



Address Request / Review Form

San Juan County Public Works Department

915 Spring St • P. O. Box 729 • (360) 370-0500 www.co.san-juan.wa.us/publicworks
Friday Harbor, WA 98250 • Fax (360) 378-6405 email: Addressing@sjcpublicworks.org

APPLICANT INFORMATION

Name of Applicant: _____
Contact Person: _____ (if other than owner)
Street Number/Name: _____
City/State/Zip: _____
Telephone: _____
Cell Phone: _____
Email: _____
Preferred method of contact: _____

PROPERTY INFORMATION

Tax parcel number: _____
Island: _____
Street address (if known): _____
If no address, name of the road the driveway is accessed from: _____

Owner's Signature: _____ **Date:** _____

By signing this application you agree that Public Works personnel may enter the premises for the purpose of mapping the location of the buildings and driveways.

FOR OFFICIAL USE ONLY

Verified address: _____
Newly assigned address: _____
No additional address required. Primary address at this location: _____

- | | | |
|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Database | <input type="checkbox"/> Edit data | <input type="checkbox"/> Post data |
| <input type="checkbox"/> Mapped | <input type="checkbox"/> Address | <input type="checkbox"/> Notice |
| <input type="checkbox"/> Add data tool | <input type="checkbox"/> Straddr | <input type="checkbox"/> CD&P |



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Instructions for Address Request / Review and Driveway / Access Permit

Because consistent and accurate addresses are essential to providing rapid response in emergency situations, **an address review is required for all new construction.** Existing addresses will be reviewed for compliance with applicable regulations and for consistency with surrounding addresses. If no address exists for the new building site, one will be assigned.

A driveway access permit is required if a new access will be constructed off a public county road. The driveway access location will be reviewed for sight distance, grade, drainage and other issues which affect safety and impact the County road infrastructure.

Access permits are not required for driveways off of private roads!

If you are unsure whether the road is private or County, please call Public Works at (360) 370-0500.

Instructions:

1. Fill out the "Address Request/Review" form on the back of this sheet.
2. Fill out the enclosed "Driveway/Access Permit" if applicable.
3. Submit a site plan with your application.
4. On your property, flag your driveway access location.
 - a. If your driveway has already been built, and an address has already been assigned make sure your address is posted at the driveway entrance.
 - b. If your driveway has been built but no address has been assigned, mark the driveway entrance as described below.
 - c. If this is a new driveway then mark the location of where the access will meet the road.
 - d. Mark the driveway access point (the point where the driveway meets the road) with highly visible flagged stakes or ribbons on each side that have the word 'Driveway' and your name in large letters.
5. Submit the completed forms along with your building permit package.
6. Community Development and Planning will forward your application to Public Works for processing.
7. For questions call Public Works at (360) 370-0500.