

OBTAINING AND POSTING YOUR NEW ADDRESS

Applying For a New Address:

- 1) Download the address application from our website or come into our office to pick up an application. The Department of Community Development is located in the Clallam County Courthouse at: 223 E. 4th St, Suite 5 Port Angeles, WA 98382. Our office hours are: 8:00 to 4:30, Monday-Friday.
- 2) Your application can either be mailed to our office with a check or physically delivered to our office with either check or cash. Please do not mail cash.
- 3) Provide a map of your parcel showing the location of the driveway or proposed driveway with your application.
- 4) If your parcel is being accessed from a county road, you may also be required to apply for a Road Approach Permit from Public Works. Contact: (360) 417-2379 with questions regarding County Road Approaches.
- 5) A GIS review will be performed in our office. Once an address is reviewed, verified and established, a placard will be made and you will be notified by phone. You will be supplied with the green placard, post and hardware to attach the placard to the post
- 6) Prior to installing your post, we highly recommend you call 811 for a locate of any and all underground utilities. This is a free service and is usually completed within 24-48 hours.
Remember: Any address marker could endanger underground utilities, you are responsible for any damage you may do. Please follow the instructions for installing your post carefully!
- 7) Please feel free to call the Building Department if you have any questions at: (360) 417-2595 or (360) 417-2318

The purpose of your 911 Address sign is to clearly show the 911 address of your driveway.
The objectives for placement are as follows:

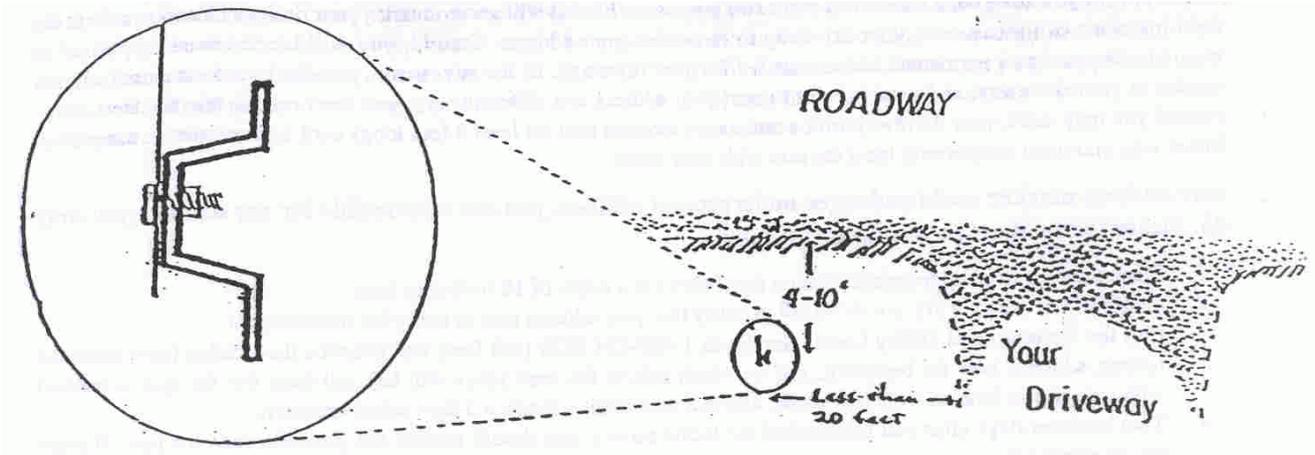
Your address sign should be clearly visible and readable from the road, travelling in either direction. It should be clear which driveway your sign is marking. Its location should not be physically obtrusive (to foot, vehicle or other traffic, brushing and snow plowing machinery, your activity, etc) or unnecessarily vulnerable (to traffic, vandalism, etc.). Use the other posts in your neighborhood as a guide for locating yours, it should fit in with the rest.

Installing Your Address Placard: Follow these guidelines, but use common sense.

- 1) Put the post on the same side of the road as your driveway. If the driveway is an extension of the road, put the post on the right hand side of the road, near the point where the public or private road becomes an exclusive private driveway. (If your driveway doesn't exist yet, these guidelines refer to its proposed location.)
- 2) Place the post so that the address sign will be oriented perpendicular to the road, extending toward the road from the post like a flag (see figs. 1 and 2 on the back of this sheet).
- 3) The sign post should generally be about 4 - 10 feet from the edge of the drivable surface of the road. On roads with speed limits greater than 40 mph it may be farther away (See figs. 2 and 3).
- 4) If there is a fence, hedge, or other barrier, the post can be next to it or lined up with it, with the sign extending toward the road (protecting the sign and keeping it out of the way). Do not obscure the address sign (see fig. 3).
- 5) Try to put the post within 20 feet of your driveway, but not where someone would be likely to drive into it. If there is a barrier near the driveway, the post will be safest near the barrier. If there is pull off parking or other open driveable area near the driveway, the post may have to be placed farther than 20 feet away.
IMPORTANT: If you have multiple driveway entrances, place it next to the main entrance (the one an emergency vehicle would use).
- 6) Final address height should be about 40" above the road (mailbox height). This results in driving the standard 5 foot post 20" into the ground. (Follow Utility Locate procedures above before driving in to full depth.) (see fig. 2)

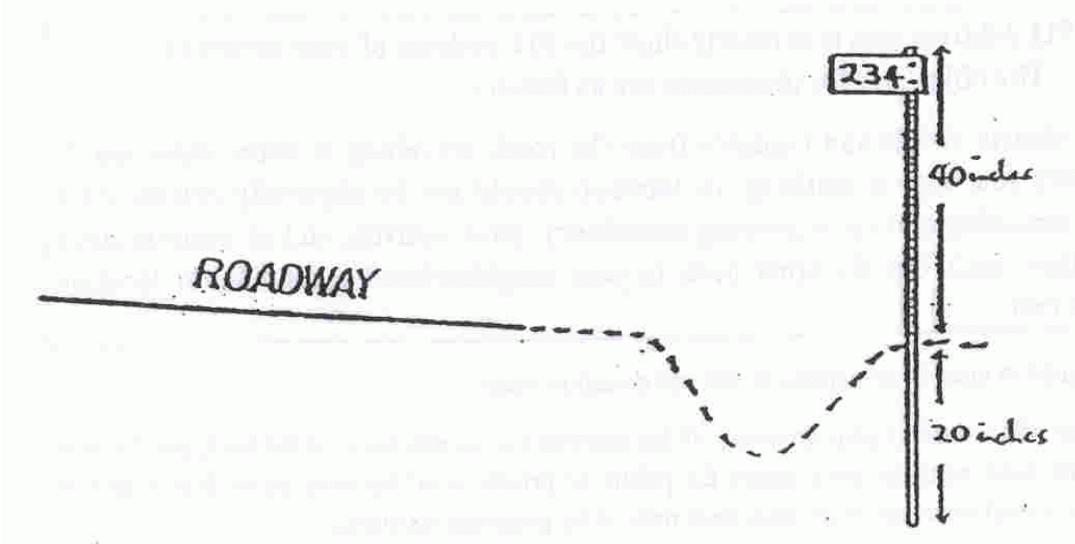
(Note: "Drivable" refers to surfaces on which a vehicle could reasonably drive, including flat, hard lawn surfaces, road shoulders, etc.)

Fig. 1 Plan View: Orientation of Post



Place post perpendicular to road, near driveway

Fig. 2 Profile: Post shown with placard attached, driven to full depth.



Remember to call for utility locate before driving deeper than 10 inches.

Place at least 4 feet from road surface, but close enough to be seen from both directions.

Fig. 3 Plan View: Use of nearby barriers or obstacles.

