



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522, Ext. 7339 ■ from S. Whidbey (360) 321-5111, Ext. 7339 FAX: (360) 679-7306 ■ 1 NE 6th Street, P. O. Box 5000, Coupeville, WA 98239-5000
Internet Home Page: <http://www.islandcountywa.gov/planning/>

PRIVATE ROAD PETITION

The following items **MUST** be submitted:

- ❑ **Fees: *\$257.50 * includes 3% technology fee**
- ❑ **A map drawn to scale** showing the location of the easement (according to the legal description).
- ❑ **Show location of each driveway** onto the subject easement.
- ❑ **Provide parcel numbers, owner's name and mailing addresses for all properties** that abut the easement. (These items may be obtained in the Assessor's Office)
- ❑ **Recorded legal description of the easement**, unless associated with pending short plats or plats.
- ❑ **Signatures of all property owners**. (Every attempt must be made to contact each property owner who is served by the easement or abuts it.)
- ❑ **Copy of approved Access Permit**. Contact the Public Works Department at (360) 679-7331 or Department of Transportation at (360)757-5964 or (360)848-7230 if accessing off highway, for this information.

Procedures:

The Community Development office reviews the petition to determine the sufficiency of the petition, acceptability of the proposed road name, and that all necessary information is included. Notification of final approval of the road name will be sent to the property owners, appropriate County Offices, Post Office, Fire District, ICOM (911), and public utility companies.

Road Naming Criteria:

- No two roads on Camano Island shall have the same or substantially similar sounding name. No two roads within a nineteen (19) mile radius of each other on Whidbey Island shall have the same or substantially similar sounding name.
- Road names shall be no longer than sixteen (16) characters including spaces but excluding road classifications.
- Road names shall not contain a compass direction ("East", "West", "North", "South").
- Road names shall consist of no more than two (2) words, excluding road classification.
- Road names shall be easily pronounced and spelled.
- Road names shall not consist of numbers or a single letter.
- Although road classifications are required, changing them does not constitute a different name. Example: Gull Way and Gull Road are considered duplicate. Kerrie Road and Ferry Place are considered similar in sound.
- All roads that do not dead end or terminate in a cul-de-sac shall have the road classification of Road, Avenue, Drive, Street, Parkway or Boulevard.
- All roads that dead end or terminate in a cul-de-sac shall have the road classification of Lane, Court, Way, Terrace or Place.
- All roads that return to their point of origin shall have the road classification of Circle.
- A road that begins and ends in two (2) different locations along another road, shall have the classification of Loop.

Please feel free to contact this office with proposed road names prior to submittal. Phone (360) 678-7818.

SIGNS: Official road signs can be purchased through the Engineering Department or you may make your own sign as long as it meets or exceeds standards set by Island County. For further information please contact the Engineering Department at (360)679-7331. A sign application will be mailed to you during the review process. Signs take 3 to 4 weeks to make.

**Mail To:
Island County Community Development
PO Box 5000
Coupeville, WA. 98239**

GREYED SECTION FOR COUNTY USE ONLY

Fee paid

Receipt #

Date Received

Road Name

Date Approved

Private Road Name Petition

Petitioner Name: _____

Mailing Address: _____

City/ zip

Phone Number: _____

Email Address

Existing Road Name _____

Section _____ **Township** _____ **Range** _____ **Quarter** _____

If applicable **PENDING** (Circle One) **SHP / PRD / PLP** # _____ / _____
Example: # 096/04 SHP

Proposed Road Name: If your driveway accesses onto this road the address will change

1st Choice _____

2nd Choice _____

Signatures & Parcel Numbers of Owners :

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature _____ Owner Signature _____

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature _____ Owner Signature _____

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature _____ Owner Signature _____

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature _____ Owner Signature _____

Proposed Road Name: If your driveway accesses onto this road to be named, your address will change

1st Choice _____

2nd Choice _____

Signatures & Parcel Numbers of Owners :

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature

Owner: (s) _____ Parcel Number: _____

Mailing Address: _____ City/Town _____ Zip _____

Current Parcel Address _____ Driveway accesses onto easement ___yes ___ no

Owner Signature

Owner Signature
