



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

November 14th, 2017

Teaway Ridge, LLC
PO Box 808
Cle Elum, WA
98922

RE: Incomplete Application for (BL-17-00021 Teaway Ridge)

To whom it may concern,

Kittitas County Community Development Services accepted your application for the proposed Boundary Line Adjustment (BL-17-00021 on October 30th, 2017.. The application materials submitted included a site plan which does not clearly depict the current and proposed configuration for the parcel boundaries. In addition, the site plan must clearly depict locations of existing well heads, septic systems, drain fields, and access points. In addition, a title report is required at the time of submittal. Your submittal also lacked a narrative description of the project.

Per Kittitas County Code 15A.03.040, the County has 28 days to review an application submittal and provide a written determination to the application that the application is complete or not incomplete. After an initial examination of the submitted items, your application has been determined to be *incomplete* according to the submittal requirements. At a minimum, the following items will be required in order for the application to be deemed complete:

- a) *A revised site plan clearly depicting current and proposed boundaries, with existing access, septic systems, and drainfields.*
- b) *A narrative describing the purpose of the adjustment, parcel sizes, existing water supplies, sewage disposal, and any other information relative to the proposal.*
- c) *A certificate of title issued within the preceding 120 days.*

Please submit the information described above as required for a complete application. Within 14 days of your application being deemed complete, the County shall provide a notice of application to the public and agencies with jurisdiction.

Sincerely,

Dusty Pilkington
Planner I
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