



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

September 26, 2025

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### **RE: Boundary Line Adjustment (BL-25-00013) – Deemed Incomplete – Request for Additional Information**

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Boundary Line Adjustment application (BL-25-00013 DCYF) on September 23, 2025, for Parcels 085134 and 295134. Staff has reviewed your application and determined that more information is needed before this application can be processed any further. As such, Kittitas County declares your application **incomplete** as of September 26, 2025.

Please provide the following to have your application deemed complete and continue processing:

1. Please provide an updated site plan showing all existing on-site structures and their respective distances to all proposed lot lines. This is necessary to ensure lot line setbacks are being met. In addition, there are several mapped fish-bearing streams on these parcels that are not reflected on the submitted survey map. Furthermore, the project narrative lists a well and septic system existing on-site that are not shown on the submitted survey map. All of these elements are required for all Boundary Line Adjustment applications per Kittitas County Code 16.10.020.

This information shall be provided within 180 days (**Wednesday, March 25, 2026 by 5pm**) or the application will become void under KCC 15A.03.040(g).

Please contact me directly with any questions via email at [zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us) or by phone at (509) 962-7079.

Thank you,

Zach Torrance-Smith  
Planner I  
Kittitas County Community Development Services