



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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Office (509) 962-7506

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"Building Partnerships – Building Communities"

August 30, 2018

Kevin W. Keno
10160 Lyons Rd.
Ellensburg, WA 98926

Chris Cruse
PO Box 959
Ellensburg, WA 98926

RE: Keno Short Plat (SP-18-00006) - Determination of Incomplete Application

Mr. Keno,

Thank you for applying to Kittitas County for an Agricultural Short Plat regarding parcel number 495134. Community Development Services has reviewed your submitted materials and has determined that the application is not complete. Consequently, this letter is intended to specify and outline what is necessary for a complete application for an Agricultural Short Plat review.

Determination of Incompleteness: This determination is based on the number of lots proposed in your application. During a preliminary code compliance review of your application, CDS determined that the proposal would result in 5 lots as "lots" are defined in KCC 17.08.360. An agricultural short plat is limited to 4 lots.

Required Information: Before staff can continue review of your application, one of two changes must be made.

- 1) A new site plan or survey must be resubmitted to our office demonstrating that at least one lot has been removed, resulting in no more than 4 lots; or
- 2) CDS can continue processing your application materials as a long plat instead of a short plat. This would require a long plat application to be submitted along with a SEPA checklist. Currently the fee difference would be \$3,354 for the long plat application. The SEPA fee is indicated on the SEPA checklist application. Please double check with our permit technicians to ensure this still reflects the current fee schedule at the time of submittal.

Additional Information: There is additional information that will be necessary for staff to complete review of your application. Although this information is not necessary for staff to determine if your application submittal is complete, we will not be able to start the public notice process for your project until it is submitted and reviewed, regardless whether you choose to move forward as a short plat or long plat. This information includes the following:

- 1) A narrative stating how this application meets the requirements of an Agricultural Plat as described in KCC 16.09.040(7).

Please inform CDS of the direction you prefer and submit the required materials. Upon receipt of the necessary materials outlined above, CDS will continue processing your application.

If you would like to set up a meeting to discuss your project, or if you have any questions regarding this matter, please feel free to contact me at 509-962-7065 or by email at jeremy.johnston@co.kittitas.wa.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Johnston', with a stylized flourish at the end.

Jeremy Johnston
Planner
Kittitas County Community Development Services
411 N Ruby St # 4, Ellensburg, WA 98926