



## 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"

October 11, 2023

William & Nancy Smith  
PO Box 241  
Roslyn, WA 98941-0241

Dustin Pierce – ENCOMPASS  
407 Swiftwater Blvd.  
Cle Elum, WA 98922

### RE: Smith Boundary Line Adjustment (BL-23-00019) – Conditional Preliminary Approval

Parcel #21622

Parcel #21623

Parcel #21624

Dear Applicants,

Community Development Services (CDS) has received comments back from Kittitas County Public Works, and the Kittitas County Assessor's Office regarding your boundary line adjustment application. I have enclosed a copy of their comments for your review.

The application has been granted **preliminary approval**. Pursuant to Kittitas County Subdivision Code Chapter 16, please note the following items must be completed prior to final approval of the boundary line adjustment and must be submitted to our offices for review:

1. A **preliminary survey** displaying legal descriptions, the new acreage and lot dimensions of each parcel must be submitted to our office for preliminary review (see Public Works' comments).
2. Full year's taxes need to be paid for all tax parcel numbers per requirement of the Kittitas County Treasurer's Office. Please contact this office when this is completed as the Treasurer's office will not be aware of your pending application. No paperwork or receipt is required; just a phone call or an email will suffice.
3. Please refer to the enclosed comments from Kittitas County Public Works, and Kittitas County Assessor's Office for further requirements.

If you have any questions regarding this matter, I can be reached by phone at 509-962-7079 or by e-mail at [zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us).

Sincerely,

Zach Torrance-Smith  
Planner I  
Kittitas County Community Development Services

411 N Ruby St # 2, Ellensburg, WA 98926

cc: *Jamey Ayling, Planning Manager*  
*Chace Pedersen, Planner I*  
*Bradley Gasawski*

*via email*