



# KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

[CDS@CO.KITTTITAS.WA.US](mailto:CDS@CO.KITTTITAS.WA.US)

Office (509) 962-7506

To submit electronically, please send to [permits@co.kittitas.wa.us](mailto:permits@co.kittitas.wa.us)

“Building Partnerships – Building Communities”

## PRELIMINARY SITE ANALYSIS

**FEE: \$380.00 (\$160.00 Community Development Fee + \$220 Public Works Fee)**

*The PSA provides general information about a parcel and must be completed prior to applying for a building permit. Please provide a scaled site plan.*

*This review will be completed within 7-10 business days. PSA applications expire after 365 days from the application date.*

### 1. REQUESTER INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Send PSA by:  Email  Mail

### 2. ADDITIONAL CONTACT INFORMATION:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Send PSA by:  Email  Mail

3. PROPERTY ADDRESS: \_\_\_\_\_

4. MAP OR PARCEL NUMBER: \_\_\_\_\_

5. PROJECT DESCRIPTION (**Site Plan** required if proposing a project) : \_\_\_\_\_

6. ARE THERE OTHER BUILDINGS ON THE PROPERTY?  Yes  No

IF YES, PLEASE LIST THE TYPE OF BUILDINGS: \_\_\_\_\_

7. DOES THE PROPOSED PROJECT INCLUDE PLUMBING?  Yes  No

IS THERE AN EXISTING POTABLE WATER SOURCE?  Yes  No

IF YES, PLEASE SELECT ONE OF THE FOLLOWING:  Individual Well  Shared Well  Public Water System

8. ARE GROUND DISTURBING ACTIVITIES ANTICIPATED?  Yes  No ESTIMATED AMOUNT \_\_\_\_\_

**THE FOLLOWING QUESTIONS WILL DETERMINE YOUR FIRE HAZARD SEVERITY (WUIC) SCORE.**  
**INCOMPLETE ANSWERS WILL RESULT IN THE HIGHEST SEVERITY SCORE.**

9. LIST THE ROOFING, SIDING, AND DECKING MATERIAL: \_\_\_\_\_

10. WILL THE PROJECT INCLUDE PROPANE?  Yes  No  Above Ground  Below Ground

11. WILL THERE BE ELECTRICITY TO THE PROPERTY?  Yes  No  Above Ground  Below Ground

### AUTHORIZATION

I hereby acknowledge that I have read this application and certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I agree to comply with all current codes, laws, regulations, and permit requirements related to this project.

I hereby certify that I will pay all fees as required by law. All permit fees are non-refundable.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Application Received By (CDS Staff Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Date Stamp

**NOTE: Kittitas County CDS cannot guarantee eligibility for development until a complete and accurate application is submitted. Updated 03/28/2023.**



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## Critical Areas Checklist

The purpose of this checklist is to provide critical areas information to County staff to determine potential impacts of a project or action regulated under the Kittitas County Critical Areas Ordinances. Critical areas, including critical aquifer recharge areas (CARAS), fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas and wetlands are regulated under KCC 17A to ensure these ecologically sensitive areas are protected. This checklist is designed to ensure any critical areas and/or buffer zones are accurately identified on or adjacent to the subject property and project area(s). Site plans should be to scale and include accurate measurements of critical areas and associated buffers.

A property owner or authorized representative must fill out the checklist completely and submit it to the County with their Preliminary Site Analysis (PSA) application. Information sources for each question are provided at the end of this document. CDS will review this checklist along with critical area information available to the County through Title 17A and make a determination of impacts. This determination will be included in the PSA results and will clarify if further critical area study is needed. Further critical areas study may include a site visit, critical areas report or other means of site investigation consistent with Title 17A. In the event that inadequate information is provided by the applicant with their PSA submittal, a critical areas determination may be withheld until sufficient information is provided.

<b>Property Owner</b>	
Legal Owner Name	
Mailing Address	
Email	
Contact Phone	
<b>Applicant</b>	
Check this box if identical to above information <input type="checkbox"/>	
Name	
Mailing Address	
Email	
Contact Phone	
<b>Contact Person</b>	
Check this box if identical to above information <input type="checkbox"/>	
Name	
Mailing Address	
Email	
Contact Phone	
<b>Project Information</b>	
Parcel Number	
Site Address	
Describe Proposal and Underlying Permit	

**Please read our “Critical Areas Information Resources” page (below) before answering these questions.**

**1) Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area?**

**Yes No Unknown**

**If yes, please attach a list of document titles \_\_\_\_\_**

**2) Is the proposed site adjacent to, or does it include a body of water (e.g. exposed standing water, pond, year round or seasonal stream, river or lake)?**

**Yes No Unknown**

**3) Have any wetlands been identified within 300 feet of the project site?**

**Yes No Unknown**

**4) Is the project site within 300 feet of any areas consistent with wetland characteristics (open water, seasonal water, marsh areas, water saturated soils or wetland plants such as “cat tails”)?**

**Yes No Unknown**

**5) Are there landslide hazards or slopes of 33% or greater within 50 feet of the project site?**

**Yes No Unknown**

**6) Does the site presently have fish or wildlife habitat? See examples noted in our Critical Areas Information Resources page below.**

**Yes No Unknown**

**If yes, please identify any wildlife habitat indicators \_\_\_\_\_**

**7) Is the project located within a Flood Hazard Zone?**

**Yes No Unknown**

**Exemption Request**

Pursuant to KCC 17A.01.050, "The proponent of the alteration or development may submit a written request for Determination of exemption eligibility to the director that describes the alteration or development and states the exemption listed in this section that applies. The purpose of a Determination of exemption eligibility is to provide, at the applicant's request, a written record documenting that a proposed alteration or development is, in fact, an exempt activity under the provisions of this Chapter."

Please check the applicable box below if you believe your project qualifies for an exemption. These items are defined in detail at <https://www.co.kittitas.wa.us/boc/countycode/title17a.aspx> by navigating to KCC 17A.01.050(3).

- Emergencies
- Operation, Maintenance, or Repair
- Passive Outdoor Activities
- Forest Practices
- Removal or Control of Aquatic Noxious Weeds
- Habitat Enhancement Actions
- Maintenance of Existing Structures
- Site Exploration and Investigation Activities
- Hazardous Tree Removal
- Utility Line Work
- Harvesting of Wild Crops

If you checked a box above, please describe your project and how you believe it meets one of the exemptions noted. This section can serve as the applicant's "written request" noted in KCC 17A.01.050.

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Signature of Legal Owner or Authorized Representative	
I, _____, (print name) Affirm that the above responses are made truthfully and to the best of my knowledge. I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.	
<b>Signature of Legal Owner or Authorized Agent</b>	<b>Date:</b>

## Critical Area Information Resources

**Below is some guidance and resources to assist you in answering the questions above.**

**Question #2:** Kittitas County utilizes GIS data to identify existing or suspected water bodies within the County. Our Compas system includes a layer labeled “DNR Water Type” which will activate the water body layer. The “Kittitas County Compas” link below can assist in determining the nature of a water body in Kittitas County.

**Question #3 and #4:** Kittitas County utilizes GIS data to identify existing or suspected wetlands within the County. The “Kittitas County Compas” link below can assist in determining the nature of a wetland in Kittitas County. Our Compas system includes a layer labeled “Wetlands” which will activate the wetlands layer. Sometimes our GIS information is incomplete. Visual verification of wetland characteristics (such as marsh areas, saturated soils and wetland plants such as cat tails) should additionally be noted in your responses to ensure your project is compliant with Kittitas County Critical Area regulations.

**Question #5:** The “Kittitas County Compas” link below includes a layer titled “**Hazardous Slopes.**” These slopes present as red or yellow overlays.

**Question #6:** General information on Priority Habitat Species areas can be found on the “Kittitas County Compas” link below under the layer labeled “DFW Priority Habitat Species.” Additionally, the existence of fish or wildlife habitat requires a visual inspection of the general project area. Characteristics such as fallen trees, tall grassy areas, holes in the ground, visual verification of wildlife and other characteristics can all be indicators of local habitat areas. If you are unsure if your project area contains wildlife habitat, please contact WDFW at 509-575-2740 for guidance and/or visit the Priority Habitat Species page at the WDFW website <https://wdfw.wa.gov/species-habitats/at-risk/phs/maps>.

**Question #7 :** Flood Information can be found on the “Kittitas County Compas” link below by utilizing the layer labelled “Floodway/Floodzone.”

**Kittitas County Compas** (*Layer list is located in the top right corner*)

<https://www.arcgis.com/apps/webappviewer/index.html?id=8bcc146d9c2847acb2e9aa239187c25e>

**-Note: You may need to zoom out after activating a layer to see it.**

**Please contact Community Development Services with any questions (509) 962-7506.**