



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

December 16, 2014

*Dean Zellmer
16801 Hwy 97
Ellensburg, WA 98926*

*Ryan Roberts
2297 Wilson Creek Rd
Ellensburg, WA 98926*

RE: *Zellmer SEPA Application - (SE-14-00010)*

Dear *Applicant*,

An application for a SEPA Permit was received by Community Development Services on November 17, 2014. The requested SEPA is proposed to be located near Highway 97. Your application has been determined incomplete as of December 16, 2014.

In order for the County to continue processing this application, additional information is required. The following information is due to the County by **June 15, 2015**.

- *A complete SEPA application, all sections of the SEPA application must be filled out including, but not limited to address and phone number of applicant and contact person, general description of the site, and parcel number.*
- *A scaled site plan of the parcel depicting all existing & proposed structures, wells, drain fields, and access points/ roads.*

When the County receives this information, staff will continue reviewing your application.

Kittitas County Code 15A.03.040 stipulates that upon the County's request for additional information, the application "...shall expire after 180 calendar days unless the requested supplemental information is submitted in complete form." If the requested additional information is not received within the time frame indicated above, the application will be considered "not complete" and will have to be re-filed with the department.

If you have any questions regarding this matter, please feel free to contact me at (509)962-7079 or by email at kaycee.hathaway@co.kittitas.wa.us

Sincerely,

Kaycee K Hathaway
Community Development / Planner I
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