

# City of Castle Rock

## Letter of Completeness



City of Castle Rock  
PO Box 370  
Castle Rock, WA 98611

January 20, 2026

**Re: Letter of Completeness: "Riverfront Short Plat" 441 Front Avenue NW – CRP-25-027**

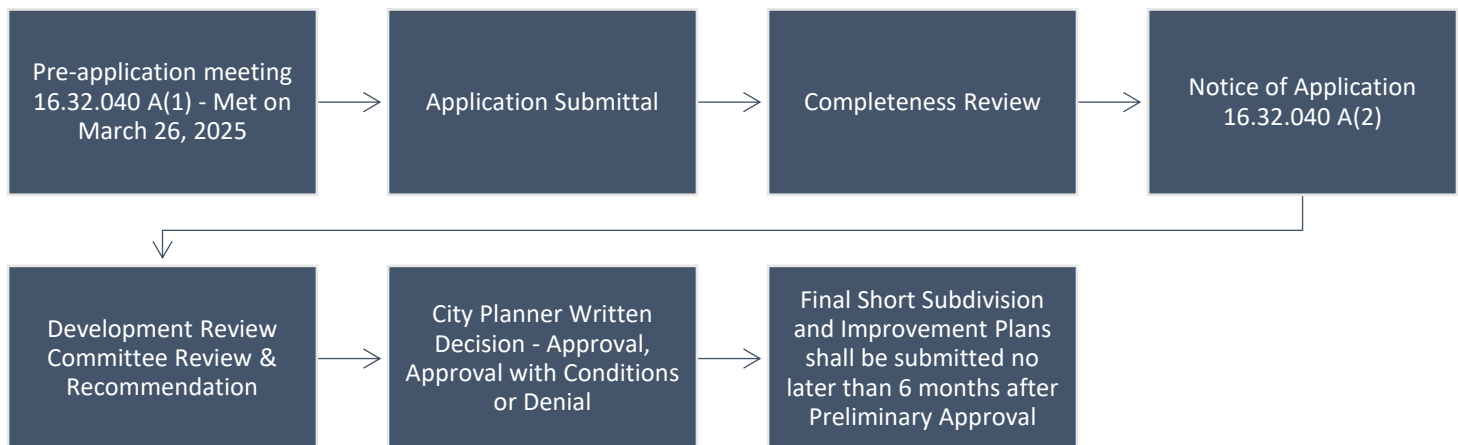
Dear Mr. Vorse,

The city has reviewed your application materials submitted on January 14, 2026 regarding a short plat at 441 Front Avenue NW, located in the R-2 Zone. The applicant is proposing 4 lots.

This letter confirms that the application has been determined to be **complete** for the purpose of beginning the formal review process. Further review may identify the need for additional information or clarification as the project proceeds. The process is outlined by the following steps in accordance with the Castle Rock Municipal Code (CRMC) 16.32 Short Subdivisions, CRMC 17.77.040 (5) Type IV - Administrative IV.

As part of this letter of completeness, the city planner has provided review comments in advance of the Development Review Committee review, which along with the Notice of Application to the public is the next phase of the Preliminary Short Subdivision Process.

### Preliminary Short Subdivision Process



### Planning Review Comments:

#### Title Report / Easements:

CRMC 16.32.040(F) states that a title report is not required at the time of a preliminary short plat application but is advisable when questions exist regarding property line dimensions and/or the presence of easements or encumbrances. While there are no questions regarding existing property lines, the applicant shall provide documentation for all new easements depicted on the plat (including storm, road and access, and retention

easements). These easements shall be submitted for City review and recorded as part of the final plat approval process. This condition is required pursuant to the variance approval decision issued by the City of Castle Rock Hearing Examiner on December 9, 2025.

**Legal Descriptions:**

Prior to approval of this application, the applicant shall provide updated legal descriptions for Lots 1–4 as shown on the short plat exhibits.

**Fencing:**

If fencing is proposed, please depict the location of the proposed fencing on the plat.

**Required Certificates:**

Certificates shall be added to the plat in accordance with CRMC 16.37, Table of Required Information, as applicable to this plat, including the following:

- a. A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the plat;
- b. A certificate signed and acknowledged as above, dedicating to the public all land intended for public use;
- c. A certificate for execution by the City Mayor;
- d. A certificate for execution by the City Engineer;
- e. A certificate for execution by the City Planner;
- f. A certificate for execution by the County Auditor;
- g. A certificate for execution by the County Treasurer; and
- h. A surveyor's certificate certifying that the surveyor is registered as a professional land surveyor in the State of Washington and that the plat is based on an actual survey of the land, with all monuments set and lot corners staked as shown on the plat.

If you have any questions, please don't hesitate to contact us at 360-274-8181.

Sincerely,

A handwritten signature in black ink, appearing to read 'RGR', with a long horizontal flourish extending to the right.

Rachel Granrath, Contract City Planner  
[Rachel.granrath@kimley-horn.com](mailto:Rachel.granrath@kimley-horn.com)

Cc: Karlene Akesson, Deputy Clerk, [kakesson@ci.castle-rock.wa.us](mailto:kakesson@ci.castle-rock.wa.us)  
Carie Cuttonaro, Clerk-Treasurer, [ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)