



# Wasco County Planning Department

*"Service, Sustainability & Solutions"*

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## Addressing Policy & Procedure

### Applicable Rules and Regulations:

Wasco County Uniform Addressing Ordinance (WCUAO)

*"There is hereby established a uniform system of numbering all buildings including, but not necessarily limited to: dwellings, apartments, condominiums, hotels, motels, mobile homes, mobile home parks, commercial and industrial buildings, and other similar buildings, but excluding accessory buildings and other structures not similar to the above buildings, now erected or which may hereafter be erected fronting on all streets within the area described by this ordinance." (WCUAO Section 6)*

Authority for this ordinance is granted by ORS 203.035 and ORS 215.110

### Addressing Policy:

As stated in Section 6 above, addresses are assigned to a property upon the development of a qualifying building. Please note Wasco County will only assign an address to lawfully established development. To be considered "lawfully established" the building must comply with provisions of the Wasco County Land Use Development Ordinance (LUDO).

Addresses are limited to buildings that serve as the primary use of the subject property. Examples of these uses include, but are not limited to:

- Dwellings
- Apartments
- Condominiums
- Hotels and motels
- Mobile homes
- Mobile home parks
- Commercial buildings
- Industrial buildings

Accessory uses do not qualify for issuance of an assigned address. Examples of these uses include, but are not limited to:

- Accessory Structures
- Agricultural Structures
- Temporary Use Dwellings
- Guest Houses
- RVs and Travel Trailers

A request for new address for an accessory use, or without a building, may be submitted for review by Planning Director, if applicant can demonstrate a legitimate negative financial or safety related impact that would cause an undue hardship if no address were issued.

## Addressing Procedure:

- (1.) Prior to issuance of new address, applicant must provide proof of:
  - A.) Pre-existing legally established dwelling, commercial use structure or industrial use structure located on a legally established parcel, as listed under the Wasco County LUDO; or
  - B.) Land use approval for a new dwelling, commercial use structure or industrial use structure located on a legally established parcel, as listed under the Wasco County LUDO
- (2.) Application for *Assignment of a New Address or Change of Existing Address* shall include:
  - A.) Wasco County Address Application Form
  - B.) Site Plan indicating location of access point of driveway or proposed driveway.
  - C.) Fee as listed in the Wasco County Planning Department Fee Schedule.
- (3.) After an address application has been received, the Planning Coordinator will determine the proposed address based on the Oregon State Plane Coordinate System. The proposed address number will be mailed to affected postal and fire services for a two week (14 day) comment period. If no comments or concerns are received regarding the proposed address, it will be deemed final after comment period. If comments or issues with the proposed numbering are received, a new number may be generated by the Planning Coordinator.
- (4.) In the event of a newly established dwelling, commercial use structure or industrial use structure needing an address on an application for building permit a temporary, approximate address may be issued by the Planning Coordinator for the building code department.