



## KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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Building Partnerships – Building Communities

November 30<sup>th</sup>, 2016

Highway 9 Office Park Center LLC  
9623 32<sup>nd</sup> ST SE STE D112  
Lake Stevens, WA  
98258-5783

Jeff Hansell  
PO Box 669  
Cle Elum, WA  
98922

Encompass Engineering  
407 Swiftwater Blvd  
Cle Elum, WA  
98922

RE: Highway 9 Office Park Boundary Line Adjustment

Map Number 20-15-19055-0003 Parcel Number 954846  
Lot 3 Suncadia Division 12

Dear Applicants,

Community Development Services is in receipt of the above referenced application. The application has been deemed complete and **preliminary approval** is hereby granted. Pursuant to Kittitas County Subdivision Code Chapter 16, please note the following items must be completed prior to final approval of the boundary line adjustment and must be submitted to our offices for review:

1. A survey displaying legal descriptions, the new acreage, and lot dimensions of each parcel must be submitted to our office for review prior to final approval and recording.
2. Full year's taxes need to be paid for all tax parcel numbers per requirement of the Kittitas County Treasurer's Office. **Please contact this office when this is accomplished as the Treasurer's office will not be aware of your pending application.** No paper work or receipt is required just a phone call or an email will suffice.
3. Please refer to the enclosed Fire Marshall's comments.

If you have any further questions, please feel free to contact me at (509) 962-7079.

Sincerely,

Dusty Pilkington  
Planner I  
Kittitas County Community Development Services  
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Ellensburg, WA 98926  
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