



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

FINAL SHORT PLAT APPLICATION

Please type or print clearly in ink. Attach additional sheets as necessary. The following items must be attached to the application packet at intake or the application will not be accepted. Pursuant to RCW 58.17.140 “Final plats and short plats shall be approved, disapproved, or returned to the applicant within thirty days from the date of filing thereof, unless the applicant consents to an extension of such time period;” therefore Kittitas County must have all of the required attachments to accept the final plat/short plat for review to meet the required timeframes. For plats that require the Board of County Commissioners (BOCC) signature, all documents must be uploaded for consideration approximately one (1) week in advance of the BOCC Agenda Session Meeting. This leaves three (3) weeks from the date of applicant submittal for County Staff to review and sign the plat.

REQUIRED ATTACHMENTS

- One paper copy of Final Short Plat/Plat drawings meeting all final drawing requirements (reference KCC Title 16 Subdivision Code for plat drawing requirements) and RCW Title 58 along with WAC 332-130.
 - May be submitted on polyester film, however please note these may need to be reprinted based on staff review (this is not required for initial review)
- Project Condition Compliance Document that responds in writing as to how each condition of preliminary approval has been met, including supporting documentation as necessary (Example Attached).
- If this is a plat associated with a Planned Unit Development, the Final Development Plan must be approved through Resolution by the BOCC prior to submittal for final plat/short plat review.
- Recent Title Report, within 90 days of final plat submittal.
- Lot Line Closures
- Proof of water sufficient to meet Kittitas County Department of Environmental Health requirements.
- Any other items specifically required by conditions of preliminary approval.

APPLICATION FEES:

\$850.00	Kittitas County Community Development Services (KCCDS) Final Short Plat Fee
\$280.00	Kittitas County Environmental Health Final Short Plat Fee
\$1,215.00*	Kittitas County Public Works Final Short Plat Fee
\$2,345.00	Total fees due for final short plat processing

*5 hours of review included in Public Works Fee. Additional review hours will be billed at \$243 per hour.

FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):	DATE:	RECEIPT #	DATE STAMP IN BOX
_____	_____	_____	
Planner Intake Signature (required for submittal):			
_____	_____		

COMMUNITY PLANNING • BUILDING INSPECTION • PLAN REVIEW • ADMINISTRATION • PERMIT SERVICES • CODE ENFORCEMENT • FIRE INVESTIGATION

FORM LAST REVISED: 02-21-2023

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: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

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: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

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: _____

City/State/ZIP: _____

5. Tax parcel number(s): _____

6. Project File Name (at time of preliminary review): _____

7. Project File Number (at time of preliminary review): _____

8. Preliminary Approval Date: _____

9. Final Development Plan Resolution Number (only if this applies): _____

10. Development Agreement Ordinance Number (only if this applies): _____

AUTHORIZATION

11. 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 _____

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

Date:

X _____

Example

Condition Compliance Document

(Below is an example of a condition compliance document created in Microsoft Excel. It is the applicant's responsibility to create this document for submittal. This document should list all conditions placed on the project during preliminary approval and any other stages of project processing such as through a development agreement or final development plan. The goal of this document is for the applicant to demonstrate to staff that the project has met all requirements necessary to obtain final plat approval.)

"Project Name and File Number" Compliance Document		
Preliminary Approval Condition(s)	Applicant Response	Staff Review
A plat note discussing the spread of noxious weeds shall be shown on the plat and shall read: "Per RCW 17.10.140 Landowners are responsible for controlling and preventing the spread of noxious weeds, accordingly, the Kittitas County Noxious Weed Board recommends immediate reseeding of areas disturbed by development to preclude the proliferation of noxious weeds."	Plat note has been added to Sheet 2 of the provided final plat drawings.	
It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.	Noted, Lot line closures included with this submittal.	
The second access shall be shown on the face of the plat.	See final plat drawings.	
The subdivision shall be served by an approved Group B Water System.	Group B Water System approval letter and water mitigation certificates included with this submittal.	
Construction activities shall comply with KCC 9.45 (Noise). Construction hours shall be from 7:00 am to 7:00 pm.	Noted	
All outdoor lighting shall be shielded and directed downward to minimize the effect to nearby residential properties.	Noted	
Wetland and wildlife study will be required, prior to final approval, establishing the appropriate buffers regarding sensitive areas as determined by the consultant.	Wetland and wildlife study included with this submittal.	
One hundred foot buffers will be established along the creek and shown on the final mylars.	One hundred foot buffers have been established and shown on Sheet 1 of the final plat drawings.	
<i>continue listing conditions</i>	<i>continue response to conditions</i>	