



Chelan County Public Works Department
316 Washington Street, Suite 402, Wenatchee, WA 98801
Telephone: 509.667.6415 Fax: 509.667.6250
Email: wendy.williams@co.chelan.wa.us
Website: www.co.chelan.wa.us/public-works/pages/addressing-and-road-naming

6 Steps to Naming a Road in Chelan County

Step 1: Is your road naming for a new road, or is it a name change? Check one.

- New Road Name: To name a road that is currently unnamed, there is a fee of **\$175**.
- Name Change: To change the name of a road that is currently named, there is a **\$215**.

In either choice, you also will be required to have a road name sign made and installed prior to the name becoming official.

Step 2: Fill out the application (next page) and provide a minimum of three road name suggestions.

- Use the **Road Name Search** on our website to determine if a road name is already in use. Road names cannot conflict with any existing road names within RiverCom’s service area.
- Names must be easy to spell and pronounce. A full list of **Road Naming Standards** is on our website.
- Private roads must end in “Lane.”
- All road names must comply with **County Code 10.20: Road Naming and Physical Addressing Code**: www.codepublishing.com/WA/ChelanCounty/

Step 3: Reach out to your neighbors.

You must provide to all property owners who either abut the road or have legal access to use the road a copy of the completed application, notifying them that a road naming is required by Chelan County, the Property Owner Letter from Wendy Williams and a Map. Use the attached petition to gather signatures, confirming your neighbors have received the information.

Step 4: Submit the application, road naming fee and petition to Chelan County Public Works.

If you can’t provide a completed petition, provide a receipt of certified mailing that was sent by you to each property owner at their mailing address of record with the Assessor’s office. If mailing receipts are submitted, a 30-day waiting period must be enforced.

Step 5: After we mail you notification of approval, it’s time to make your new road name sign.

Take the approval letter, along with the road name sign specifications, to a sign shop of your choice to have a road name sign made and installed. See **Road Name Sign Informational Packet** on our website. We cannot suggest a sign shop because we are a government agency.

Step 6: Call us for an inspection once the sign is installed.

What’s next? New addresses are assigned based on mileage along the newly named road and address change letters are mailed to all property owners who use the newly named road for their access. Property owners are given 3 months before the old address drops from our system and that of emergency services.



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New Road Name: \$175
 Road Name Change: \$215

APPLICATION & PETITION FOR ROAD NAMING

Applicant Contact Information			Location
Applicant (Print full name)			***See attached Map
Mailing Address			Applicant's Parcel No.
City			Proposed Name Choice (Private roads must end in "Lane.")
Telephone Number	State	Zip Code	Alternate Name Choice #1
Email			Alternate Name Choice #2

PETITION: Have ALL landowners, whose property abuts the subject road or has legal access to the subject road, either sign the petition below; or the applicant must provide receipts of certified mailing that the required forms were sent to each affected property owner. See Steps 3 & 4 on page 1.

Property Owner Name	Signature	Email or Phone Number	Date

The undersigned applicant certifies that the applicant has read, understood and agrees to comply with Chelan County Code 10.20 and further agrees to comply fully with the Road Naming Standards.

Applicant's Signature: _____

Date: _____



Dear Property Owner,

You are receiving this letter and application because a road naming is required for the shared access, or driveway, highlighted on the attached map. You have been identified as a property owner who either has legal access or whose property abuts this access.

A road naming is necessary because at least one property owner who uses this unnamed road to gain access to their property needs a new address. An address can't be assigned until the unnamed access road is properly named. This allows us to assign a permanent address that meets the needs of emergency responders.

The applicant, or property owner requiring an address, must contact all affected property owners either by certified letter or in person, by obtaining your signature on the application. If a certified letter is received, you have 30 days from the mailing date to respond. You may respond by contacting our office within that window with any questions, concerns or proposed road names. I prefer you use email when contacting me so I can keep a record of questions or road name suggestions. I also share your emails in a group email so everyone is informed of names and questions being submitted.

Once we have received all signatures, email confirmation or the 30 days has expired, we will submit to RiverCom911 all the suggested road names we received. RiverCom makes the final approval of road names. If all suggestions are rejected, the applicant and property owners who supplied suggestions are asked to submit more names.

We encourage you to be a part of the road-naming process. This letter is intended to help property owners work together to come up with road name suggestions that meet naming standards and are not duplicates of existing road names. We recommend you view our website for additional information that will assist you in submitting unique road name suggestions: www.co.chelan.wa.us/public-works/pages/addressing-and-road-naming.

We also provide these tips when suggesting a road name:

- Our online Road Name Search Tool (located on our website) helps you determine what names are in use.
- Road names cannot conflict with any existing road names already in use within RiverCom's service area. For example, if Quail Run Road exists, Quail Lane is not permissible.
- Road names must be easy to spell and pronounce.
- All private roads must end in "Lane."
- A full list of Road Naming Standards is provided at the link above.

After a road name is approved and a new road name sign is installed and inspected by our department, the assignment of new addresses then can proceed. New addresses are assigned based on measured mileage along the newly named road and where driveways intersect with this newly named road. Property owners who use the newly named road for their access will receive address change letters in the mail from us, giving them three months to make all the necessary changes before an old address drops from both our system and emergency services' system. Our department helps with this process by notifying a variety of outside agencies for you. That list is available on our website.

We understand this process is an inconvenience. **Please know that re-addressing is done only in the interest of public safety, so emergency responders can find you when minutes count.** If you have any questions or concerns, feel free to contact me. Thank you for your patience and cooperation.

Sincerely,

Wendy Williams, Dev/Utility/GIS
509-667-6415, wendy.williams@co.chelan.wa.us

Enclosures: Application and map