



CLALLAM COUNTY BUILDING DIVISION

ADDRESS REQUEST

\$50.00 FEE

ADDRESS POST MUST BE IN PLACE BEFORE ADDRESS WILL BE ASSIGNED

Date:	Contact Name: _____ Phone Number: _____	<i>For office use only</i>	
Name of Resident(s): _____ Mailing Address: _____		<i>Address System (Check or Circle)</i>	
		Rural	Grid: (specify)
City or Zip Code	Tax Parcel No.	Request Taken By:	
ROAD NAME (Named road that driveway accesses)		Receipt No./Date:	
SHARED DRIVEWAY (Does your driveway or unnamed easement Also serve any other homes or lots?) YES NO		Addressed from office: By:	
Nearest Existing Placard Numbers on same road (or on shared driveway) ABOVE _____ BELOW _____		Pending Road Name:	
Length of Driveway	Color of Structure being Addressed (If Any)	Post Ready Date:	
Directions to Site: (Describe location of structure. Which way do you turn off the above named road? (North, South, East or West; Odd or Even numbered side): <i>Please sketch map to site on back of this form.</i>			

FOR YOUR INFORMATION: If you foresee that your driveway will serve 5 or more addresses, it is advisable to name it as a private road now. A sixth address on one driveway cannot be done without naming the road. Please read explanation on back.

For Office Use Only			
Measured Distance	Left/Right	Proposed Number	Actual Road Name (include N,S,E,W, if any, and RD, AVE, LN, etc)
Measured to: <input type="checkbox"/> Center of Driveway <input type="checkbox"/> Placard Post <input type="checkbox"/> Marker Post <input type="checkbox"/> Other			
Inspector Name	Comments		
Date Measured			
Assigned Address	Confirmed in office: by _____ date _____ Enter into database: by _____ date _____ Addressee Notified: by _____ date _____ Placard Made: by _____ date _____		

If your driveway is shared with other existing or potential residences, please read and respond to the following:

Addresses are calculated based on the distance from the road origin to the driveway. Each driveway can potentially accommodate five (5) addresses, all odd or all even, with the numbers increasing up the driveway. (for example, 1240, 1242, 1244, 1246). Once there are too many addresses to fit this pattern, the driveway must be named as a private road, with addresses based on the distances up that road.

If you foresee your shared driveway exceeding the five (5) potential addresses, it should be named so that it can accommodate an unlimited number of future addresses. If it appears your driveway will serve two to five (2 – 5) addresses, yours must fit correctly with any other existing or potential accesses to it.

Please sketch your driveway, showing the connection to the named road, and any other existing driveways connecting to your driveway, as well as any undeveloped lots that may also connect to your driveway.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a driveway and its connections to roads and other lots.