



ADDRESS POST AND PLACARD INSTALLATION GUIDE

Purpose: The purpose of your 911 address sign is to clearly show emergency responders the driveway location for your address.

Objectives:

- Your address sign should be clearly visible and readable from the road, travelling in either direction.
- It should be clear which driveway your sign is marking.
- Its location should not be physically obtrusive (to foot, vehicle or other traffic, brushing and snow plowing machinery, your activity, etc.) or unnecessarily vulnerable (to traffic, vandalism, etc.).

Guidelines: Follow these guidelines, but please use common sense. If your driveway doesn't exist yet, these guidelines refer to its proposed location as submitted on the address application. See the back of this sheet for illustrative figures.

- Put the post on the same side of the road as your driveway. If the driveway is an extension of the road, put the post on the right-hand side of the road, near the point where the public or private road becomes an exclusive private driveway.
- Place the post so that the address sign will be oriented perpendicular to the road, extending toward the road from the post like a flag (see figures on the back of this sheet).
- The sign post should generally be about 4 - 10 feet from the edge of the surface of the road. (See figs. 1 and 2).
- If there is a fence, hedge, or other barrier, the post can be next to it or lined up with it, with the sign extending toward the road (protecting the sign and keeping it out of the way). Do not obscure the address sign (see fig. 3).
- The final address height should be about 40" above the road (mailbox height). This results in driving the standard 5-foot post 20" into the ground (follow "Utility Locate" procedures outlined below before driving it in to full depth) (see fig. 2).
- For a shared driveway, please see the "Shared Driveway Supplement"

IMPORTANT:

- If you have multiple driveway entrances, place the post and placard at the driveway that was designated in the address application.
- If the driveway location is changed from what was proposed on the address application, a new address may need to be assigned. Contact Clallam County GIS to discuss.

Utility Locate: Prior to installing your post, we highly recommend you call 811 for a locate of any and all underground utilities. This is a free service and is usually completed within 24-48 hours.

IMPORTANT: Any address marker could endanger underground utilities; you are responsible for any damage you may do.

Remember, 911 can't help you if they can't find you. Please make sure your sign is installed promptly, maintained, clean, and visible at all times. Replacement placards are available through the Clallam County Building Department.

If you have any further questions about post or placard installation, please contact the Clallam County Building Department at (360) 417-2318.



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★ = Post Location

Figure 1: Plan View – Orientation of Post

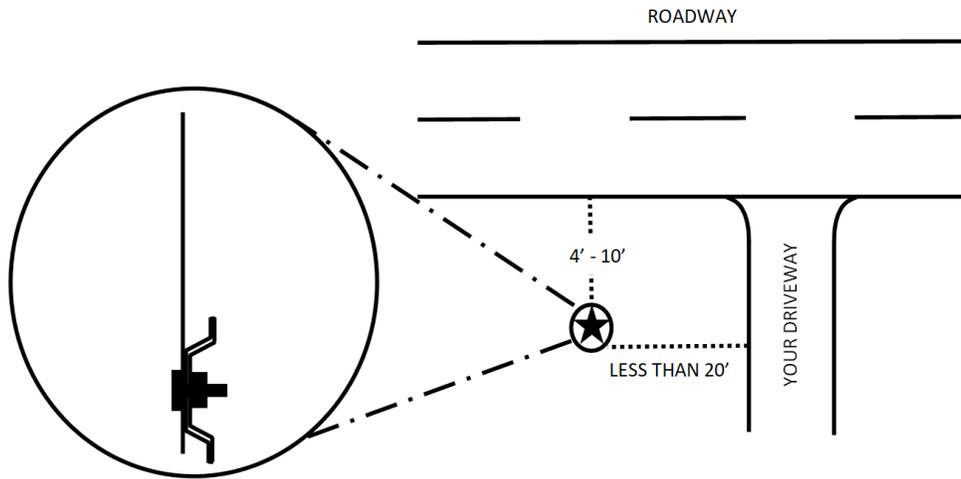
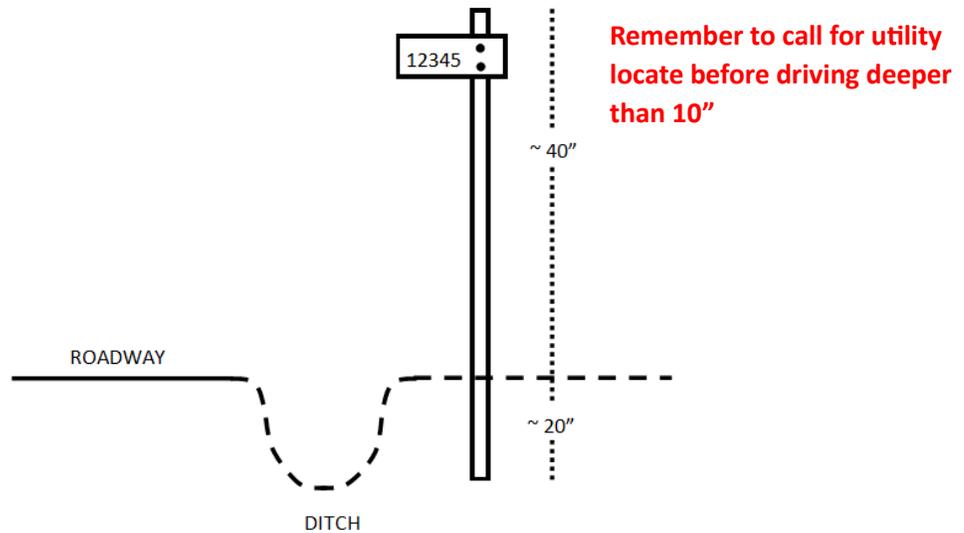


Figure 2: Profile – Post shown with placard attached, driven to full depth



Plan View – Use of nearby barriers or obstacles

