



ISLAND COUNTY APPLICATION FOR SITE ADDRESS

Coupeville - (360) 679-7339

Mailing: 1 NE 7th Street

Coupeville, WA 98239

Camano Annex - (360) 387-3443

121 N. East Camano Drive

Camano Island, WA 98282

Receipt #PC: _____ Fee **\$94.76** ADD- _____

Applicant _____ **Legal Owner** _____

Mailing Address _____ City/Town _____ State _____ Zip _____

Telephone Number _____ Email to _____

Location: The parcel/geo ID begins with an "R" or when in a plat/PRD "S"

Geo ID (aka parcel/ tax ID): _____

PID# (aka, key#) _____

Name of Plat /PRD: _____ Division # _____ Block _____

Section _____ Township _____ Range _____ 1/4 Sect.: _____ NW _____ NE _____ SW _____ SE

ADDRESS ASSIGNMENT: In accordance with 14.04A.120, addresses shall be assigned to new development according to the location of the driveway **at the time of development**. Addresses indicated on subdivisions are not officially assigned and may not be accurate.

Address Request is for:

☐ New Residence ☐ Well / Pump house ☐ Other _____

Driveway will be directly onto:

☐ County road name: _____

☐ Private road name: _____

☐ State Route: _____

Please include the following with this application when submitting;

☐ **Fee: \$94.76;**

☐ **MAP:** An aerial photo (qtr sect. map) or plot plan showing the accurate lot configuration. On this map identify the approved access point/driveway and where applicable easements and;

☐ **Copy of APPROVED Access Permit;** Issued by Public Works, 360-679-7331, approving the driveway location onto a County Road, OR **if the first access is directly** onto the State Highway by Department of Transportation, 360-757-5964 or 360-848-7230.

☐ **Existing Building or New Septic Permit Numbers:** _____

POSTING ADDRESSES:

Understand, it may be necessary to provide additional information to obtain an address. I have read the provided "Posting Addresses" sheet and understand the number(s) shall be posted in accordance with ICC 14.04A.130, within 30 days of the date below.

Signature: _____ **Date:** _____

Official Address Assigned:

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House Number _____ Road Name _____ City _____ Zip Code _____

Island County Addressing Authority

Effective Date _____

Feb 2024

Posting Addresses

Island County Address Policy 14.04A

1404A.010 Intent

This policy is intended to guide the comprehensive addressing of unincorporated Island County for the purposes of ensuring that development in unincorporated areas can be located and identified by emergency response units.

14.04A.130 Address Posting

1. Addresses shall be posted in a manner that they can be read from the public or private road accessing the addressed property and that they provide adequate identification of the addressed property in conformance with the Uniform Fire Code and in accordance with the following:
2. Addresses shall be posted on the addressed building in colors contrasting with the background in such manner and location as to be plainly visible from the street.
3. Address numbers shall be minimum five inches (5") in height with minimum one-half inch (1/2") channel. Building letters shall be minimum ten inches (10") in height and one inch (1") channel.
4. In instances where the main building's posted address is not clearly visible from the road, house numbers shall be visibly posted at a height between 4' and 8' from the road level and anywhere within an arc of 30 feet from the point of intersection of the driveway with the named road, with numerals at least three inches (3") high on a contrasting background and visible when traveling in either direction. *[This means that you need to post your address number on your building and where your driveway meets the road. If you share a driveway (access easement) with your neighbors and address numbers on your house are not clearly visible from the shared driveway, you need to additionally post your address number at the location where your driveway intersects the shared driveway.]*



Multiple building complexes (i.e. apartment complexes, mobile home parks, etc.) where the primary entrance to all addressed buildings are not clearly visible from the street, shall display a map directory of the complex drawn to a minimum scale of 1"= 20' and no smaller than 2 ft. X 2 ft. in overall size at each entrance to the complex. The sign must be in compliance with Island County sign code.

If you have any further questions about address posting,
for Whidbey Island, please call 360-678-7818, or for Camano Island call 360-387-3443 ext. 8244

KEEP THIS PAGE FOR YOUR RECORDS, DO NOT RETURN IT WITH THE APPLICATION

Thank you.