

KLAMATH COUNTY PUBLIC WORKS **GUIDELINES FOR ADDRESSING**

VACANT LOTS WILL NOT BE ADDRESSED.

A COMPLETED LAND USE COMPATIBILITY STATEMENT (LUCS) MUST BE PROVIDED WITH APPROPRIATE SIGNATURES.

PROVIDE DOCUMENTED LEGAL ACCESS

1. Start with Planning: A completed LUCS (including Septic/On-Site approval) with a complete site plan and proof of legal access must be received from the Community Development Department. The site plan drawn to scale must show driveway location and street name the driveway will be accessed from. If these two items are not on the site plan the addressing or driveway permit request will not be processed by Public Works. On-Site review and approval can take several weeks to several months to obtain.
2. A Driveway Permit may be required if your access is from a public road, coordinate with Public Works staff. If the driveway leaves a state highway an ODOT access permit will be required. Forest Service road access may require an Access Permit, coordination may be required between landowner and Forest Service. Site distance, drainage and other factors may influence whether a driveway permit is issued. This process can take several weeks depending on the complexity of drainage, existing utilities, mailbox pullout, site distance, etc.
3. A preliminary address will be issued from the Klamath County Building Department **AFTER** the building permit has been paid for (i.e. all other steps such as septic approval, driveway permit, etc. are complete). This is not a mailing address. Upon receiving final occupancy certificate from the County, the property owner is responsible for contacting Public Works. Public Works will notify Utility companies and the Post Office that the final address has been issued. This is now considered a “mailing address”.
4. Some locations in Klamath County are not addressable due to not having legal access to the property or other factors. Legal access requires proof of an easement and/or right-of-way from the nearest public road to the property. Items that often impact legal access are crossing state or federal land, crossing rail roads, crossing adjacent private lands, etc. Lack of an improved access or maintenance agreement (very important for emergency services to get to your house) is a valid reason for not issuing an address.
5. It is the applicant’s responsibility to research and provide documentation for legal access. Public Works will review documentation and approve or deny the address request. Research may include title reports for your property or neighbor’s property, easement research, clerk documents, etc. See Klamath County Clerks webpage for information related to digital records research.
6. After July 1, 2021 an addressing fee of \$100 is required at the time of application. This fee is non-refundable and payment of fee is not a guarantee that an address will be issued or established.
7. Addresses can be revoked if there is a change in status for the property such as any Land Use or Klamath County Code compliance issue where the lot would be treated like a vacant lot (i.e. septic failure, lack of final occupancy certificate, temporary use permit expiring, lack of improved access, unmaintained access, etc.).

I _____ AGREE TO THE TERMS AND GUIDELINES OUTLINED ABOVE.

SIGNATURE

DATE