



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

## BOUNDARY LINE ADJUSTMENT

(Adjustment of lot lines resulting in no new lots, as defined by KCC 16.10.010)

**NOTE: If this Boundary Line Adjustment is between multiple property owners, seek legal advice for conveyance of property. This form does not legally convey property.**

**Please type or print clearly in ink. Attach additional sheets as necessary. Pursuant to KCC 15A.03.040, a complete application is determined within 28 days of receipt of the application submittal packet and fee. The following items must be attached to the application packet.**

### REQUIRED ATTACHMENTS

**Note: The following are required per KCC 16.10.020 Application Requirements. A separate application must be filed for each boundary line adjustment request.**

- Unified Site Plan of existing lot lines and proposed lot lines with distances of all existing structures, access points, well heads and septic drainfields to scale.
- Signatures of all property owners.
- Narrative project description (include as attachment): Please include at minimum the following information in your description: describe project size, location, water supply, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.
- Provide existing and proposed legal descriptions of the affected lots. Example: Parcel A – The North 75 feet of the West 400 feet of the Southwest quarter of the Southwest quarter of the Southwest quarter of Section 02; Township 20 North; Range 16 East; W.M.; Except the West 30 feet thereof for roads.
- A certificate of title issued within the preceding one hundred twenty (120) days.

For final approval (not required for initial application submittal):

- Full year's taxes to be paid in full.
- Draft Final Survey meeting all conditions of Conditional Preliminary Approval.

### APPLICATION FEES:

\$750.00 Kittitas County Community Development Services (KCCDS)  
 \$1,215.00\* Kittitas County Public Works  
 \$145.00 Kittitas County Fire Marshal  
 \$270.00 Kittitas County Public Health Department Environmental Health

**\$2,380.00 Total fees due for this application (One check made payable to KCCDS)**

\*5 hours of review included in Public Works Fee. Additional review hours will be billed at \$243 per hour.

### FOR STAFF USE ONLY

Application Received By (CDS Staff Signature): <u>GW</u>	DATE: <u>9-21-21</u>	RECEIPT # <u>CD21-0337</u>	
<p>COMMUNITY PLANNING • BUILDING INSPECTION • PLAN REVIEW • ADMINISTRATION • PERMIT SERVICES • CODE ENFORCEMENT</p> <p>FORM LAST REVISED: 06-01-2021</p> <p>Page 1 of 3</p>			

**OPTIONAL ATTACHMENTS**

- An original survey of the current lot lines. (Please do not submit a new survey of the proposed adjusted or new parcels until after preliminary approval has been issued.)
- Assessor COMPAS Information about the parcels.

**GENERAL APPLICATION INFORMATION**

**1. Name, mailing address and day phone of land owner(s) of record:**

*Landowner(s) signature(s) required on application form*

Name: VIRGIL & CRYSTAL CURTIS  
Mailing Address: 881 ORCHARD RD  
City/State/ZIP: ELLENSBURG, WA 98926  
Day Time Phone: 509-925-1982  
Email Address: \_\_\_\_\_

**2. Name, mailing address and day phone of authorized agent, if different from landowner of record:**

*If an authorized agent is indicated, then the authorized agent's signature is required for application submittal.*

Agent Name: *[Signature]*  
Mailing Address: 3642 Ulet Rd  
City/State/ZIP: Elleensburg Wa 98926  
Day Time Phone: 509-859-2520  
Email Address: AKAZEE2009@gmail.com

**3. Name, mailing address and day phone of other contact person**

*If different than land owner or authorized agent.*

Name: Cruse & Associates  
Mailing Address: 217 E 4th Ave.  
City/State/ZIP: Elleensburg, WA 98926  
Day Time Phone: 509-962-8242  
Email Address: Cruseandassoc@kuvvalley.com

**4. Street address of property:**

Address: 881 ORCHARD RD  
City/State/ZIP: ELLENSBURG, WA 98926

**5. Legal description of property (attach additional sheets as necessary):**

SEC 28, Twp 17, RGE 19 SE 1/2 SW 1/4 Tax 21 E  
SEC 31, Twp 17, RGE 19 E NE 1/4 NW 1/4 Tax 13

6. Property size: 2.31 ± 4.00 Ac (acres)

7. Land Use Information: Zoning: Commercial A<sub>1</sub> Comp Plan Land Use Designation: Commercial A<sub>1</sub>

8. Existing and Proposed Lot Information

Original Parcel Number(s) & Acreage (1 parcel number per line)	New Acreage (Survey Vol. ____, Pg ____)
<u>430333</u> <u>2.31 AC</u>	<u>2.31 AC</u>
<u>440933</u> <u>4.00 AC</u>	<u>4.00 AC</u>
_____	_____
_____	_____
_____	_____

APPLICANT IS:     OWNER     PURCHASER     LESSEE     OTHER

**AUTHORIZATION**

9. Application is hereby made for permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work.

**NOTICE: Kittitas County does not guarantee a buildable site, legal access, available water or septic areas, for parcel receiving approval for a Boundary Line Adjustment.**

*All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent or contact person, as applicable.*

Signature of Authorized Agent:

Signature of Land Owner of Record

(REQUIRED if indicated on application)

(Required for application submittal):

X Quintanilla (date) 8/19/21

X Crystal Curtis (date) 8-15-21

**THIS FORM MUST BE SIGNED BY COMMUNITY DEVELOPMENT SERVICES AND THE TREASURER'S OFFICE PRIOR TO SUBMITTAL TO THE ASSESSOR'S OFFICE.**

**TREASURER'S OFFICE REVIEW**

Tax Status: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY DEVELOPMENT SERVICES REVIEW**

( ) This BLA meets the requirements of Kittitas County Code (Ch. 16.08.055).

Deed Recording Vol. \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_ \*\*Survey Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Card #: \_\_\_\_\_ Parcel Creation Date: \_\_\_\_\_

Last Split Date: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Preliminary Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_ By: \_\_\_\_\_