

# APPLICATION FOR SITE ADDRESS

<b>Whidbey Island</b> Planning & Community Development PO Box 5000, Coupeville, WA. 98239 360-678-7818	<b>Camano Island</b> Planning & Community Development 121N East Camano Drive, Camano Island, WA 98282 360-387-3443 Extension 252 or 251	<b>Addressing Fee \$50.00</b> Date Pd. _____ Receipt # _____
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Applicant: \_\_\_\_\_ Legal Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Location:**

Assessor's Parcel Number: \_\_\_\_\_ Acct. ID # \_\_\_\_\_

Plat Name: \_\_\_\_\_ Division # \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Quarter \_\_\_\_\_

# \_\_\_\_\_ / \_\_\_\_\_ (Circle One) SHP / PRD / PLP Lot # \_\_\_\_\_

Example: # 096/04 SHP ( Applicable for lots which JUST went through the land division process)

**Address Request is For:**

New Residence       Well / Pumphouse       Other \_\_\_\_\_

**Driveway will be directly onto:**

County road name \_\_\_\_\_

Private road name \_\_\_\_\_

State Highway \_\_\_\_\_

**ADDRESS ASSIGNMENT:** In accordance with 14.04A.120, Addresses shall be assigned according to the location of the driveway. *Therefore, addresses indicated on subdivisions may not be accurate.*

**To apply for an address the following MUST be provided;**

- MAP:** An Assessor's quarter section map showing the true lot configuration. On this map the approved access point and, where applicable, easements shall be indicated And;
- Copy of Approved Access Permit (with attached map of access point);** From Public Works for the driveway onto a County Road or Private Road onto a County Road **OR** Driveway onto State Highway, contact Dept. of Transportation at 206-440-4916. And;
- Copy of Recorded Easement;** if applicable.

**POSTING ADDRESSES:**

I have read "Posting Addresses" on the attached sheet and I understand the importance of proper address posting. I/We hereby declare that the number(s) will be posted in accordance with ICC 14.04A.130 within 30 days following issuance. Failure to comply shall be subject to a civil penalty in the amount of \$100.00.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assigned Address:**

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**House Number**

**Road Name**

**City & Zip Code**

Assigned by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Posting Addresses**

**Island County Address Ordinance 14.04A.130**

**1404A.010 Intent**

This policy is intended to guide the comprehensive addressing of unincorporated Island County for the purposes of ensuring that development in unincorporated areas can be located and identified by emergency response units.

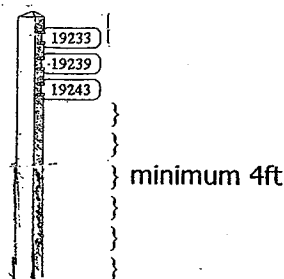
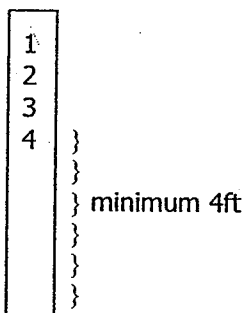
**14.04A.130 Address Posting**

Addresses shall be posted in a manner that they can be read from the public or private road accessing the addressed property and that they provide adequate identification of the addressed property in conformance with the Uniform Fire Code and in accordance with the following:

Addresses shall be posted on the addressed building in colors contrasting with the background in such manner and location as to be plainly visible from the street.

Address numbers shall be minimum five inches (5") in height with minimum one-half inch (1/2") channel. Building letters shall be minimum ten inches (10") in height and one inch (1") channel.

In instances where the main building's posted address is not clearly visible from the road, house numbers shall be visibly posted at a height between 4' and 8' from the road level and anywhere within an arc of 30 feet from the point of intersection of the driveway with the named road, with numerals at least three inches (3") high on a contrasting background and visible when traveling in either direction. *[This means that you need to post your address number on your building and where your driveway meets the road. If you share a driveway (access easement) with your neighbors and address numbers on your house are not clearly visible from the shared driveway, you need to additionally post your address number at the location where your driveway intersects the shared driveway.]*



Multiple building complexes (i.e. apartment complexes, mobile home parks, etc.) where the primary entrance to all addressed buildings are not clearly visible from the street, shall display a map directory of the complex drawn to a minimum scale of 1"= 20' and no smaller than 2 ft. X 2 ft. in overall size at each entrance to the complex. The sign must be in compliance with Island County sign code.

If you have any further questions about address posting, for Whidbey Island, please call 678-7818, or for Camano Island call 387-3443.