

Chapter 10.20
CHELAN COUNTY ROAD NAMING AND PHYSICAL ADDRESSING CODE

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Article I. General Provisions

10.20.100 Short title

This chapter and amendments thereto, shall be known and may be cited as the “Chelan County Road Naming and Physical Addressing Resolution.”

10.20.110 Purpose

- (1) The purpose of this chapter is to establish a uniform method for naming roads and assigning addresses for real property and structures within the unincorporated areas of Chelan County, Washington.
- (2) The goals of this chapter are as follows:
 - A. Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.
 - B. Regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.
 - C. Provide property owners, the general public, emergency responders and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.

10.20.120 Applicability

- (1) This chapter applies to all public and private roads and addresses for real property, and structures situated within unincorporated Chelan County. Chelan County may name or rename roads and assign or reassign addresses as necessary to further the purpose of this chapter.

- (2) The provisions herein shall apply to the assignment of addresses to all new or existing buildings or properties within the unincorporated areas of the county.
- (3) All non conforming addresses may be changed to conform with this chapter.

10.20.130 Administration

The Chelan County Public Works Department, under the direction of the Administrator, shall administer the provisions of this chapter, unless otherwise provided for herein.

10.20.140 Definitions

(1) The definitions contained in Chapters 14.98.020 and 15.30.160, as amended, are adopted as part of this chapter.

(2) The following definitions are used in this chapter in addition to the definitions in Chapter 14.98 .020 and 15.30.160 of the county code:

“Address” means a property location identification including the following elements: number, directional designator/prefix, road name and unit number, if applicable.

“Address Number” means the numeric designation for an addressable structure or unit.

“Addressable” means a property required to be assigned an address under this chapter.

“Addressable Property, Addressable Structures, Addressable Sites or Addressable Units” means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the Chelan County Building Official and/or Chelan County Fire Marshal to comply with applicable building and/or fire codes.

“Addressing Database” means the computerized format for tracking assigned road names and addresses within all of Chelan County. This system is maintained by Chelan County Public Works.

“Addressing Scheme” means a generic term used to describe the address number and directional system in a particular area such as a grid system, block system, or mile point system.

“Administrator” means the Chelan County Engineer, or designee.

“County Addressing Coordinator” means the person(s) designated by the Administrator of Public Works to administer the Chelan County Road Naming and Physical Addressing System.

“Department” means the Chelan County Public Works Department.

“Directional designator/prefix” means a 1 or 2 letter descriptor within a road name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific road naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).

“E911 Director” means the manager of the local 911 service.

“Inconsistent Address or Road Name” means an address or road name that is not in compliance with this chapter.

“Nonstandard Road Name Sign” means a road name sign that is not in compliance with this chapter.

“Road Name” means the word or words either existing, or in the case of new or renamed roads, which are approved by the Chelan County Public Works Department, used in conjunction with a directional designator/prefix, and/or a road name designator/suffix to identify a Public or Private road.

“Road Name Designator/Suffix” means an abbreviated word used in conjunction with a road name to describe the character of the road. The following are road name designator/suffixes:

- **“Avenue (Ave)”** means a road name designator/suffix for roads within an urban growth area.
- **“Boulevard (Blvd)”** means a road name designator/suffix for roads within an urban growth area.
- **“Circle (Cir)”** means a small residential public road which shape is circular.
- **“Court (Ct)”** means a public road that is generally less than 500 feet in length and ends in a cul-de-sac.
- **“Drive (Dr)”** means a vehicular way either by use, by approved plat, or approved by other action, whether improved or unimproved and not classified as an avenue, boulevard, court, circle, loop, lane, way, place, road or street.
- **“Lane (Ln)”** means a road name designator/suffix for roads that are privately owned.
- **“Loop (Loop)”** means a road of limited length forming a loop, having no other intersecting road, and functioning mainly as direct access to abutting properties that may be designated for one-way or two-way traffic.
- **“Place (Pl)”** means either a small residential road or a narrow road in a commercial area.
- **“Road (Rd)”** means a generic road name designator/suffix that generally describes a rural road. Also means any vehicular way that is an existing county or municipal road, either by use, by approved plat, or approved by other action, whether improved or unimproved and that is not classified as an avenue, boulevard, court, circle, drive, loop, lane, way, place, or street.
- **“Street (St)”** means a road name designator/suffix for roads within an urban growth area.
- **“Way (Way)”** means an existing county or municipal road, either by use, by approved plat, or approved by other action, whether improved or unimproved and is one-half mile or less in length.

“Road Origin” means the point along a road where the road begins.

“Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (i.e., apartment, suites, etc.).

“Unit Designator” means a secondary address numbers that are used to identify separate buildings or units on a single lot, parcel, or tract of land. A unit designator shall consist of alphabetic abbreviations such as BLDG, APT, or UNIT and a numeric identifier (i.e., 101 N Main St BLDG 2).

“Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

10.20.150 Repeals and replaces chapters 8.50, 10.20 and 10.22 of the County Code and Resolution 2004-51

The resolution codified herein repeals and replaces Chapters 8.50, 10.20 and 10.22 of the Chelan County Code and Resolution 2004-51 as of the effective date of this chapter.

10.20.160 Savings clause

Chapters 8.50, 10.20 and 10.22 of the Chelan County Code and Resolution 2004-51 which are repealed and replaced by this resolution, shall remain in full force and effect until the effective date of this resolution.

10.20.170 Effective date

This chapter shall become effective on July 15, 2011.

10.20.180 Severability

If any provision of this chapter or its application to any person, property, or road is held invalid, the validity of the remainder of the chapter or application of the provision to other persons, property, or roads shall not be affected.

Article II. Road Names

10.20.200 Roads to which naming requirements apply

(1) New or unnamed existing roads, exceeding 1000 ft. in length or providing access to three or more addressable parcels, structures, or units shall be named.

(2) Existing roads for which renaming has been authorized by the Board of County Commissioners to promote the purpose of this chapter shall be renamed.

10.20.205 Road naming standards

All new, unnamed, or renamed roads in unincorporated Chelan County shall be named pursuant to this article and the following criteria:

- (1) Road names shall be easy to read and pronounce.
- (2) Road names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
- (3) Road names shall not sound similar to other road names within the county, whether existing or currently proposed.
- (4) Road names shall not be numerical terms (e.g., 1st, 2nd), alphabetical letters (e.g., A, B), or contain dashes, apostrophes, or have frivolous, complicated, or unconventional spellings.

- (5) Road names shall use abbreviations, recognized by the US Postal Service and that are compliant with MUTCD regulations, when possible. (e.g., Derby Canyon Road would be Derby Cyn Rd).
- (6) Road names are limited to two words, not including the directional designator/prefix or the road name designator/suffix. Road names may not contain a directional designator/prefix or a road name designator/suffix as part of the base name. (i.e., Pine Loop Rd, or S North Pine Rd.) The base name is determined by the part of the road name that is neither the directional designator/prefix nor the road name designator/suffix.
- (7) Road names shall be no more than 22 characters, including spaces, directional designator/prefix, and the road name designator/suffix.
- (8) Variations of the same name with a different road designation are considered duplication (i.e., "Pine Rd", "Pine Dr", and "Pine Ln").
- (9) Articles ("The", "A", or "An") shall not be used to begin road names.
- (10) Road names duplicating commercial or private facilities shall not to be used (i.e., "Bowling Alley", "Tennis Court").
- (11) The use of a name derived from a community name or geographic feature shall be limited to use at locations in close proximity to such community or geographic features.
- (12) A proposed road which is a continuation of, or in alignment with an existing road, shall continue the road name of the existing road when possible.
- (13) Roads that connect to each other and are not a natural extension of the existing road may not start with the same word as the road name at the point of origin.

10.20.210 Road name designator/suffixes

Only road name designators/suffixes that are recognized as such by the United States Postal Service will be used subject to the following:

- A. The road name designator/suffix of Lane (Ln) shall be required for all private roads.
- B. The road name designator/suffix of Lane (Ln) shall not be used on any public roads.
- C. The following road name designator/suffixes may only be used on public roads: "Rd", "Dr", "Cir", "Ct", "Pl", "Lp", and "Way".
- D. The following road name designator/suffixes shall be reserved for use only within urban growth areas of the county: "St", "Ave", and "Blvd".
- E. All road name designators/suffixes must meet MUTCD standards.

10.20.215 Directional designator/prefixes

Directional designator/prefixes shall not be used as a word in any road name. Any directional designator/prefix shall be a prefix in the road name and bear the road direction.

10.20.220 Road origin and direction

Each road shall have a designated origin. Generally, a road origin will be established at the beginning point of where the subject road intersects with another road. When a subject road intersects with another road at both the beginning and ending points of the road, or when a subject road intersects with a road at a location that is neither the beginning or ending point of the subject road, the origin will be first the most south or west intersection; if not feasible, then the most north or east intersection. Final designated origin shall be determined by the Administrator for all public and private roads and according to the following principles:

- A. A continuous road, or one proposed to be continuous, should bear the same name throughout, regardless of changes in direction. If the road is interrupted by a highway, railroad, river, or

other man-made structure or natural feature, and eventual connection is not probable, the segments shall bear different names.

- B. Meandering roads, or other roads that do not follow approximately a main compass direction, shall be designated as mainly running east and west or north and south and shall be numbered along the length of such road consistent with the designated road direction.
- C. Roads which change abruptly from one predominant direction to another shall be designated in one direction throughout the road length according to which general direction of such road is the longer.

10.20.225 Road naming or renaming application, filing and review

Requests for road naming or renaming, for the purpose of safety or development, shall be by application filed with the Chelan County Public Works Department:

- A. A road naming or renaming application shall be submitted on the Chelan County forms and contain or be accompanied by the following:
 - 1) Applicant's name and address,
 - 2) Identification of the road to be named or renamed,
 - 3) A statement explaining the reasons for naming or renaming a road,
 - 4) Current name of a road requested to be renamed,
 - 5) Proposed road name(s),
 - 6) Identification of property owners whose property abuts the road to be named or renamed and/or whose approval of the application is required under this chapter, and
 - 7) Proof of notice of an application for road naming or renaming. Notice shall be delivered personally or by mail to identified property owners and shall include a copy of the application.
- B. The applicant(s) shall file the road naming or renaming application with the Chelan County Public Works Department. Applicants may file applications in person or by mail and an application shall be considered filed on the date physically received at the department office.
- C. The following persons or agencies are authorized to apply to Chelan County to name or rename a road within unincorporated Chelan County:
 - 1) An owner of property abutting the road, or having legal access to the owner's property by such road, for which naming or renaming is requested;
 - 2) Any public agency providing law enforcement, fire protection or other emergency response services to the public in Chelan County;
 - 3) Chelan County, by its Public Works Department
 - 4) Chelan County Sheriff
 - 5) Chelan County Fire Marshal
 - 6) E911
- D. All road names shall be subject to a review by the Administrator and the E911 director, or designee, for compliance with the requirements and restrictions of this chapter, as well as ease of use with E911 computer-aided dispatch systems.
- E. Property owners shall have thirty (30) days from the date of personal service of notice or the mailing date of notice to submit written approval of the proposed name or alternate suggested road names.
- F. In the event that a road name cannot be agreed upon by a majority of the property owners within thirty (30) days of the request, the Board of County Commissioners shall select and assign a road name.

10.20.230 New road names

(1) The Administrator shall only approve a name for a newly-created or an existing unnamed public or private road which has the approval of a majority of identified property owners. Identified property owners are those whose property abuts the road and those owners whose property has legal access to the road.

(2) The applicant for a new road name shall identify the property owners whose property abuts the road and those owners whose property has legal access to the road.

(3) The applicant shall provide notice of the road naming application to all property owners whose property abuts the road to be named or has legal access to the road. Notice shall be served personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested to the property owner's mailing address of record with the Chelan County Assessor's office.

(4) Property owner approval shall be evidenced by signature of a lawful owner of record representing each parcel abutting or legally accessing the road inscribed upon road naming application.

(5) The applicant shall be responsible for obtaining the required signatures of a majority of the identified property owners. In the event that a majority of identified property owners cannot agree upon a road name within thirty (30) days of being notified of the naming request, the Administrator shall select and assign a road name..

10.20.235 Property owner renaming application, application deposit, and county cost recovery

(1) The Administrator shall not approve a property owner's request to rename a public or private road unless the application is approved by one hundred percent (100%) of property owners abutting the road and those owners whose property has legal access to the road.

(2) The applicant shall identify in application the property owners whose approval is required for road renaming.

(3) The applicant shall submit a proposed new road name, or alternate suggested road names, and signatures of approval by identified property owners on Chelan County forms.

(4) An application to rename a public or private road submitted to the department for filing shall be accompanied by a road renaming application deposit in the amount of \$1000.00. Chelan County may recover from such deposit all documented county costs and expenses related to the road name change request, and the applicant shall be responsible to reimburse Chelan County for its costs and expenses exceeding the deposit amount.

10.20.240 Duplicate road names

When existing named roads are duplicated and are required by the County Commission to be renamed under this chapter, all of the standards set forth in section 10.20.205 shall apply. In addition, the following shall be considered and may be applied:

- A. Historically significant road names shall be retained where feasible. The desire to maintain these road names to commemorate local history shall be balanced with the stated purpose of this chapter.

- B. If two existing roads have duplicate names such that one road name must be changed, the first road to use the name shall retain that name. If it cannot be determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed.
- C. Except for the continuation of existing roads, road names shall not be duplicated within Chelan County.
- D. Other relevant or unique factors deemed appropriate by the Administrator.

10.20.245 Highways known by more than one name

Existing United States and Washington State highways that are also known by a common name may be designated by the numerical name outside UGA boundaries and may be designated, if feasible and without objection by the agency regulating the highway, inside UGA boundaries by the common name. The decision on feasibility shall be the responsibility of the Administrator.

10.20.250 Final plat road names

Prior to the filing of a final plat, the plat applicant shall obtain approval under this chapter of the road names within or serving the development and the approved road names shall be indicated on the final plat.

10.20.255 Recorded survey road names

Private road names identified on recorded surveys which are not currently in Chelan County's addressing database are not valid road names and shall not be used for physical addressing purposes, until the road name is submitted to the Administrator for review and approval to insure compliance with the provisions of this chapter.

Article III. Road Name Signs

10.20.300 Road name signs required

All private and public roads shall have approved road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Road name signs shall be made and installed pursuant to this chapter.

10.20.310 Road name signs on private property

- (1) All new private road name signs shall comply with MUTCD guidelines, as adopted by Washington law, for size, design, lettering, color, material, and placement and shall include the abbreviation "Pvt" following the road name. Variances may be allowed by permit issued by the Administrator.
- (2) Homemade signs may be allowed for private roads by permit issued by the Administrator.
- (3) Road naming applicant(s) shall be responsible for the installation of road name signs located within private rights-of-way or easements.
- (4) The applicant shall also be responsible to schedule an inspection by Chelan County Public Works to confirm compliance with MUTCD standards and this chapter.
- (5) A homeowners association, or if there is none, property owners abutting and with legal access to a private road shall be responsible for the maintenance of all private road name signs located on private property.

10.20.320 Road name signs in public rights-of-way

(1) The Chelan County Public Works Department shall fabricate and install all road name signs to be located within Chelan County rights-of-way, whether such right-of-way is in fee, dedicated, prescriptive, or easement.

(2) Chelan County shall recover fees from the applicant for county sign fabrication, and the installation of private road name signs located in public rights-of-way. Such fees shall be according to the adopted Chelan County fee schedules and shall be deducted from the applicant's road naming deposit at the completion of the installation. Expenses above and beyond the deposit amount, as referenced in section 10.20.235 (4), shall be billed directly to the applicant.

10.20.330 Final plat road name signs

Prior to the filing of a final plat, the developer shall install proper road name signs to be located on private property in accordance with the specifications and requirements of this chapter and shall arrange for inspection by the Administrator, or designee and pay fees according to the adopted Chelan County fee schedules. The developer shall also arrange for county fabrication and installation of road name signs to be located in the public right-of-way and shall pay the costs and fees to Chelan County for fabrication and installation of road name signs in the public right-of-way.

Article IV. Address Assignment

10.20.400 Property owner's duty to obtain address; applications

(1) Each property owner in unincorporated Chelan County whose property has not been assigned an address has a responsibility to apply to the county for a physical address.

(2) Each address assignment application shall include, at a minimum, a hand drawn site map showing structures, driveways, and road approach locations and shall be accompanied by payment of the applicable fees as determined by the currently adopted Chelan County fee schedule.

10.20.410 Assigned addresses

(1) Addresses inside a UGA and along roads that continue from the city to the county jurisdiction shall be assigned using the city grid system. If the Administrator determines that the interests of public safety requires an exception, the Administrator may assign a physical address from the road origin to the primary access location into the property and not to a structure.

(2) Addresses assigned based on road origin shall contain digits indicating the address by distance in thousandths of a mile from the origin of the road to the primary access location for the site. For each mile there can be 1000 available addresses, 500 on each side of the road. The address distance component along state highways shall correspond with the Washington State Department of Transportation mileposts when possible. Exceptions shall be at the discretion of the Administrator based on public safety and convenience of use by the public.

(3) Addresses for property only accessible by boat, including addressable property along upper Lake Chelan, shall be assigned based on a measured distance from the point of origin as determined by the Administrator and the provisions of section 10.20.220.

10.20.420 Temporary addresses

When an applicant requests assignment of an address in an area of the county with existing addresses inconsistent with this code, the Administrator may assign a temporary address to the applicant's site pending the Administrator's correction of all nonconforming addresses in the area.

10.20.430 Addresses not to be assigned to unnamed roads

No address shall be assigned to an unnamed road to which road naming requirements of this chapter apply until such road shall be named in compliance therewith.

10.20.440 Change in road status

If a public or private road right-of-way or location is altered, or any other condition arises to create an inconsistency with this chapter, the Administrator shall assign a corrected address consistent with the provisions of this chapter.

10.20.450 Multiple units

(1) Any site which includes multiple apartments, suites, spaces, or units must be assigned the appropriate structure address plus the access road name, a road name designator/suffix, unit designator and a number or letter representing the unit (e.g., 1234 Main St, Unit 3 or 1234 Main St, Unit A). To avoid alpha-numeric combinations, each individual building will be assigned a unique numbered address. The application for address assignment under this section shall include a map or drawing accurately showing the location of each unit. The applicant shall provide copies of as-built maps or drawings to the agencies listed in 10.20.225 (C) 3-6.

(2) Unit addresses shall contain one of the following approved multiple unit designators which most closely identifies the unit type: "Apt" for apartment, "Rm" for room, "Bldg" for building, "Cbn" for cabin, "Dept" for department, "Ste" for suite, "Spc" for space, "Fl" for floor, "Trlr" for trailer, "Hngr" for hanger, "Unit" for unit, and " Lot" for lot.

(3) Owners constructing building improvements resulting in the creation of multiple units shall apply for and obtain a separate address for each unit in the structure.

(4) When unit numbers are assigned to buildings with multiple levels, the beginning number shall represent the floor upon which a unit is located. For example first floor units would begin with 1; second floor units would begin with 2; etc.

10.20.460 Accessory buildings

More than one physical address may be assigned to a legal parcel of land when accessory buildings meet one or more of the following characteristics:

- A. If an accessory building is used for residential, commercial, or business purposes;
- B. There is power and or telephone service to the accessory building (either separate service or an extension of the service provided at the main building);
- C. The accessory building is not visible to, or accessible by, emergency services from the main building.

10.20.470 Roads between city/town and county

In the event a new road is created between a city or town and the county, notification shall be given to the city or town and the county agencies involved.

10.20.480 Final plat addresses

Prior to the filing of a final plat, all lot access plans must be submitted and approved as required by Chelan County Code 15.30.360 (G), and the full physical addresses for all lots within or serving the development must be indicated on the final plat. Physical addresses will not be issued without an approved lot access plan unless authorized otherwise under this chapter.

10.20.490 Recorded survey addresses

Addresses identified on recorded surveys which are not currently included in the addressing database are not valid and shall not be used for physical addressing purposes, except if the address was issued consistent with the provisions of this chapter.

Article V. Display of Addresses

10.20.500 Temporary address signs

During new construction, the property owner shall maintain a temporary sign displaying the assigned address number(s) within the boundary of the lot for which the physical address is assigned. Temporary signs shall comply with the number size and contrasting background requirements of this chapter. Signs shall be installed in a location clearly visible from the road to which the physical address is assigned.

10.20.510 Final permit approval

- (1) An owner shall first obtain an official physical address of the premises from the Administrator before any building permit may be finalized.
- (2) An owner shall install and affix the permanent, assigned address numbers as required under this chapter before final approval

10.20.520 Address numbers

- (1) Each property owner shall install and maintain on addressable property the address number assigned to the property, structure, unit, or site.
- (2) Address numbers shall be a minimum of four inches in height and shall be placed on a contrasting background in a location that can be easily identified from the roadside from which the building is addressed. Address numbers shall be clearly readable and visible according to the following criteria:
 - A. For addressable structures located 50 feet or less from the primary road, the assigned address number shall be displayed on the side of the structure facing the road and shall be visible from the road designated in the assigned address.
 - B. For addressable structures located 50 feet or more from the primary road, or for buildings not visible from the road, the assigned address number shall be posted inside the owner’s property line at the access point to the road designated in the assigned address.
 - C. For addressable sites other than buildings, such as recreational lots or utility sites, the assigned address number shall be displayed on the owner’s property at the primary road or driveway accessing the road designated in the assigned address.

10.20.530 Corner lots

Corner lot address numbers shall be displayed facing the road designated in the assigned address.

10.20.540 Shared access

If two or more addresses share a common primary access and/or any one addressable structure or site is located more than 50 feet from the road designated in the assigned address, the address for such structure or site shall be posted at the intersection of the shared access and the named road and the structure or site shall display additional posting at the structure location or the site in compliance with the provisions in section 10.20.520.

Article VI. Records

10.20.600 List of established road names, assigned addressing and mapping

(1) The Chelan County Public Works Department shall create and maintain a list of established road names within Chelan County to be known as the "Official Road Name List."

(2) The Chelan County Public Works Department shall maintain a computerized geographic information system (GIS) database of all public and private roads and addresses within all of Chelan County. Such roads and addressing databases are available for viewing either online from the Chelan County website or in person within the Chelan County Public Works office during regular business hours.

Article VII. Enforcement and Penalties

10.20.700 Public nuisances

Violations of this chapter that are declared to be detrimental to public health, safety, and welfare may be declared to be public nuisances. Chelan County may abate nuisances under this chapter by any lawful means and may recover costs of abatement and place liens upon real property as authorized by state law.

10.20.710 Criminal enforcement

Nothing in this chapter shall supersede any action for violation of state criminal law.

Article VIII. Deviations

10.20.800 Deviations from literal compliance

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by emergency service providers and to promote the other purposes of this chapter.

Article IX Appeals

10.20.900 Appeals

(1) The Board of County Commissioners shall hear appeals of the Administrator's private road naming or renaming decisions.

(2) A notice of appeal of the Administrator's decision to name or rename a private road shall be filed by the applicant or other party of record with the department within twenty-one (21) days of the Administrator's written decision and notification.

- (3) The notice of appeal shall contain a concise statement identifying:
- A. The decision being appealed,
 - B. The name and address of the appellant.
 - C. The specific reasons why the appellant believes that the Administrator's decision is erroneous
 - D. The specific relief sought by the appellant.
 - E. The appeal fee as applicable.
- (4) The appellant shall have the burden of proving that the decision is erroneous.
- (5) The Board of County Commissioners shall make its decision on the appeal, in conformity with this chapter, and it shall be final and conclusive.