



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

October 25, 2023

Frank D. Pupo Jr.  
PO Box 1179  
Cle Elum, WA 98922

Dustin Pierce – Encompass Engineering & Surveying  
407 Swiftwater Blvd.  
Cle Elum, WA 98922

### RE: Pupo Parcel Combination (CB-23-00004)

Parcel # 962395          Parcel # 962396

To all concerned,

Kittitas County Community Development Services (CDS) received a Parcel Combination permit application on October 18, 2023. This application has been determined to be **complete** as of October 25, 2023. Please be advised: Once these tax parcels have been combined, any future land subdivision will be required to meet current county regulations at the time of application.

Continued processing of your application will include, but is not limited to, the following actions:

1. A Notice of Application will be sent to appropriate governmental agencies for comment within 14 days. Agencies have 15 days to comment unless additional information is required.
2. The comments from all agencies will be considered in the decision-making process.
3. A decision will be rendered which may include conditions; this decision may be appealed pursuant to KCC 15A.07.
4. If the decision rendered is conditional approval, all conditions must be completed prior to final approval.
5. Final approval and associated documentation will be submitted to the Kittitas County Assessor's office for perfection (the change of the map) by Community Development Services. The Assessor's office may have additional requirements if the appropriate transfer documentation and deeds have not been completed and recorded as required.

If you have any questions regarding this matter, I can be reached at (509) 962-7079, or by e-mail at [zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us).

Sincerely,

Zach Torrance-Smith  
Planner I  
Kittitas County Community Development Services  
411 N Ruby St., Suite 2, Ellensburg, WA 98926  
(509) 962-7079