



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 **\$25**. You also will be required to have a road name sign made and installed prior to the name becoming official.
- Name Change:** To change the name of a road that is currently named, a **\$1,000** deposit is required. It will be used to pay all expenses, including re-addressing, associated with the change.

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. 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. 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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<input type="checkbox"/> New Road Name: \$25 <input type="checkbox"/> Road Name Change: \$1,000
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APPLICATION & PETITION FOR ROAD NAMING

Applicant Contact Information			Location
Applicant (Print full name)			Describe the beginning and end of the road to be named (e.g. intersection with another named street, end of street, length in miles from a beginning point).
Physical Address			
Mailing Address			
City	State	Zip Code	
Telephone Number			
Email			
Proposed Name Choice (Private roads must end in "Lane.")			
Alternate Name Choice #1			
Alternate Name Choice #2			

PETITION: Have ALL landowners whose property abuts the subject road or has legal access to the subject road sign the petition below. Or provide receipts of certified mailing that you sent to each property owner affected.

Property Owner Name	Signature	Parcel 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: _____