

## EXHIBIT "A-1"

### **PRIVATE ROAD ADDRESSING PROGRAM**

This program is designed to provide addresses to residents on private roads, and to aid emergency services and others in locating residences. Multiple residents who are served by private roads and/or driveways desiring separate addresses are encouraged to participate in this program.

**NOTE: Use of this program will result in your permanent address being changed.**

Prior to address assignment, over 50% of the property owners served by the private road will have to sign the attached Exhibit "B-1" acknowledging the conditions attached hereto which state; that the **address is for location purposes only**, that the **status of the private road will not be changed**, that **mail delivery and school bus service still will not be available on the private road**, and that **Lewis County will not take over road maintenance responsibilities**. **The approval of the private road name and address assignment does not certify nor guarantee the private road as adequate access to the lots it serves.**

Together with the executed Exhibit "B-1" a designated contact person shall provide Lewis County a copy of a map showing the following information:

1. North Arrow
2. A minimum of two (2) of the nearest cross roads. Please label all road names and any other significant landmarks for locational reference.
3. The boundary lines of all properties served by the proposed private road.
4. The exact location of the proposed private road on each affected property.
5. The location of any fences in close proximity to the proposed private road.
6. A copy of the Lewis County Assessor's map showing the road location and properties to be addressed.

Private road names will be reviewed for approval and subject to the following restrictions:

1. The proposed road name shall not duplicate any other road name in Lewis County.
2. The proposed road name shall not exceed 10 characters or letters, including spaces between letters or characters excluding the words private, road, drive, lane, etc.
3. Lewis County reserves the right to veto any proposed name they believe would be either confusing to the public or inappropriate.

After all applicable information has been provided, and the proposed road name has been approved, the Lewis County Community Development Department, Permit Center and Building and Fire Safety Section will assign addresses based on the same system and formula presently used to assign addresses on public roads.

Lewis County Public Works, Traffic Control Division, will only install the necessary road name signs at private roads intersecting county roads ~~and state highways~~. Sign installation will only take place after the contact person has notified the Permit Center that the address stake identifying the proposed private road is in place. All interior private branch road name signs shall be purchased and installed at the residents' expense, and shall conform to Lewis County road sign standards.

**ADDRESSEE'S ACKNOWLEDGEMENT OF ASSIGNMENT OF PRIVATE ROAD ADDRESS AND CONDITIONS ATTACHED THERETO**

I have read the foregoing Private Road Addressing Program (Exhibit "A") and the conditions under which it is issued. *I understand that the assignment of a private road address is made with the following conditions:*

1. Use of this program will result in your permanent address being changed.
2. The US Postal Service will not deliver mail to a residence on a private road.
3. School bus service, and all other services associated with county roads will not be available on a private road.
4. The assignment of a private road address does not mean that the private road is accepted into the County Road System, and that Lewis County has no responsibility to build, improve, maintain, or otherwise service the private road.
5. Permission given for Lewis County to utilize GPS for mapping of the new private road.

**PROPOSED PRIVATE ROAD NAME (LIST BY ORDER OF PREFERENCE):**

*use one (1) letter/character or space per box – not to exceed a total of 10. Do not include the words private, road, drive, lane, etc.*

1.           Lane

2.           Lane

3.           Lane

**Contact Person (Please Print):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Signatures from OVER 50% of property owners is required.**

**Note: Your signature below acknowledges that you have read, and understand the conditions of the Private Road Addressing Program as stated above.**

OWNERSHIP SIGNATURES

NAME PRINTED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**If more than 6 signatures are required, please use reverse side of this document.**

**FOR COMPLETION BY PERMIT TECHNICIAN**

Origin \_\_\_\_\_ Grid Location \_\_\_\_\_ Page \_\_\_\_\_

Assessor's Map Showing Nearby Crossroads \_\_\_\_\_  Stakes Issued \_\_\_\_\_ Placed \_\_\_\_\_  
Date \_\_\_\_\_

Neighboring Address \_\_\_\_\_  (Shown on Attached Map)

**FOR COMPLETION BY INSPECTORS**

Milepoint \_\_\_\_\_ End of Road \_\_\_\_\_ Nearest 100 Block \_\_\_\_\_

Address(es) Assigned \_\_\_\_\_



## Lewis County Department of Public Works

Erik P. Martin, PE, Director

Tim D. Fife, PE, County Engineer

### PRIVATE ROAD SIGN INSTALLATION

NOTE: These instructions apply only to private road signs that are on county right-of-way. Private road signs on private property need to be installed and maintained by the landowner(s). It is important that private road signs are installed or replaced as soon as possible since they provide guidance for emergency services.

There is an installation fee for installing private road signs for new private roads. This is a one-time fee, \$125 as of 1/1/16.

When a private road sign is down on the ground (no damage), call Public Works at 360-740-1123, and arrangements will be made to reinstall the sign at no charge.

When the road sign of an existing private road is missing or damaged, sign replacement is the responsibility of the residents who live on that private road and accomplished by:

- Purchasing a new sign made to county specifications (attached). Sign making companies can be found by searching the internet or yellow pages for "Signs" or "Traffic Signs".
- Delivering the sign to the Public Works Department at the Public Services Building at 2025 NE Kresky Avenue in Chehalis. Public Works staff is at the counter at the far end of the lobby. Look for the Public Works sign above the counter.

The Public Works Department, Traffic Control Division, will install the sign once it is provided.

There is no fee for reinstallation of the new sign on an existing private road, even if the post is damaged or missing.

Please call 360-740-1123 if you have any questions.

#### Road Maintenance & Traffic

476 West Main St.  
Chehalis, WA 98532  
O 360.740.3380  
F 360.740.2741

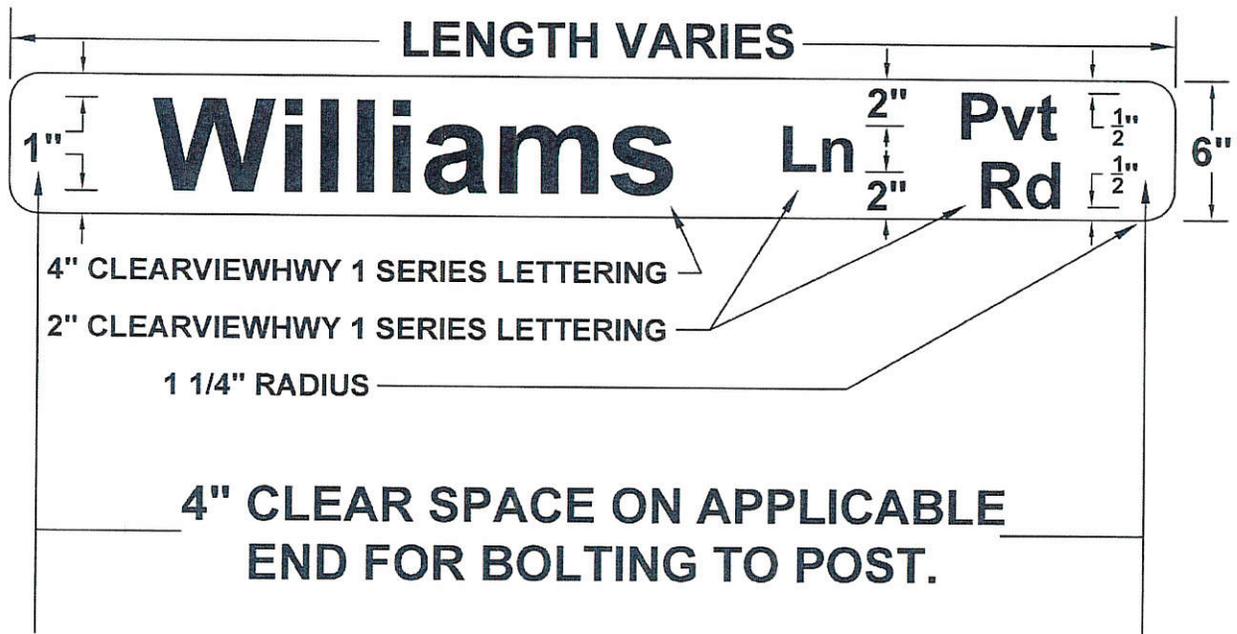
#### Administration, Engineering, Utilities & Real Estate Services

2025 NE Kresky Ave.  
Chehalis, WA 98532  
O 360.740.1123  
F 360.740.1479

#### Solid Waste Services

Post Office Box 180  
Centralia, WA 98531  
O 360.740.1451  
F 360.330.7805

# PRIVATE ROAD SIGN STANDARDS



## REQUIREMENTS:

- ROAD NAME SIGN MUST HAVE A RETROREFLECTIVE WHITE BACKGROUND WITH BLACK LETTERING ON BOTH SIDES OF THE SIGN PLATE.
- MIXED-CASE LETTERING CONSISTS OF AN INITIAL UPPER-CASE LETTER FOLLOWED BY LOWER-CASE LETTERS.
- SIGN PLATE MUST BE .080" THICK ALUMINUM FOR SIGNS UP TO 40 INCHES IN LENGTH, AND .125" THICK ALUMINUM FOR SIGNS 40-50 INCHES IN LENGTH.
- MAXIMUM SIGN LENGTH IS 50 INCHES.
- SIGNS NOT ADHERING STRICTLY TO THESE STANDARDS WILL BE RETURNED. CONTACT LEWIS COUNTY PUBLIC WORKS, TRAFFIC CONTROL, 360-740-1195 IF YOU HAVE ANY QUESTIONS.