



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

October 21<sup>st</sup>, 2016

Brian and Alicen Potucek  
1008 126<sup>th</sup> ST CT E  
Tacoma, WA  
98445

Craig M Smith  
2109 W. Dolarway Rd, Ste. 2  
Ellensburg, WA  
98926

## RE: Potucek Boundary Line Adjustment (BL-16-00016)

To whom it may concern,

Kittitas County Community Development Services received a Boundary Line Adjustment permit on October 20<sup>th</sup>, 2016. This application was determined **complete** as of October 21<sup>st</sup>, 2016.

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 per KCC 15A.07
4. If the decision rendered is conditional approval, all conditions must be completed prior to final approval.
5. Taxes will need to be paid for all parcels involved prior to final approval.
6. Final approval and associated documentation will be submitted to the Kittitas County Assessor's office for perfection (the change of the map). 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 [dusty.pilkington@co.kittitas.wa.us](mailto:dusty.pilkington@co.kittitas.wa.us).

Sincerely,

Dusty Pilkington  
Staff Planner  
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