



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

July 6, 2017

Erik & Tori Broughton
5308 NE 26th ST
Renton, WA 98059

RE: CB-17-00009 Broughton

Dear Applicant,

On July 03, 2017 Kittitas County Community Development Services (CDS) received your applications for the Parcel Combination noted above. Upon staff review, the application packet as submitted has been deemed **incomplete** by CDS until such time as the following are submitted:

- A Site Plan including parcel boundaries, critical areas (streams, wetlands, easements, etc.) any access points or water/septic systems, any proposed or existing structures, legal setbacks, an accurate scale, and natural features.
- A project narrative including project size, water supplies, and general purpose of the application

CDS cannot process this application without these materials. I have attached an example site plan as well as a general description of the site plan requirements. I also included a copy of the application "Required Attachments" section. Once CDS receives these materials we will continue processing your application.

Sincerely,

Jeremy Johnston
Staff Planner
(509)962-7065

jeremy.johnston@co.kittitas.wa.us