



**Chelan County Public Works Department**

316 Washington St., Suite 402, Wenatchee, WA 98801

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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**

**Will this be a short-term rental?**

**Yes**

**No**

*(\$10 discount when applying for both an Address and an Approach at the same time)*

<b>Applicant and Owner Information</b>			<b>Project Location</b>			
Applicant (Print full name)			County Road Name		M.P.	
Mailing Address			Additional Information			
City	State	Zip Code				
Telephone Number						
Owner (If not same as Applicant. Print full name)						Parcel Number
Mailing Address			Property Address			
City	State	Zip Code		City	State	Zip Code
Telephone Number			Applicant's UBI No. (If business)			
<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 <input type="checkbox"/> Accessory or Secondary Dwelling Unit <input type="checkbox"/> Commercial/Industrial Property <input type="checkbox"/> Undeveloped Parcel/Lot <input type="checkbox"/> Other: _____			
<b>Approach Type</b> (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): _____			<b>Construction Dates</b>  Estimated Start Date  _____  Estimated Completion Date			

**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 and Place \_\_\_\_\_

## 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**

### 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

# You've Submitted a Driveway Application: What Happens Next?

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## Submitting an application is NOT permission to begin work

- Once we have received your application and **all fees are paid**, our inspector will inspect the location. This usually takes 5-10 days, depending on your location and the time of the year.
- If the proposed site of your driveway entrance is acceptable, the inspector will issue a **preliminary permit** for you to begin work, which you will receive **in the mail**.
- If there are issues with the site, the inspector will contact you via email or telephone **to make adjustments**.
- **Only** when you have a preliminary permit from our inspector can you begin construction on the driveway.

## FLAG the driveway entrance or your permit won't be processed

- If you have an existing driveway and street address, make sure **your address is clearly posted at the entrance** so the inspector can find it.
- For new driveways, **mark the access point on both sides** where the driveway meets the road with **highly visible, flagged stakes or ribbons**.
- A new driveway must be 70 feet from neighboring driveways. Measure from the **center** of your driveway to the **center** of your neighbor's driveway.

## After you finish the driveway construction, you must contact us to REQUEST A FINAL INSPECTION

- Call us at 667-6415 and ask for inspector **Wendy Williams**, or email her at [wendy.williams@co.chelan.wa.us](mailto:wendy.williams@co.chelan.wa.us) to request a final inspection. **Include your name, address and parcel number**.
- The inspector will inspect your work and a **final permit** will be **mailed to you** if all requirements are met. The inspector will contact you if changes need to be made before a final permit is issued.
- Without a final inspection, your building permit will not be finalized.

Learn more about driveway applications, standards and Chelan County codes at:

<https://www.co.chelan.wa.us/public-works/pages/development>



# You've Submitted a Driveway Application: What Happens Next?

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Now that you've handed in your driveway application, keep these additional points in mind:

- The application you submitted must be accompanied by a **PROPERTY SITE MAP** drawing showing **all** of the following: (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.
- Addresses are determined by driveway locations. Any change in the approach location may also result in a change of the assigned address.
- You cannot perform work within Chelan County right-of-way or property unless you have a **separate permit** issued by this office. If you need a *Work in the Right-of-Way* permit, please ask for one.
- If required, you must post a bond or other financial assurance to ensure compliance with all permit conditions. The bond remains in effect for **one full year following completion of the authorized work**. After reviewing your application, the inspector will let you know if a bond is necessary.
- You are responsible for utility location. At least **48 hours** before you dig, call the free hotline *Before You Dig* at **1-800-424-5555**.
- You must **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 must be of high quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc. must meet the requirements set forth in *Chapter 8.26 of Chelan County Code, Utilities on Rights-of-Way*.
- You must follow 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 must conform to provisions of the edition of the *USDOT Manual on Uniform Traffic Control Devices for Streets and Highways*.
- You must obtain any environmental, structural or other permits required by law, code or regulation through the appropriate federal, state and/or local agencies. You are responsible for any environmental permitting and/or mitigation associated with your approach to the county road.

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