



# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

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### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** April 03, 2026  
**SUBJECT:** SP-26-00001 Sarginson

<b>ACCESS</b>	<ol style="list-style-type: none"> <li>1. An approved access permit shall be required from the Kittitas County Department of Public Works prior to creating any new driveway access or altering an existing access.</li> <li>2. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.</li> <li>3. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.</li> <li>4. Provide Easement for shared driveway access to lots prior to final approval. There is a minimum easement width of 30 feet for the shared driveway.</li> </ol> <p>In addition to the above-mentioned conditions, all applicable Kittitas County Road Standards apply to this proposal. Access is not guaranteed to any existing or created parcel on this application. (RC)</p> <p>Of Note:  Home located on parcel 304235 should retain address of 911 Westside Rd.</p>
<b>ENGINEERING</b>	<p>Except as exempted in 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). (CBP)</p>
<b>SURVEY</b>	<p>The application does not contain a Preliminary Short Plat. While the provided site plan shows intent, the application needs a Prelim Short Plat signed and stamped by a Professional Land Surveyor licensed in the State of Washington and needs to address the requirements of KCC 16.12. (JT)</p>
<b>TRANSPORTATION CONCURRENCY</b>	<p>No Comments. (RC)</p>
<b>FLOOD</b>	<p>Parcel # 304235 is not mapped within a FEMA identified special flood hazard area (1% annual chance flood zone). Floodplain development permitting is not required for the proposed project. (SC)</p>

<p><b>WATER MITIGATION/ METERING</b></p>	<p>The following comments outline the requirements for legal availability of water and metering for the proposed short plat:</p> <p>The applicant must provide legal water availability for all new uses on the proposed lots of this project. Prior to final plat approval and recording, the following conditions shall be met:</p> <p>In accordance with KCC Chapter 13.35.027, the applicant shall provide one of the following documents before final plat approval:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. An adequate water right for the proposed new use; or</li> <li>3. A certificate of water budget neutrality from the Department of Ecology or other adequate interest in water rights from a water bank.</li> </ol> <p>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.</p> <p>Failure to obtain mitigation before commencement of an activity requiring mitigation shall be a code violation subject to enforcement under Title 18 KCC.</p> <p><b>Final Plat Notes</b></p> <p>The following notes shall be placed on the face of the plat:</p> <p>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."</p> <p>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."</p> <p>(SC)</p>
<p><b>AIRPORT</b></p>	<p>No Comment. (RC)</p>

Please contact Kittitas County Public Works (509) 962-7523 with any questions.