahl  
PO Box 596  
South Cle Elum, WA 98943

Dear applicant,

We received your application for a Parcel Combination. Unfortunately, we are unable to process your request at this time due to missing or incomplete information:

- Unified site plan with required information (see site plan requirements included for your reference)
- Project narrative

Please contact our office directly if you should have any additional questions or concerns.

Thank you,

Community Development Services

Enclosures: Parcel Combination Application  
Check #2138 in the amount of \$700.00  
Unified site plan requirements





## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926  
PHONE (509) 962-7506 ■ FAX (509) 962-7682

**B-002**  
**BULLETIN**

# UNIFIED SITE PLAN REQUIREMENTS

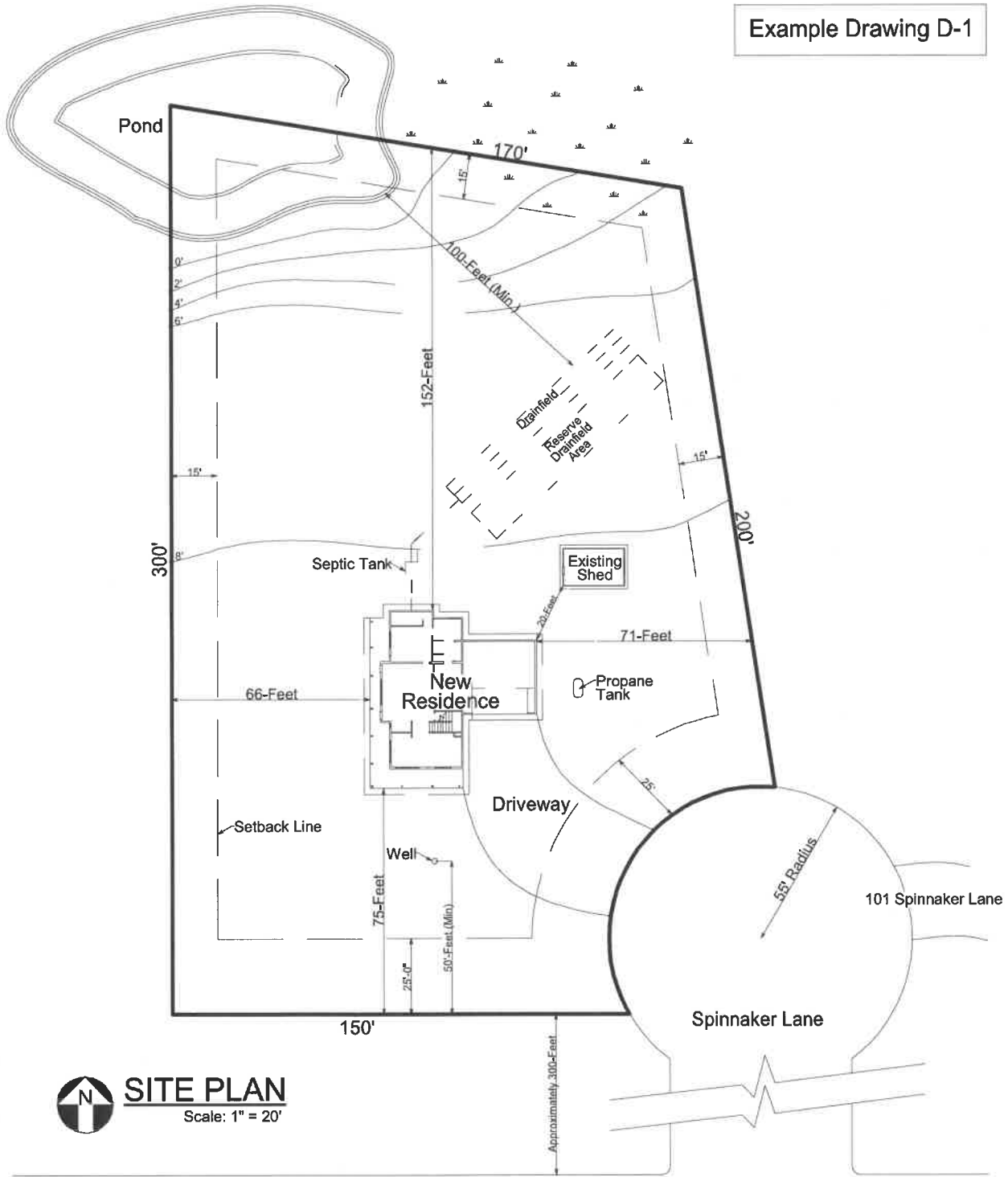
FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

The site plan or plot plan is a graphical presentation of an entire lot as seen from an aerial view. This site plan will be used by Kittitas County Community Development Services (CDS) to check setbacks and critical areas; used by the department of Public Works to grant access and issue addresses and; used by the Environmental Health Department for septic permits. Two copies of the site plan are required for building permit applications. (See the example drawing D-1 on the back of this Bulletin).

### The Following List Identifies The Graphical Notes and Text Required On the Site Plan:

- **Scale** - Scale is required. Minimum scale 1" = 100'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** - Show all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Lot Lines, Setbacks, and Easements with Dimensions** - Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Documentation of easements(s) may be required.
- **Surface Water** - (Ponds, Streams, Irrigation Laterals, Canals, Ditches, Wetlands, Rivers, Creeks, Ravines, Springs, Lakes, Bogs, Areas of Saturated Ground, Flood Hazard Areas/Boundaries, Erosions Hazard Areas, and Coal Mines) should be indicated on the site plan. Show the name of the body of water (if applicable). Show distances to abutting structures.
- **Location of Existing and/or Proposed Access Point(s)** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Please mark location of approach with stakes and ribbon. For questions on access contact the Department of Public Works at (509) 962-7523.
- **North Arrow**
- **Septic / Reserve Areas and Well Location** - Show setbacks with respect to the location of the septic tank, drain field and reserve area. These must be identical to the location approved by the Environmental Health Department. Show well location and any encroachments within the well protection area. For questions on septic and well requirements and restrictions contact the Kittitas County Environmental Health Department at (509) 962-7515.
- **Natural Features (Slopes, Gullies, Etc.)** - If any portion of the site slopes at more than 33%, show topographic contours. Maximum contour intervals equal five feet. Show top and toe of all slopes inclined at 33 percent or more and more than ten feet high. Note: These elevations can be approximated unless a proposed property is in a flood hazard area.
- **Adjacent Address** – Show and/or describe the approximate distance and address of the nearest addressed driveway. This may be shown graphically or described on the site plan.
- **Nearest Cross Street** – Show and/or describe the approximate distance to the nearest cross street. This may be shown graphically or described on the site plan.

Example Drawing D-1



**SITE PLAN**  
Scale: 1" = 20'

Fair Wind Road

NOTE: This Site Plan Is One Typical Example, Depending On The Site, Other Restrictions And Requirements May Apply.