



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

November 14th, 2016

Highway 9 Park Center, LLC
9623 32nd ST SE STE D112
Lake Stevens WA
98258

Jeff Hansell
PO Box 669
Cle Elum WA
98922

RE: Highway 9 Office Park Boundary Line Adjustment (BL-16-00017)

To whom it may concern,

Kittitas County Community Development Services received a Boundary Line Adjustment permit on November 2nd, 2016. This application was determined **complete** as of November 14th, 2016.

Continued processing of your application will include, but is not limited to, the following actions:

1. A Notice of Application will be sent to appropriate governmental agencies for comment within 14 days. Agencies have 15 days to comment unless additional information is required.
2. The comments from all agencies will be considered in the decision making process.
3. A decision will be rendered which may include conditions; this decision may be appealed per KCC 15A.07
4. If the decision rendered is conditional approval, all conditions must be completed prior to final approval.
5. Taxes will need to be paid for all parcels involved prior to final approval.
6. Final approval and associated documentation will be submitted to the Kittitas County Assessor's office for perfection (the change of the map). The Assessor's office may have additional requirements if the appropriate transfer documentation and deeds have not been completed and recorded as required.

If you have any questions regarding this matter, I can be reached at (509)-962-7079, or by e-mail at dusty.pilkington@co.kittitas.wa.us.

Sincerely,

Dusty Pilkington
Staff Planner I
(509)-962-7079
dusty.pilkington@co.kittitas.wa.us