



## KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTTITAS.WA.US

Office (509) 962-7506

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"Building Partnerships – Building Communities"

July 30, 2019

Chris & Lisa Landry  
4563 162<sup>nd</sup> Ln SE  
Bellevue, WA 98006-7122

Lytle Family Rev. Trust  
Andrew & Vernita Lytle Trustees  
11324 NE 88TH Street  
Kirkland, WA 98033-5742

Steven Benjamin & Peggy Faubion  
5204 N Bennett Street, APT 610  
Ruston, WA 98407-6520

### **RE: Lytle Boundary Line Adjustment (BL-19-00016)**

Parcel # 18306  
Parcel # 949797  
Parcel # 949800

Dear Applicant,

Community Development Services (CDS) received your Boundary Line Adjustment application (BL-19-000016) on July 24, 2019. CDS has reviewed your submitted materials and has determined that the application submittal packet is not complete. Consequently, this letter is intended to specify and outline what is necessary for a complete application.

**Determination of Incompleteness:** This determination is based on missing documentation.

**Required Information:** Before staff can continue review of your application, please provide the following documentation:

#### **BL-19-00016**

1. Per KCC 15A.03.030(3) states "Applications for project permits shall be signed by the owner(s) of the property." As submitted, the application identifies three properties. The provided application has four illegible signatures one of which is dated back to November of 2018. Please note that CDS will accept multiple signature pages if not all owners can sign the same page.
2. Per KCC 16.10.020 (4) "A certificate of title issued within the preceding one hundred twenty (120) days." Must be submitted as part of the application materials. As submitted, only two of the three identified properties have certificate of titles issued within the appropriate time frame.

Upon receipt of the necessary materials outlined above, CDS will continue processing your application.

If you have any questions regarding this matter, I can be reached at (509) 962-7637, or by e-mail at [chelsea.benner@co.kittitas.wa.us](mailto:chelsea.benner@co.kittitas.wa.us).

Sincerely,



Chelsea Benner  
Planner I  
Kittitas County Community Development Services  
411 N Ruby St # 2, Ellensburg, WA 98926

*cc: Encompass Engineering*

*via email*