



KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

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KITTTAS COUNTY
CDS

MEMORANDUM

TO: Mary Rill, Staff Planner, Community Development Services
FROM: Randy Carbarry, Planner II *RC*
DATE: April 9, 2007
SUBJECT: Trent Short Plat

Our department has reviewed the Short Plat application and has the following comments:

- "Preliminary Approval" has been granted, based on the information provided.
- "Conditional Preliminary Approval"** has been granted, based on the information provided. See below for conditions of preliminary approval:
- "Additional Information Requested". Prior to continuing the approval process for the submitted development, additional information is requested for analysis.

The following shall be conditions of preliminary approval:

1. Gated Entrance: It appears that the access to this development has entrance and exit security gates that are currently under construction which are each only 12' wide. The International Fire Code requires a minimum unobstructed width of 20', unless otherwise approved by the Fire Code Official. The applicant shall provide documentation of approval from the Kittitas County Fire Code Official for these gates prior to final plat approval.
2. Access Easement: The "Existing 30' Access Easement per Plat of Timber Ridge" appears to be a 60' easement. The final plat shall accurately depict this easement and the Auditor's Recording Number (AFN) shall be shown on the face of the Plat.
3. Legend / Monuments: A legend shall be shown on the face of the final plat. Per Kittitas County Code 16.20.020 Final plat general information: Required monuments shall be shown together with a legend of monuments on the face of each plat sheet. (Ord. 2005-31, 2005).
4. Certificate of Title: A current Certificate of Title shall be submitted with the final plat. Per Kittitas County Code 16.20.030 A certificate of title of the property proposed to be platted

shall be submitted with the plat for examination by the county engineer, said abstract to show fee simple title in the proponents of the plat unencumbered.

5. Plat Note(s): The following note(s) shall be shown on the final plat: (See item #9 for complete list).

Entire private road shall achieve 95% compaction and shall be inspected and certified by a licensed engineer in the State of Washington specifying that the road meets current Kittitas County Road Standards prior to the issuance of building permit for this plat.

6. Private Road Certification: Private roads serving any of the lots within this development shall be inspected and certified by a licensed professional engineer for conformance with current Kittitas County Road Standards, 9/6/05 edition. Kittitas County Public Works shall require this road certification to be completed prior to the issuance of a building permit for any of the structures within the proposed plat.
7. Private Road Improvements: Access shall be constructed as a Low-Density Private Road. See Kittitas County Road Standards, 9/6/05 edition.
- a. Access easements shall be a minimum of 60' wide. The roadway shall have a minimum width of 20', with 1' shoulders, for a total width of 22'.
 - b. Minimum centerline radius will be 60'.
 - c. The surface requirement is for a minimum gravel surface depth of 6".
 - d. Maximum grade is 12%.
 - e. Stopping site distance, reference AASHTO.
 - f. Entering site distance, reference AASHTO.
 - g. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
 - h. Any further subdivision or lots to be served by proposed access may result in further access requirements.
 - i. All roads located within this development or roads that provide access to this development shall be constructed to current county road standards unless any other maintenance agreements, forest service road easements or state easements require higher road standards. The higher of the road standards shall apply.
 - j. All easements shall provide for AASHTO radius at the intersection of county road.
 - k. A paved apron shall be constructed at the intersection of the proposed private intersection and the county road right of way.
8. Cul-de-Sac: Permanent dead-end streets shall have a turn-around having an outside right-of-way easement diameter of at least 110' (55' radius) at the closed end. See Kittitas County Road Standards, 9/6/05 edition.
- a. Cul-de-sac design, reference AASHTO.
 - b. Contact the Fire Marshall regarding any additional cul-de-sac requirements.

9. Joint-Access Driveway: A joint-use access shall serve no more than two tax parcels.
- a. Access easements shall be a minimum of 20' wide. The roadway width shall have a minimum width of 12'.
 - b. The surface requirement is for a minimum gravel surface depth of 6".
 - c. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
 - d. Any further subdivision or lots to be served by proposed access may result in further access requirements.

Driveway – Single Access: A single-use access shall serve no more than one lot. See Kittitas County Road Standards, 9/6/05 edition.

- a. The roadway shall be a minimum of 8' wide with gravel surface.
- b. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve.
- c. The County will not maintain accesses. Any further subdivision or lots to be served by proposed access may result in further access requirements.

10. Plat Notes: Plat notes shall reflect the following:

- a. Entire private road shall achieve 95% compaction and shall be inspected and certified by a licensed engineer in the State of Washington specifying that the road meets current Kittitas County Road Standards prior to the issuance of building permit for this plat.
- b. Kittitas County will not accept private roads for maintenance as public streets or roads until such streets or roads are brought into conformance with current County Road Standards. This requirement will include the hard surface paving of any street or road surfaced originally with gravel.
- c. Maintenance of the access is the responsibility of the property owners who benefit from its use.
- d. An approved access permit will be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right of way.
- e. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
- f. A public utility easement 10 feet in width is reserved along all lot lines. The 10 foot easement shall abut the exterior plat boundary and shall be divided 5 feet on each side of interior lot lines. Said easement shall also be used for irrigation.

11. Private Road Maintenance Agreement: The applicant shall meet all applicable conditions of any pre-established or required Private Road Maintenance Agreements.
12. Lot Closure: It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
13. Access Permit: An approved access permit shall be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right of way.
14. Addressing: Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.
15. Fire Protection: Contact the Kittitas County Fire Marshall regarding any additional access requirements for Emergency Response.
16. Mailbox Placement: The U.S. Postal Service requires that private roads with 6 or more residences install USPS approved Cluster Box Units (CBUs) at a safe location at the mouth of the private road. Contact your local Post Office for location and additional design requirements before beginning construction.

Current Kittitas County Road Standards, as adopted 9/6/05.

Chapter 12 – PRIVATE ROADS

12.12.010 General

Private roads shall meet the following conditions:

1. Private roads shall meet the minimum access requirements of the International Fire Code as adopted by the County, and
2. Shall be designed and constructed in conformance with AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT < 400) 2001, as now exists or hereafter amended, and
3. Shall be inspected and certified by a licensed professional engineer for conformance with the above referenced standards. In the alternative, an applicant may request the private roadway to be inspected and subject to the approval of the Public Works Director. If certification by the public Works Director/County Engineer is desired, submission of road plans and necessary testing documentation that confirms compliance with Kittitas County Road Standards is required, and services will be performed on a reimbursable basis, and
4. Permanently established by an easement recorded with the Kittitas County Auditor or right-of-way, providing legal access to each affected lot, dwelling unit, or business, and

5. Will not result in land locking of existing or proposed parcels, and
6. Maintained by the developer or legally responsible owner or homeowners' association or other legal entity made up of all benefited property owners, under the provisions of an acceptable and recorded "Private Road Maintenance Agreement", and
7. Clearly described on the face of the plat, short plat, or other development authorization and clearly signed at street location as a private street or road, for the maintenance of which Kittitas County is not responsible and a disclosure statement of the same is filed with the County Auditor, and
8. The following note shall be placed on the face of the plat, short plat, or other development authorization:

"Kittitas County will not accept private roads for maintenance as public streets or roads until such streets or roads are brought into conformance with current County Road Standards. This requirement will include the hard surface paving of any street or road surfaced originally with gravel."

Please let me know if you have any questions or need further information.