



# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** February 12, 2026- UPDATE March 16, 2026  
**SUBJECT:** BL-26-00001 Fields

<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 proof of easement for shared driveway access to lots prior to final approval.</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</p> <p>OF NOTE:  Parcel 745933 to retain address 310 N 2<sup>nd</sup> St ; It is unclear which home will retain 250 and 252 N 2<sup>nd</sup> St on parcel 685933.</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>As the application does not contain a survey map, comments are herein reserved until final. (JT)</p> <p>UPDATE 03/16/2026</p> <ol style="list-style-type: none"> <li>1. Please show previous boundaries. Dimensions are not required.</li> <li>2. Please label 2<sup>nd</sup> street as "2<sup>nd</sup> Street (County R/W-Gravel)" or similar. Identifying R/W width is not required.</li> <li>3. Please identify "End of County Road" at the Gate located near the shared corner of Lots A and B.</li> <li>4. For Lot A driveway within the railroad right of way, please note railroad licence, agreement OR note "access by prescription".</li> </ol>

	5. Per WAC update, legal descriptions must include legal description AND document sourced from. Please include reference to Title Report, Deeds, or Records of Survey that the legal descriptions were obtained from. (JT)
<b>TRANSPORTATION CONCURRENCY</b>	No transportation concurrency management application is required for this project as described.
<b>FLOOD</b>	Parcels 675933, 685933, and 745933 are completely within the FEMA mapped special flood hazard area (1 percent annual chance flood zone). All development within the special flood hazard area requires a floodplain development permit, including structures that are exempt from a building permit, and must follow the guidelines within KCC 14.08. (SC)
<b>WATER MITIGATION/ METERING</b>	No comments. (SC)
<b>AIRPORT</b>	Proposed project is not located within the Airport Overlay Zone.

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