



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

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"Building Partnerships – Building Communities"

August 14, 2025

Wendy and David Schwartz
9817-38th Ave NE
Seattle, WA 98115

Built Prefab
515 Beaver Lake Rd
Kelowna, BC V4V 1S5

RE: Shoreline Exemption Permit (SX-25-00013 Schwartz) – Deemed Incomplete – Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Shoreline Exemption Permit application (SX-25-00012 Johnson) on August 8, 2025, for parcel 600534. Staff has reviewed your application and determined that more information is needed before this application can be processed any further. As such, Kittitas County declares your application incomplete as of August 14, 2025.

Please provide the following to have your application deemed complete and continue processing:

1. Please provide an updated site plan showing the exact location of all proposed structures, septic system components, drain fields, etc. In addition, please provide their dimensions, as well as each component's distances from property lines, rivers, and horizontal distances from the Ordinary High Water Mark (OHWM).
 - a. The site plan submitted with your On-Site Sewage System (OSS) application does not match the site plan provided with your shoreline exemption application. For CDS to process the shoreline exemption correctly, both applications must reference the same, consistent site plan.
2. Please submit a Critical Areas Report prepared by a qualified professional that meets the requirements outlined in KCC 17B.05.020(W).
3. Submit revised narrative that describes the project as shown on the site plan.

If you have any questions regarding this matter, I can be reached at (509) 962-7048, or by e-mail at ellie.myers@co.kittitas.wa.us.

Sincerely,

Ellie Myers
Planner I
Kittitas County Community Development Services
411 N Ruby St., Suite 2, Ellensburg, WA 98926
(509) 962-7048