



## KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

February 28, 2020

Sarah Hilsenberg & Bern Olds-Hilsenberg  
PO Box 683  
Cle Elum, WA 98922

**RE: Hilsenberg Parcel Combination (CB-20-00003)**

To all concerned,

Kittitas County Community Development Services (CDS) received a Parcel Combination permit application on February 20, 2020. This application has been determined to be **complete** as of February 28, 2020. Please be advised: Once these tax parcels have been combined, any future land subdivision will be required to meet current county regulations at the time of application.

Continued processing of your application will include, but is not limited to, the following actions:

1. A Notice of Application will be sent to appropriate governmental agencies for comment within 14 days. Agencies have 15 days to comment unless additional information is required.
2. The comments from all agencies will be considered in the decision making process.
3. A decision will be rendered which may include conditions; this decision may be appealed pursuant to KCC 15A.07.
4. If the decision rendered is conditional approval, all conditions must be completed prior to final approval.
5. Final approval and associated documentation will be submitted to the Kittitas County Assessor's office for perfection (the change of the map) by Community Development Services. The Assessor's office may have additional requirements if the appropriate transfer documentation and deeds have not been completed and recorded as required.

Prior to final approval the following items need to be received from the applicant or their agent:

1. The full years taxes, on all parcels included in the parcel combination, shall be paid in full prior to final approval.

Once CDS has received the above items, processing can continue. If you have any questions regarding this matter, I can be reached at (509) 962-7637, or by e-mail at [rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us).

Sincerely,

Rachael Stevie  
Planner I  
Kittitas County Community Development Services

cc: *Lindsey Ozbolt, Planning Official*

*Via Email*