



KITITITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITITITAS.WA.US

Office (509) 962-7506

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"Building Partnerships – Building Communities"

PREAPPLICATION CONFERENCE APPLICATION & MEETING SUMMARY

(To be completed for each Preapplication Conference)

Please type or print clearly in ink. A preapplication conference is required prior to submittal of a building permit for any commercial or multi-family project (not including 2-family dwellings) and for certain land use applications per KCC 15A.03.020. The following items must be attached to the application packet and is required to be submitted prior to scheduling of the preapplication conference.

REQUIRED ATTACHMENTS

- A scaled site plan showing lot area, proposed/existing buildings, setbacks, points of access, roads, parking areas, water system components, septic tank, drainfield, drainfield replacement area, areas to be cut and/or filled, and natural features (i.e. contours, streams, gullies, cliffs, etc.)
- Floor plan with minimum labeling to include uses of rooms, dimensions, plumbing & mechanical fixtures (if proposing structures other than residential and accessory)

GENERAL APPLICATION INFORMATION

APPLICATION FEES

\$355.00 Kittitas County Community Development Services (KCCDS)

\$145.00 Kittitas County Environmental Health

\$500.00 Fees due for this application

FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):

KB

DATE:
1-28-16

RECEIPT #
00028822

RECEIVED

JAN 28 2016

KITITITAS COUNTY

CDS

DATE STAMP IN BOX

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

FORM LAST REVISED: 1-26-16

Page 1 of 6

1. **Name, mailing address and day phone of land owner(s) of record:**
Landowner(s) signature(s) required on application form.

Name: Matt & Jessi Webb
Mailing Address: 6280 Badger Pocket Road
City/State/ZIP: Ellensburg WA 98926
Day Time Phone: 509-899-1158
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: Terra Design Group Inc.
Mailing Address: PO Box 686
City/State/ZIP: Cle Elum WA 98922
Day Time Phone: 509-607-0617
Email Address: cbala@terradesigngroup.net

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: Same as above.
City/State/ZIP: Same as above.

5. **Tax parcel number:** 17-19-36000-0016 7 17-19-36000-0025

6. **Property size:** 12 acres total (acres)

7. **Land Use Information:**

Zoning: Commercial Ag. Comp Plan Land Use Designation: Commercial Ag.

8. **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: _____

9. **Proposed Sewage Disposal:** Contracted Portable Toilets for events.

10. List any Buildings or Structures including sq. ft. & no. of stories proposed: No new buildings are proposed.
Existing structures: Barn = 1500 sq.ft., Residence: 2300 sq. ft.

11. Proposed Project Name: Webb Small Scale Event Facility

12. Type of proposed project (circle one):

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

PROJECT NARRATIVE

Include responses as an attachment to this application


13. 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. See project description

14. Provision of the zoning code applicable: KCC 17.60A, KCC 15.04(WAC 197-11-600-640), KCC 15.050.01

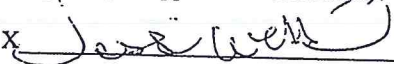
AUTHORIZATION

15. 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)
X 

Date:
1-27-16

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

Date:
1-28-16

FOR STAFF USE ONLY

Date of Pre-Application Meeting: February 10, 2016 Time: 9:00 am
Pre-application meetings are scheduled typically on Wednesdays.

List persons present at pre-app meeting:

Meeting Moderator: Lindsey Ozbolt

To be present at each pre-app:

1. CDS representative (planning): Lindsey Ozbolt
2. CDS representative (building): Mike Flory, Amber Green, Steph M. Flory
3. Fire Marshal representative: Josh Hink
4. Public Works representative: Kelly Bacon
5. Environmental Health representative (water): Holly Myers Holly Duncan
6. Environmental Health representative (sewer): Fiske Knebaugh
7. Others present: _____

Present at pre-app for project: (attach business cards if available)

Applicant: Matt Webb Jessi Webb

Application phone: _____

Application email: _____

Applicant authorized agent (if applicable): Chad Bala

Applicant authorized agent phone: _____

Applicant authorized agent email: _____

Others present for applicant: _____

**The Kittitas County Community Development Services Department does not guarantee a parcel eligible for development until such time as a complete and accurate application is submitted. Further analysis may be conducted at the time of permit application.*

Items/issues/concerns/questions discussed (To be filled in by staff during preapplication conference):

1. Planning/Land Use

Critical Areas conducted _____ SEPA DNS previously issued on-site

- An administrative CU required for small-scale event facility
 - no more than 8 events per year
- SEPA official will need to make determination as to whether existing DNS can be used in place of new SEPA
- follow County Noise Ordinance

2. Building

Type of Building (res., comm., etc.): _____ Building Use classification: _____

PUBLIC RESTROOMS ARE REQUIRED UNLESS
DIRECTOR OF CDS WAIVES THIS REQUIREMENT,
NO ALTERATIONS TO BUILDINGS WITHOUT PERMIT.

3. Fire

Located within Fire District # 2 KVFR (if applicable)

You will be required to have an annual fire life safety inspection.
ON APPROVAL OF C.U.P please contact the FM office to
schedule an inspection.

Josh Hink -DFM
509-962-7657 office
509-899-3554 cell

4. Public Works

Proposed access: _____

- TC-12-0007 has been reviewed and will be acceptable
no further Transportation Concurrency requirements at this time.
- Access - review of paved apron to meet WSDOT Commercial
approach standards

5. Environmental Health (water)

Proposed water supply: A-TVC HD

If applicant allows the existing water to be used to serve the public it would be a Group A - transient non-community water system and would be approved by the Wash. State Dept. of Health. The initial well site would be inspected by the local county health dept.

If potable water is brought in, PH accepts current proposal.

6. Environmental Health (sewer)

Proposed sewer disposal: FF HM

Portable toilet facilities are acceptable for these eight events throughout summer. There should be one portable toilet per fifty patrons for each sex. If CDS requires structural bathrooms then a septic designer must be contacted to move forward with the process to install a new septic system to meet ^{CDS Building} code & WA state code. Water-ok with bringing in potable water as long as hand washing is included with portable toilets. Unless water system is updated to

7. Others present: (if applicable)

group A - mark frost free with "Do NOT USE", make it clear with renters.