



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

“Building Partnerships – Building Communities”

## ADMINISTRATIVE CONDITIONAL USE PERMIT APPLICATION

(Proposing a use, such as a Bed & Breakfast or Campground, per KCC 17.15 & 17.60A )

A **preapplication conference** is encouraged for this permit, however is not required pursuant to KCC 15A.03.020. 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

- A scaled site plan showing lot area, proposed/existing buildings, setbacks, points of access, roads, parking areas, water system components, septic tank, drainfield, drainfield replacement area, areas to be cut and/or filled, and natural features (i.e. contours, streams, gullies, cliffs, etc.)
- SEPA Checklist (if not exempt per KCC 15.04 or WAC 197-11-800) (Pick-up SEPA Checklist form if required)
- Project Narrative responding to Questions 9-11 on the following pages.

### APPLICATION FEES

\$2,640.00 Kittitas County Community Development Services (KCCDS)

\$1,140.00 Kittitas County Department of Public Works

\$329.00 Kittitas County Fire Marshal

\$275.00 Kittitas County Environmental Health

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**\$4,384.00 Fees due for this application when SEPA is not required (One check made payable to KCCDS)**

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**\$5,509.00 Fees due for this application when SEPA is required (SEPA fee: \$1,125.00 )**

### FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):	DATE:	RECEIPT #	
			<b>DATE STAMP IN BOX</b>

COMMUNITY PLANNING • BUILDING INSPECTION • PLAN REVIEW • ADMINISTRATION • PERMIT SERVICES • CODE ENFORCEMENT

FORM LAST REVISED: 03-30-2020

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**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: \_\_\_\_\_

**9. Proposed Water System (as defined by KCC 13.03) NOTE: Show location of water system on site plan.**

Group A     Group B     Individual     Shared     Cistern     Other: \_\_\_\_\_

**PROJECT NARRATIVE**

*Include responses as an attachment to this application*

- 10. **Narrative project description (include as attachment):** Please include at minimum the following information in your description: describe project size, location, description of water system, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.
- 11. **Provision of the zoning code applicable:** \_\_\_\_\_.
- 12. **A conditional use or administrative conditional use permit may be granted when the following criteria are met. Please describe in detail how each criteria from KCC 17.60A.015 is met for this particular project (attach additional sheets as necessary):**
  - A. The proposed use is essential or desirable to the public convenience and not detrimental or injurious to the public health, peace, or safety or to the character of the surrounding neighborhood.
  - B. The proposed use at the proposed location will not be unreasonably detrimental to the economic welfare of the county and that it will not create excessive public cost for facilities and services by finding that:
    - i. It will be adequately serviced by existing facilities such as highways, roads, police and fire protection, irrigation and drainage structures, refuse disposal, water and sewers, and schools; or
    - ii. The applicant shall provide such facilities; or
    - iii. The proposed use will be of sufficient economic benefit to offset additional public costs or economic detriment.
  - C. The proposed use complies with relevant development standards and criteria for approval set forth in this title or other applicable provisions of Kittitas County Code.
  - D. The proposed use will mitigate material impacts of the development, whether environmental or otherwise.
  - E. The proposed use will ensure compatibility with existing neighboring land uses.
  - F. The proposed use is consistent with the intent and character of the zoning district in which it is located.
  - G. For conditional uses outside of Urban Growth Areas, the proposed use:
    - i. Is consistent with the intent, goals, policies, and objectives of the Kittitas County Comprehensive Plan, including the policies of Chapter 8, Rural and Resource Lands;
    - ii. Preserves "rural character" as defined in the Growth Management Act (RCW 36.70A.030(16\*\*));
    - iii. Requires only rural government services; and
    - iv. Does not compromise the long term viability of designated resource lands.

*\*\*PLEASE NOTE THAT RCW 36.70A.030(16) IS THE CORRECT CITATION IT IS INCORRECTLY CITED IN KCC 17.60A.015.7(B). THIS WILL BE CORRECTED DURING THE 2019 ANNUAL DOCKET PROCESS.*

**AUTHORIZATION**

- 13. 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(REQUIRED if indicated on application)**

X \_\_\_\_\_

**Signature of Land Owner of Record** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Required for application submittal):**

X \_\_\_\_\_