



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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Office (509) 962-7506

Fax (509) 962-7682

“Building Partnerships – Building Communities”

September 20<sup>th</sup>, 2017

IOOF Lodge 20  
Attn: Howard Lyman  
1900 Brick Rd.  
Ellensburg, Wa 98926

### **RE: IOOF Boundary Line Adjustment (BL-17-00006)**

Dear Applicant,

Kittitas County Community Development Services received a Boundary Line Adjustment permit application on May 5<sup>th</sup>, 2017. This application has been deemed **complete** as of September 20<sup>th</sup>, 2017.

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. 2017 Taxes will need to be paid in full for all parcels involved prior to final approval.
6. Final approval, recorded survey, 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)-962-7637, or by e-mail at [Chelsea.benner@co.kittias.wa.us](mailto:Chelsea.benner@co.kittias.wa.us)

Sincerely,

Chelsea Benner  
Planner I  
Kittitas County Community Development Services  
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