



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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Office (509) 962-7506

"Building Partnerships – Building Communities"

October 3, 2019

David and Kari Stancil  
20 Eagle Crest Court  
Cle Elum, WA 98922

Subject: Stancil Parcel Combination (CB-19-00014)

Dear Applicant,

Kittitas County CDS has performed an initial review of the application materials submitted on September 17, 2019, for a parcel combination of tax parcels 613234 and 283234. As of October 3, 2019, this application has been **deemed incomplete**. In order for the County to continue processing this application, additional information is required.

- The application states that the garage/apartment on lot 39 is non-residential and is decommissioned. A change of use requires a permit and applicable inspections to change the use of the structure. The process needs to take place prior to proceeding with the parcel combination.
- Provide an updated detailed site plan that shows both tax parcels and lot lines and proposed lot lines, all structures (on one page) with setbacks, access, septic drainfields and well heads.
- Prior to final approval, a tax receipt showing the full-year taxes are paid in full must be provided.

When the County receives this information, staff will send relevant materials to interested agencies for an opportunity to comment.

If you have any questions regarding this matter, please feel free to contact me at (509)962-7539 or by email at [Kelly.bacon.cd@co.kittitas.wa.us](mailto:Kelly.bacon.cd@co.kittitas.wa.us).

Sincerely,

Kelly Bacon  
Planner I

cc: Lindsey Ozbolt, Planning Official

*Via Email*