



**Chelan County Public Works Department**  
 316 Washington Street, Suite 402, Wenatchee, WA 98801  
 Telephone: 509.667.6415 Fax: 509.667-6250  
 Email: public.works@co.chelan.wa.us  
 Eric P. Pierson, P.E., Director/County Engineer

APPLICATION FOR:  Address Request **\$35**  Access to a Chelan County Road **\$265**

<b>Applicant Information</b>			<b>Owner Information</b>		
Applicant (Print full name)			Owner (If not same as Applicant. Print full name)		
Mailing Address			Mailing Address		
City	State	Zip Code	City	State	Zip code
Telephone Number			Telephone Number		
Email Address*** <b>(REQUIRED)</b>			Email Address		
<b>Project Location</b>					
County Road Name		MP	Additional Information		
Parcel Number					
<i>For official use only</i> – Assigned 911 Physical Address					
<b>Address Type</b> (Check all that apply)					
<input type="checkbox"/> New Address <input type="checkbox"/> Change of Address <input type="checkbox"/> Additional Address <input type="checkbox"/> Problem Address <input type="checkbox"/> Other (specify): _____			<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence ____# of Units <input type="checkbox"/> Secondary Dwelling Unit <input type="checkbox"/> Shop or Outbuilding <input type="checkbox"/> Commercial/Industrial Property <input type="checkbox"/> Undeveloped Parcel/Lot <input type="checkbox"/> Other: _____		
<b>Access Type</b> (Check all that apply)					
<input type="checkbox"/> Road Intersection <input type="checkbox"/> Residential Driveway <input type="checkbox"/> Commercial/Industrial Driveway <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Temporary <input type="checkbox"/> Other (specify): _____					

**\*\*\*Additional applicant instructions and required signature lines located on page 2\*\*\***

**INSTRUCTIONS FOR APPLICANTS**

1. Application shall be made and be accompanied by a property site map drawing showing (a) position and location of work, (b) access road, (c) orientation and location of proposed driveway, and (d) any existing or proposed structure types and locations.
2. The applicant understands that addresses are determined by access/approach locations and that any change in the access/approach location may also result in a change of the assigned address.
3. The applicant for a permit to occupy and perform work within Chelan County right-of-way or property, shall not perform such work except under authority of a permit issued by the County Engineer.
4. The applicant shall specify the type of construction proposed, submitting plans showing the class of material and manner in which work is to be accomplished. All materials and equipment shall be of the highest quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc. shall meet the requirements set forth in chapter 8.26 of Chelan County Code, Utilities on Rights-of-Way, as now or hereafter amended, and shall require approval of the County Engineer.
5. The applicant is responsible to be familiar with and abide industry standards and federal, state, and county laws, regulations, and codes applicable to the work. Signage, barricades, and traffic control in the vicinity of the work shall strictly conform to provisions of the edition of the USDOT "Manual on Uniform Traffic Control Devices for Streets and Highways" in effect in Washington State at the time of the applicant's work.
6. It is the applicant's responsibility to obtain all environmental, structural, or other permits required by law, code, or regulation through the appropriate federal, state, and/or local agencies. The applicant is solely responsible for all environmental permitting and/or mitigation associated with the applicant's access/approach to the county road.
7. The applicant shall post a bond or other financial assurance to ensure compliance with all permit conditions. The bond shall remain in full force and effect for a period of 1 year following completion of the authorized work.
8. The applicant is responsible to be familiar with and fully comply with all permit conditions.
9. The applicant is responsible to clearly mark the area designated for the access/approach (i.e., stakes, posts, flags, etc.).
10. The applicant is responsible for utility location. **At least 48 hours BEFORE YOU DIG, call 1-800-424-5555**

The undersigned applicant certifies that the applicant has read, understood, and agrees to comply with the "Instructions for Applicants" and further agrees to comply fully with "General Permit Conditions" and any additional conditions in the "Permit for Access to a Chelan County Road".

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PUBLIC WORKS OFFICE USE ONLY**

District \_\_\_\_\_ Permit No. \_\_\_\_\_ County Road No. \_\_\_\_\_

Bond \_\_\_\_\_ Access Type: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

\_\_\_\_\_

Addressing Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Address Assigned and/or Action: \_\_\_\_\_

Applicant Notified By: \_\_\_\_\_ email \_\_\_\_\_ USPS \_\_\_\_\_ fax \_\_\_\_\_ phone \_\_\_\_\_ in person Date: \_\_\_\_\_

Preliminary Scan & GIS

Final Scan & GIS