



## ACCESSORY DWELLING UNIT PERMIT APPLICATION

*(Proposing an Accessory Dwelling Unit, per Kittitas County Code 17.08.022 and 17.15, when ADU is located outside an Urban Growth Area)*

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.)
- Project Narrative responding to Questions 9-13 on the following pages.

### APPLICATION FEES:\*

\* FEES BASED ON ADMINISTRATIVE USE PERMIT

\$1,570.00	Kittitas County Community Development Services (KCCDS) (SEPA exempt)
0.00	Kittitas County Department of Public Works
0.00	Kittitas County Fire Marshal
<b>\$1,570.00</b>	<b>Total fees due for this application (One check made payable to KCCDS)</b>

**AU-26-00005**

### FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):

DATE:  
4/10/26

RECEIPT #  
CD26-00666

**KITTITAS CO CDS  
RECEIVED  
04/10/2026**

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: David Kamin  
Mailing Address: PO Box 445  
City/State/ZIP: Union, WA 98592  
Day Time Phone: 3602396769  
Email Address: dave@kaminpro.com

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: Brandon Kamin  
Mailing Address: 2442 Wheaton Court  
City/State/ZIP: Ellensburg, WA 98926  
Day Time Phone: 3602396788  
Email Address: brandon@kaminpro.com

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: 2412 Judge ~~Ronda~~ <sup>Ronald</sup> RD  
City/State/ZIP: Ellensburg WA 98926

5. **Legal description of property (attach additional sheets as necessary):**

NW1/4 SE1/4 TAX NO. 22, LESS .4 CO. RD; SEC 31, TWP 18, RGE 19

6. **Tax parcel number:** 604734

7. **Property size:** 19.8 acres (acres)

8. **Land Use Information:**

Zoning: R-5

Comp Plan Land Use Designation: Rural Residential

**PROJECT NARRATIVE**

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

- 9. **Narrative project description (include as attachment):** Please include at minimum the following information in your description: describe project size, location, water supply, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.
- 10. **Describe in detail how this proposal meets the criteria of 17.60B.050 for Administrative Uses.**
  - 1. That the granting of the proposed administrative use permit approval will not:
    - i. Be detrimental to the public health, safety, and general welfare;
    - ii. Adversely affect the established character of the surrounding vicinity and planned uses; nor
    - iii. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
  - 2. That the granting of the proposed administrative use permit is consistent and compatible with the intent of goals, objectives and policies of the comprehensive plan, and any implementing regulation.
  - 3. That all conditions necessary to mitigate the impacts of the proposed use are conditions that are measurable and can be monitored and enforced.
  - 4. That the applicant has addressed all requirements for a specific use.
- 11. **Describe the development existing on the subject property and associated permits.** List permit numbers if known. (i.e. building permits, access permits, subdivisions)
- 12. **Name the road(s) or ingress/egress easements that provide legal access to the site.**
- 13. **An Accessory Dwelling Unit is allowed only when the following criteria are met.** Please indicate if the ADU criteria found in KCC 17.15 is met by this project:
  - A. The parcel must be at least 3 acres in size (**Resource & Rural Non-LAMIRD Lands Only**)  YES or NO
  - B. The lot size must be at least 6,000 square feet (**Rural LAMIRD Lands Only**)  YES or NO
  - C. Only one ADU shall be allowed per lot  YES or NO
  - D. The ADU shall not exceed 1,500 square feet  YES or NO
  - E. All setback requirements for the zone in which the ADU is located shall apply  YES or NO
  - F. The ADU shall meet the applicable health department standards for potable water and sewage disposal, including providing adequate water supplies under RCW 19.27.097  YES or NO
  - G. No mobile homes or recreational vehicles shall be allowed as an ADU  YES or NO
  - H. The ADU shall provide additional off-street parking  YES or NO
  - I. An ADU is not permitted on the same lot where a special care dwelling or an Accessory Living Quarters exists  YES or NO
  - J. The ADU must share the same driveway as the primary dwelling  YES or NO

**AUTHORIZATION**

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  \_\_\_\_\_

4/2/26 \_\_\_\_\_

Signature of Land Owner of Record  
(Required for application submittal):

Date:

X  \_\_\_\_\_

4.1.26 \_\_\_\_\_