

APPLICATION FOR SITE ADDRESS

In unincorporated areas of Grant County, Washington | Questions? GCGIS@grantcountywa.gov or (509) 754-2011 ext. 2501

Submit documents and fee (\$15) to the Grant County Planning Dept.
 Fee includes one address marker (metal 5" x 12" reflective blue sign with 4" reflective white numbers).

Mail: PO Box 37 Ephrata, WA 98823
 In Person: 264 West Division Ave. Ephrata, WA
 Hours: M-F 8 am – 12 pm and 1 pm – 4 pm

Request Type	1	<input type="checkbox"/> Change of site address; Existing address:		
	2	<input type="checkbox"/> New site address; For:		
	3	<input type="checkbox"/> Order <u>extra</u> address marker(s). Fee \$15 each. Quantity: _____ (One is included with #1 and #2 above) For: <input type="checkbox"/> New address <input type="checkbox"/> Existing address, of:		
Assessor's Parcel No.		<i>Don't know the parcel number? Check your tax statement or go to grantwa.taxesifter.com and search by owner name</i>		
Applicant's Name				
Applicant's Mailing Address				
Telephone (optional)		E-mail (optional)		
Property Owner's Name	<input type="checkbox"/> Same as Applicant			
Property Owner's Mailing Address	<input type="checkbox"/> Same as Applicant			
Name of road your driveway connects to:				
Do you have legal permission to connect to or use the road?		<input type="checkbox"/> Yes. Attach documentation (e.g. approved approach permit or easement) <input type="checkbox"/> No. See next section		
To obtain legal permission		For county roads, fill out and return Public Works approach permit RCW 36.75.130-150 For state highways, contact WA State Dept. of Transportation RCW 47.50 and WAC 468-51; 52 For city streets, contact the city Public Works department For private roads, obtain easement from landowner		
Does your driveway cross any rights-of-way, such as railroad or canal?		<input type="checkbox"/> Yes. Attach documentation (e.g. easement) <input type="checkbox"/> No.		
Map	A map of the entire parcel, marked with driveway location and structure (if applicable) must be submitted with request for a new or changed site address. Maps available grantcountywa.maps.arcgis.com			
Posting Your Address	I have read "Posting Addresses" on page 2 of this form and I understand the importance of proper address posting. I/We hereby declare that the number(s) will be posted in accordance with the Grant County code within 15 days of notification or before occupancy of a new residence or building.			
Signature			Date	

COUNTY USE ONLY	Receipt #	Proof of access	Date	TRS
	Building App #			
	Address Assigned			By Date

Posting Addresses

Posting of addresses is required by Grant County code in order for fire, law enforcement and medical personnel to find you quickly during an emergency.

Grant County, Washington, Code of Ordinances
Title 10 - ROADS, HIGHWAYS AND BRIDGES
Chapter 10.36 GRANT COUNTY ROAD NAMING AND SITE ADDRESSING
ARTICLE VI. DISPLAY OF ADDRESSES

10.36.600 ADDRESS NUMBERS.

- 1) The provisions of this chapter are meant to complement Section R319, Site Address, of the currently adopted International Residential Code.
- 2) Each property owner shall display and maintain the address number assigned to the property, structure, unit, or improvement.
- 3) Grant County fabricates and provides one uniform address marker for every new site address assigned via the process defined in Section 10.36.500. Additional uniform address markers are available for purchase from Grant County.
- 4) Display of a uniform address marker inside the owner's property line at the driveway approach is required in the following circumstances:
 - a. The addressed structure is located more than one hundred feet from the road designated in the site address.
 - b. The addressed structure is not clearly visible from the road designated in the site address.
- 5) Display of a uniform address marker is recommended in the following circumstance:
 - a. The addressed structure is located one hundred feet or less from the road designated in the site address, and is clearly visible from said road.
- 6) Address numbers displayed on a structure shall be a minimum of four inches in height, with a minimum stroke width of one-half-inch, and shall be placed in a location that can be easily identified from the roadside from which the building is addressed. For maximum daylight visibility, the numbers shall contrast with the background they are placed upon. For maximum nighttime visibility, the numbers shall be illuminated or receive illumination from a nearby light source.
- 7) Corner lot address numbers shall be displayed facing the road designated in the assigned site address.

10.36.610 SHARED ACCESS.

Addressable structures or sites located along an unnamed shared-use driveway must be posted at the intersection of the driveway and the road designated in the assigned site address. Additional posting may be required at the location of any subsequent intersections along the shared-use driveway. The structure or site shall display posting at the structure location or the site in compliance with the provisions in Section 10.36.600.

10.36.620 TIMING OF DISPLAY.

An owner shall display the assigned site address within 15 days of notification or before occupancy of a new residence or building.