

## Addressing is a 3-Step Process

- 1) **Submit the address request form, pay the fee, and mark your driveway with the metal stake (see below).**
  - a) Call the Underground Utility Locate Service at 1-800-424-5555 (toll free) and describe the location (give them the nearest address, how far beyond it, and on which side of the road yours will be), tell them that the spot is marked with a steel post labeled with your name, and that they need to locate a 5 foot radius around it.
  - b) Two business days after you have called the locate service you should inspect the ground around the post: If there are no painted lines within two feet of your post location, you may drive it in the rest of the way, otherwise you must move it to a location at least **TWO FEET from any painted lines** before driving it in. If there is no such spot in the 5 foot radius around the original post location, make a guess, and place it no more than 10" deep in another location and repeat steps 3 and 4 until a satisfactory location is found. Make sure you don't disturb any underground utilities you, or a previous owner may have installed yourselves, as these will not be located by the utility company.
- 2) **Call the Permit Center (360) 417-2318 to notify us that your address post is ready for measurement.**
- 3) **About 10 days later you will be advised of your address and you may pick up your green number.**

**Any address marker could endanger underground utilities, you are responsible for any damage you may do. Please follow these instructions carefully!**

The steel post you have been issued will serve two purposes: **First** it will serve to mark your driveway location so that the field inspector can measure to your driveway to determine your address. **Second**, you will later be issued a placard to mount on the post as a permanent address marker for your driveway. If, for any reason, you don't want a standard address marker at your driveway, and would prefer to post your address in a different way, you don't need to take the steel post - instead you may mark your driveway with a temporary wooden post (at least 2 feet long) until measurement is completed. Either way you must temporarily label the post with your name.

**The purpose of your 911 Address sign is to clearly show the 911 address of your driveway.**

**The objectives for placement are as follows:**

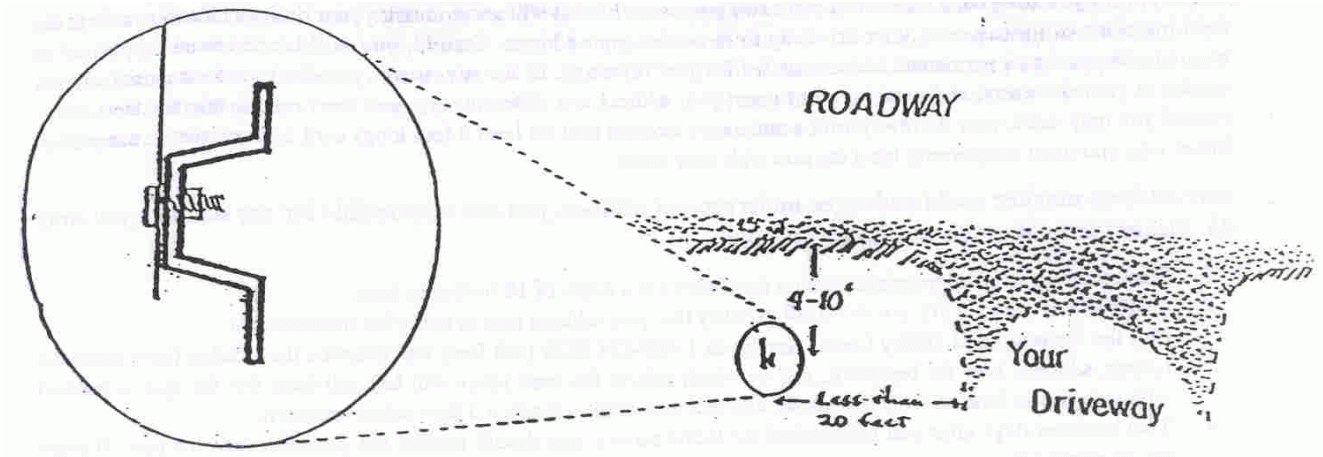
**Your address sign should be clearly visible and readable from the road, travelling in either direction. It should be clear which driveway your sign is marking. Its location should not be physically obtrusive (to foot, vehicle or other traffic, brushing and snow plowing machinery, your activity, etc) 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.**

The following guidelines are designed to meet the objectives of locating your address stake, 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 sign may have to be placed farther than 20 feet away. If you have multiple driveway entrances, place it next to the main entrance (the one an emergency vehicle would use).
6. Final sign height will 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)

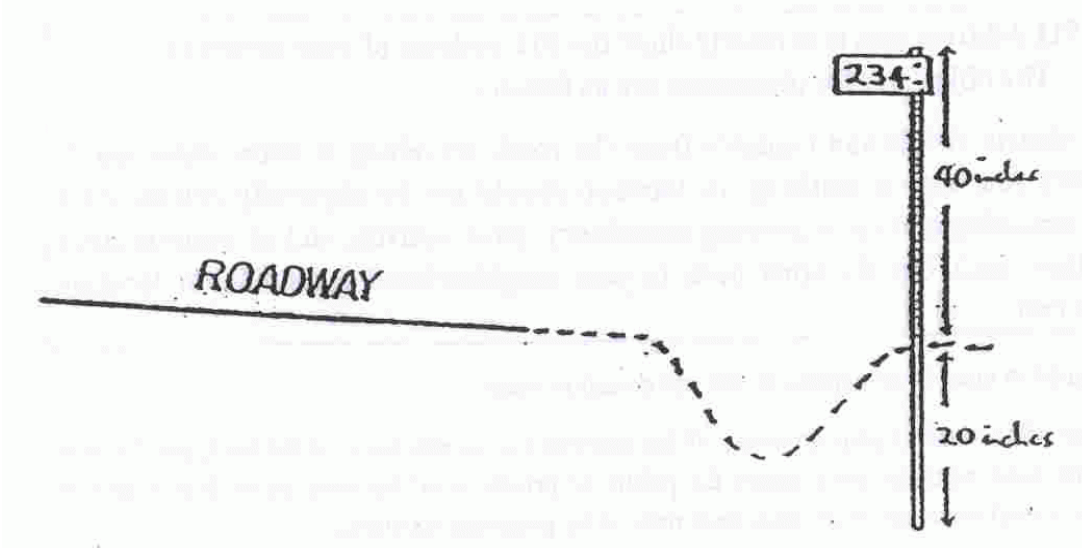
(Note: "Drivable" refers to surfaces on which a vehicle could reasonably drive, including flat, hard lawn surfaces, road shoulders, etc.)

**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.**

