



# PREAPPLICATION CONFERENCE WAIVER REQUEST FORM

*(To be completed for each Preapplication Conference waiver request)*

Please type or print clearly in ink. A preapplication conference is required prior submitting certain land use applications per KCC 15A.03.020, however KCC 15.A.03.020(4) allows for the preapplication conference to be waived if the CDS Director or Planning Official determines that the proposal is relatively simple (has few, if any, development-related issues), is substantially similar to a prior proposal affecting the same property, or is substantially similar to other projects developed by the same applicant. The following items must be submitted with an application for preapplication conference waiver.

- Completed Preapplication Waiver Request Form
- Written narrative justifying the request for a preapplication waiver. The narrative must include a description of how the proposal is relatively simple (has few, if any, development-related issues), is substantially similar to a prior proposal affecting the same property, or is substantially similar to other projects developed by the same applicant.

## 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: \_\_\_\_\_

## APPLICATION FEES

\$130.00 Kittitas County Community Development Services (KCCDS)

**\$130.00 Fees due for this application**

## **FOR STAFF USE ONLY**

Application Received By (CDS Staff Signature): _____	DATE: _____	RECEIPT # _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p><b>DATE STAMP IN BOX</b></p>
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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. **Street address of property:**

Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_

4. **Tax parcel number:** \_\_\_\_\_

5. **Property size:** \_\_\_\_\_ (acres)

6. **Land Use Information:**

Zoning: \_\_\_\_\_ Comp Plan Land Use Designation: \_\_\_\_\_

7. **Proposed Water System (as defined by KCC 13.03) NOTE: Show location of water system on site plan.**

Group A     Group B     Individual     Shared     Cistern     Other: \_\_\_\_\_

8. **Proposed Sewage Disposal:** \_\_\_\_\_

9. **Proposed Project Name:** \_\_\_\_\_

10. **Type of proposed land use application that waiver is requested for (circle one):**

Cluster/Conservation Plat	Planned Unit Development	Master Planned Resort	Conditional Use Permit
Shoreline Permit	Rezone	Preliminary Plat over nine (9) lots	

**PROJECT NARRATIVE**

*Include responses as an attachment to this application*

11. **Narrative project description (include as attachment):** Please include at minimum the following information in your description: describe project size, location, description of water system, sewage disposal, proposed buildings or structures, proposed uses for the project and all qualitative features of the proposal; include every element of the proposal in the description. **The narrative must include the justification for the waiver request, including a description of how the proposal is relatively simple (has few, if any, development-related issues), is substantially similar to a prior proposal affecting the same property, or is substantially similar to other projects developed by the same applicant.**

**AUTHORIZATION**

12. 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.

Pursuant to KCC 15A.03.020, a preapplication conference is required for this type of land use application. The purpose of the preapplication conference is to acquaint county staff with details about the proposed project, reduce or eliminate the county's need to request additional information or corrections that can cause revisions or resubmittals, and reduce time frames for approved applications by providing the applicant detailed input and the applicable requirements for the applicant to submit a complete land use application.

I have chosen to forgo this formal process and request a waiver and proceed without the benefit of a preapplication conference. By signing below, I acknowledge that I am responsible for submitting a complete and code-compliant application and I am aware that failure to do so may result in delay of application processing and could potentially result in application denial.

**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 \_\_\_\_\_

\_\_\_\_\_

**FOR STAFF USE ONLY**

The Preapplication Conference Waiver Request is:

- Approved. The Planning Manager finds that the proposed project is:
  - Relatively simple (has few, if any, development-related issues),
  - Substantially similar to a prior proposal affecting the same property, or
  - Substantially similar to other projects developed by the same applicant.

Denied. Reason for Denial: \_\_\_\_\_

Planning Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_