

# SECTION 1: Pre-Application Meeting Request

(To be completed by applicant or authorized agent. Return to Kittitas County CDS)

## TO SCHEDULE A PRE-APPLICATION MEETING

1. Complete the Pre-Application Meeting Request Form contained in this section. When the form is complete return the form and required documents to Kittitas County Community Development Services (CDS).

Attn: Commercial Pre-Application Meeting Requested  
Kittitas County Community Development Services  
411 N. Ruby St., Suite #2  
Ellensburg, WA 98926  
(509) 962-7506 (or) email: cds@co.kittitas.wa.us

2. Once the Pre-Application Meeting Request Form and supporting documents are submitted to CDS, a permit technician will contact the "authorized agent/contact person" identified below and schedule a meeting date and time. Pre-Application meetings are scheduled one to two weeks from the date of submittal of the Pre-Application Meeting Request Form in order to provide review staff adequate time to prepare for the meeting. Incomplete submittal packages will result in a delay in scheduling the meeting and may result in the return of the entire submittal package for re-submittal by the applicant.
3. To be productive, a Pre-Application meeting requires a minimum amount of information in order for staff to review the project and provide a meaningful and accurate response to the applicant. If the minimum amount of information is not submitted, CDS staff will not be able to adequately review the submittal and thus the meeting will not be beneficial to the applicant or County staff. Below are the minimum requirements necessary to schedule a Pre-Application meeting. **Please submit electronic copies of all required information by email at the above email address, or, if hard copy paper documents are submitted, please submit five (5) full sets.**

### A. Project Description

- A detailed description of the project proposal. Include a schedule of proposed construction phasing.
- If applicable, a written list of detailed questions submitted by the applicant to Kittitas County regarding specific project issues the applicant would like addressed in a formal response.
- The area, in square feet or acres of the project site. The total square feet of the building project, include existing and new totals.
- List all of the parcel number(s) for the site and current zoning of the project site.
- Any prior or pending meetings with Kittitas County staff or local jurisdictions.
- Any other Land Use permits or actions that are pending or proposed affecting this application or that have been issued affecting this application, including rezones, conditional use permits, variances, shoreline development permits, plats, short plats, flood permits.
- Any existing recorded easements that affect the property (i.e. ingress, egress, utilities or drainage).

### B. Site Plan

- A site plan that includes the location, identification and dimensions of all existing buildings, structures, property lines, streets, alleys, easements, septic tank and drainfield, wells, etc.
- Existing and proposed buildings, dimensioned and distinguished graphically between proposed vs existing buildings. Number of stories and total building height. Occupancy classifications and loads.
- State whether new and existing buildings have fire protection systems (e.g. fire alarms, sprinkler). Describe how fire-flow will be provided.
- The location of existing and proposed water mains and fire hydrants.
- The location and dimensions of all existing and proposed fire department access roadways (fire lanes) and turnaround lanes (i.e. hammerhead, cul-de-sac, etc.).
- Location of wetlands, streams, steep slopes or any other known hazardous areas and the required buffers and building setback line(s).
- The location of all ingress and egress vehicle access locations to the property. The number of existing and proposed parking stalls located on the property.
- A brief description of the proposed and/or existing storm drainage conveyance system and retention/detention facilities, as well as storm drainage drawn on the site plan.
- Identify buildings scheduled for demolition or removal on the site plan.

**C. Floor Plan**

- Conceptual floor plan, preferably at 1/4" scale. All rooms and areas properly identified by their use.
- This drawing(s) can be hand drawn but the level of detail may hinder the ability of Kittitas County staff to answer questions and provide appropriate answers (see below).

The more detail and information that is submitted will allow Kittitas County staff to provide better feedback and comments for the proposed project. The applicant is encouraged to submit more detailed information than the minimum requirements. If more information and increased detail can be provided at the time of Pre-Application, it greatly increases the likelihood that a permit will be issued without required corrections or requests for additional information once the permit application is submitted. The following information is optional at Pre-Application but encouraged:

- Complete detailed and dimensioned floor plans. All rooms and areas properly identified by their use.
- Detailed description of all rooms and areas where hazardous materials are stored/handled/used.
- Building elevation views of building dimensioned and identified; include building height.
- Identify type(s) of construction and detail any area or height increases.
- Location of fire walls, fire barriers and fire partitions.
- Means of egress (exiting) and design detailed on the drawings.
- Detail fire suppression and fire alarm systems.
- Complete code summary. Occupancy classification(s) and occupant load(s) detailed for each area of the building. Type(s) of construction for each area of the building.
- Identify and detail all barrier-free accessible building elements; including the number and location of barrier-free accessible parking spaces and van stalls.
- Type and location of any food service facilities.
- A summary of hazardous materials, listed by classification/quantity/container size (include material location within the building and whether materials are stored, handled and/or used). *Only two copies of summary required.*
- A breakdown of the total impervious area of the site; identify existing and proposed impervious surface and surface area subject to vehicular use.

**PRE-APPLICATION MEETING REQUEST FORM (Information to be completed by applicant)**

PROJECT NAME: <i>OSPREY SOLAR FACILITY</i>	MAP NUMBER:
SITE ADDRESS: <i>3012 HWY 97 ELLENSBURG, WA 98926</i>	GENERAL LOCATION: <i>INTERSECTION OF HWY10/97 PARCEL # 346233</i>
AUTHORIZED AGENT/ CONTACT PERSON (Indicate who is the agent to be contacted for questions and meeting scheduling). <i>GIA CLARK</i>	PHONE: <i>206.922.7072</i>
MAILING ADDRESS: <i>101 YESLER WAY, SUITE 401 SEATTLE, WA 98104</i>	Fax #:
COMPANY NAME: <i>ONEENERGY RENEWABLES</i>	E-MAIL: <i>GIA@ONEENERGYRENEWABLES.COM</i>
DESIGN PROFESSIONAL IN CHARGE OF PROJECT: <i>MARK KELLER</i>	PHONE: <i>509.933.2479</i>
MAILING ADDRESS: <i>421 N. PEARL ST., SUITE 206 ELLENSBURG, WA 98926</i>	Fax #:
COMPANY NAME: <i>CENTURY WEST ENGINEERING</i>	E-MAIL: <i>MKELLER@CENTURYWEST.COM</i>
PROPERTY OWNER: <i>TAYLOR RANCHES, LLC</i>	PHONE:
MAILING ADDRESS: <i>3012 HWY 97 ELLENSBURG, WA 98926</i>	E-MAIL:

**TYPE OF WORK TO BE PERFORMED:**

New Commercial Bld'g     Commercial Addition     Tenant Improvement     Rack Storage  
 New Multi-Family Bld'g     Multi-Family Addition     Multi-Family Alteration     Reroofing  
 Swimming Pool/Spa     SOLAR FACILITY     \_\_\_\_\_     \_\_\_\_\_

Total Area Construction (Sq. Ft.): 6 AC

Building Square Footage (new): N/A    (existing): \_\_\_\_\_    (total): \_\_\_\_\_

Number of Stories (new): N/A    (existing): \_\_\_\_\_    (total): \_\_\_\_\_

Will the building include storage or production of hazardous materials: (Yes/No) NO

If yes, please explain: \_\_\_\_\_

**Indicate those members from your team that will be attending the meeting:**

DISCIPLINE	NUMBER ATTENDING	WILL ATTEND
Applicant	<u>3</u>	<input checked="" type="checkbox"/>
Property Owner		<input type="checkbox"/>
Architect		<input type="checkbox"/>
Structural Engineer		<input type="checkbox"/>
Civil Engineer	<u>1</u>	<input checked="" type="checkbox"/>
Geotechnical Engineer		<input type="checkbox"/>
Legal Consultant		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Other:		<input type="checkbox"/>
Other		<input type="checkbox"/>
<b>Total Number Attending</b>	<u>4</u>	

If the project is located in an Urban Growth Area, the applicable jurisdiction may require additional information which will be identified at the Pre-Application meeting.

Submittal of requested information for a Pre-Application meeting does not vest the proposed site and/or building design. Pre-Application reviews are based on the information available at the time of the review, as submitted by the applicant. If additional information and/or issues become available during review of the actual building permit application, additional information, conditions and/or studies may be required.

# SECTION 2: Pre-Application Meeting Worksheet

(To be completed by Kittitas County staff)

FOR STAFF USE ONLY	
DATE OF PRE-APPLICATION MEETING: <i>2nd pre-ap 8/27/14</i>	TIME: <i>9a</i>
CHAIR OF PRE-APPLICATION MEETING:	PHONE:
ITEMS SUBMITTED BY APPLICANT FOR REVIEW AT PRE-APPLICATION:	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>	
COMMENTS:	
<b>LIST STAFF PRESENT AT THE PRE-APPLICATION MEETING:</b>	
1. CDS representative (Building):	<i>FLOPY/WATTFORD</i>
2. CDS representative (Planning):	<i>HANSEN/OZBOLT</i>
3. Fire Marshal representative:	<i>LARSEN/HINK</i>
4. Public Works representative:	<i>WOLLMANT</i>
5. Environmental Health representative (Water):	<del>_____</del>
6. Environmental Health representative (Sewer):	<del>_____</del>
7. Affected City representative(s):	<del>_____</del>
8. Other Agency:	
9. Other Agency:	

8/27/14 2nd PRE-AP

PRESENT AT THE PRE-APPLICATION MEETING FOR APPLICANT:	
1. Applicant Owner:	
2. Applicant Authorized Agent:	
3. Applicant Design Professional:	
4.	
5.	
6.	
7.	

Building Information: (To be completed by CDS Plans Examiner)						
Construction Type of Building:						Number of New Dwelling Units:  _____
<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type IIIA	<input type="checkbox"/> Type IV	<input type="checkbox"/> Type VA		
<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type IIIB	<input type="checkbox"/> Type VB	<input type="checkbox"/> Type VB		
Use or Occupancy Type(s): _____						
Comments: <span style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">SEE PRE-AP 1/22/14 ALSO</span>						
PERMIT FEE BASED ON HURLEY REVIEW OF ENCLINTEPULA & INSPECTION						
ENCLINTEPULA FOR PILES/SOILS/CONNECTIONS						

Planning Information: (To be completed by CDS Planner)			
1. Flood Permit Required ?	<input type="checkbox"/> Yes	2. SEPA Required ?	<input checked="" type="checkbox"/> Yes
3. Critical Areas On or Near Site ?	<input checked="" type="checkbox"/> Yes	4. Variance Required ?	<input type="checkbox"/> Yes
5. Shoreline Permits Required? <i>if under current regulations</i>	<input checked="" type="checkbox"/> Yes	6. Sign Permit Required ?	<input type="checkbox"/> Yes
7. CUP Required ?	<input checked="" type="checkbox"/> Yes	8.	<input type="checkbox"/> Yes
9.	<input type="checkbox"/> Yes	10.	<input type="checkbox"/> Yes
Comments: <i>A zoning Conditional Use Permit is Required for the <del>solar</del> solar project. A Shoreline Substantial Development Permit will be required if submitted under current Shoreline Master Program. Current Shoreline designation is rural. New SMP expected to be adopted by Jan 1, 2015. May not include the subject project area. Check w/ CDS to verify.</i>			
<input type="checkbox"/> Provide project information to all affected parties via SEPA mailing notification list.			

*before submittal. Provided CUP & SSDP permits/also available on County website. SEPA is<sup>6</sup> also required. CUP & SSDP will be processed concurrently. Amel - Will need more info regarding impact to wildlife.*

**Fire Marshal Information:** (To be completed by Fire Marshal)

1. Automatic Sprinkler Systems ?	<input type="checkbox"/> Yes	2. Automatic Fire Alarm Systems ?	<input type="checkbox"/> Yes
3. Standpipe Systems ?	<input type="checkbox"/> Yes	4. Other Fire Protection Systems ?	<input type="checkbox"/> Yes
5. High Pile or Rack Storage ?	<input type="checkbox"/> Yes	6. Hazardous Materials in Building ?	<input type="checkbox"/> Yes
7. Flammable/ Combustible Materials in Bld'g ?	<input type="checkbox"/> Yes	8. On-Site Fire Flow Tanks Required ?	<input type="checkbox"/> Yes
9. Hazardous Material Management Plan Req'd ?	<input type="checkbox"/> Yes	10. <del>HEAVY</del>	<input type="checkbox"/> Yes
11. Fire Hydrants?	<input type="checkbox"/>	12.	<input type="checkbox"/> Yes

Comments: 20' WIDE SURFACE REQUIRED AROUND ENTIRE PROJECT FOR EMERGENCY ACCESS. DOUBLE 10' GATES REQUIRED BETWEEN SOLAR FIELDS.

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#6 & #7 – If flammable/ combustible or hazardous materials are used or stored in the building, provide a Hazardous Materials Management Inventory and a Hazardous Materials Management Plan (Provide copies of all Material Safety Data Sheets).

**Public Works Information:** (To be completed by Public Works Planner)

1. Civil Drawings?	<input checked="" type="checkbox"/> Yes	2. Civil engineering ?	<input checked="" type="checkbox"/> Yes
3. Stormwater On-Site ?	<input checked="" type="checkbox"/> Yes	4. Stormwater Off-Site ?	<input type="checkbox"/> Yes
5. DOT Review ?	<input checked="" type="checkbox"/> Yes	6. Road Access permit?	<input type="checkbox"/> Yes
7.	<input type="checkbox"/> Yes	8.	<input type="checkbox"/> Yes

Comments: Internal roads to be constructed to Fire Marshal standards. Stormwater to be designed by licensed engineer, reviewed by county engineer and/or WSDOT. Construction to be certified by licensed engineer prior to final approval. Transportation concurrency req'd. Exempt access permit req'd, WSDOT access, railroad permit req'd. Flood permit req'd if any part of project within floodplain.

**Environmental Health Information:** (To be completed by EH staff)

1. Group A Water System ?	<input type="checkbox"/> Yes	2. Group B Water System ?	<input type="checkbox"/> Yes
3. On-Site Sewer ?	<input type="checkbox"/> Yes	4. Municipal Sewer ?	<input type="checkbox"/> Yes
5. Swimming Pool ?	<input type="checkbox"/> Yes	6. Commercial Kitchen ?	<input type="checkbox"/> Yes
7.	<input type="checkbox"/> Yes	8.	<input type="checkbox"/> Yes

Comments: SEE PRE-AP 1/22/14