



KITTTAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

August 21, 2025

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RE: Boundary Line Adjustment (BL-25-00011) – Deemed Incomplete – Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Boundary Line Adjustment application (BL-25-00011 Sullivan) on August 12, 2025, for Parcels 508433, 478433, and 15747. 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 August 21, 2025.

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

1. Please provide an updated site plan showing the measured distances of all existing structures, access points, well heads, and septic drainfields from the proposed lot lines. This is necessary to ensure lot line setbacks are being met.
2. Please provide a Certificate of Title, issued within the preceding one hundred twenty (120) days. The Certificate of Title attached to the application was issued November 25, 2024.

This information shall be provided within 180 days (**Tuesday, February 17, 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 or by phone at (509) 962-7079.

Thank you,

Zach Torrance-Smith
Planner I
Kittitas County Community Development Services