



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 \$25** **Approach to a Chelan County Road \$215**
 (\$10 discount if applying for both an Address and an Approach at the same time)

Will this be a short-term rental? **Yes** **No**

Applicant Information			Owner Information		
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*** (REQUIRED)			Email Address		
Project Location					
County Road Name		MP	Additional Information		
Parcel Number					
<i>For official use only</i> – Assigned 911 Physical Address					
Address Type (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: _____		
Approach Type (Check all that apply)					
<input type="checkbox"/> Road Intersection <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Temporary <input type="checkbox"/> Other (specify): _____			***Addresses and approach permits will only be issued via email due to current COVID policies. Please make sure an email is provided to receive these written confirmations.		

*****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 approach locations and that any change in the 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 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 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 Approach to a Chelan County Road".

Applicant Signature _____ Date _____

FOR PUBLIC WORKS OFFICE USE ONLY

District _____ Permit No. _____ County Road No. _____

Bond _____ Approach 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