



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

March 27, 2019

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RE: Suncadia Ph. 3 Div. 15 & 16 Boundary Line Adjustment (BL-19-00004)

Dear Applicant,

Community Development Services (CDS) received your application for the Suncadia Ph. 3 Div. 15 & 16 Boundary Line Adjustment (BL-19-00004) on March 1, 2019. CDS has reviewed your submitted materials and has determined that the application submittal packet is not complete. Consequently, this letter is intended to specify and outline what is necessary for a complete application.

Determination of Incompleteness: This determination is based on missing documentation.

Required Information: Before staff can continue review of your application, please provide the following documentation:

BL-19-00004

1. Narrative describing the project and how it relates to the approved development agreement for Suncadia.
2. Item 8 of the application requires the new acreage for the proposed tracts.
3. Sheet 1 of the preliminary survey must clearly show existing parcel boundaries.
 - a. Parcels H, J
4. Sheet 1 of the Preliminary survey has multiple parcels that appear to be identified with the incorrect parcel and map numbers.
 - a. Parcels H, I, J
 - b. Provided attachments to the boundary line adjustment application also include conflicting parcel and map number information for parcels H, I, and J.

Upon receipt of the necessary materials outlined above, CDS will continue processing your application.

If you would like to set up a meeting to discuss your project, or if you have any questions regarding this matter, please feel free to contact me at 509-962-7065 or by email at chelsea.benner@co.kittitas.wa.us.

Sincerely,



Chelsea Benner

Planner

Kittitas County Community Development Services

411 N Ruby St # 4, Ellensburg, WA 98926

Cc: Lindsey Ozbolt, Planning Official

via email