



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:**

\$760.00	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

**\$2,390.00 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):

*[Handwritten Signature]*

DATE:  
*11/4/22*

RECEIPT #  
*BL-22-00017*



**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: Ronald & Karen Maxfield (See attachment)  
Mailing Address: 334 Columbia Point Drive, Unit 104  
City/State/ZIP: Richland, WA 99352  
Day Time Phone: 509-947-7107  
Email Address: romaxfield@gmail.com

**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: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Day Time Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

*If different than land owner or authorized agent.*

Name: Encompass Engineering and Surveying  
Mailing Address: 407 Swiftwater Blvd.  
City/State/ZIP: Cle Elum, WA 98922  
Day Time Phone: 509-674-7433  
Email Address: DPierce@Encompasses.net

**4. Street address of property:**

Address: Night Sky Drive  
City/State/ZIP: Ronald, WA 98940

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

Lot 2, Lot 3 & Lot 4, Night Sky Short Plat SP-07-74

**6. Property size:** 3.00 acres per lot (acres)

**7. Land Use Information:** Zoning: Rural Rec. Comp Plan Land Use Designation: Rural Rec.

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**8. Existing and Proposed Lot Information**

Original Parcel Number(s) & Acreage (1 parcel number per line)	New Acreage (Survey Vol. <input type="text"/> , Pg <input type="text"/> )
954392 (21-14-09065-0002) 3.00 AC.	3.00 AC.
954393 (21-14-09065-0003) 3.00 AC.	3.00 AC.
954394 (21-14-09065-0004) 3.00 AC.	3.00 AC.

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 \_\_\_\_\_ (date) \_\_\_\_\_

X Ronald O. Maxfield (date) 10/30/22  
Kass Maxfield 10/30/22

**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: \_\_\_\_\_

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**APPLICATION ATTACHMENT**  
**MAXFIELD BOUNDARY LINE ADJUSTMENT**

OWNER NAMES

Maxfield Living Trust	Parcel 954392 (Map Number 21-14-09065-0002)
Ronald O. & Karen S. Maxfield	Parcel 954393 (Map Number 21-14-09065-0003)
	Parcel 954394 (Map Number 21-14-09065-0004)

**RECEIVED**  
NOV 04 2022  
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