



MASON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
ADDRESSING DIVISION
PO BOX 186
SHELTON WA 98584
(360) 427-9670 EXT 281 & 284

Mason County Private Road Naming Procedure

The Department of Community Development shall require names for private driveways or easements that serve 4 or more parcels, or any private driveway or easement that exhibits a need to be named under the intent of this ordinance (14.28.120 Mason County Code).

The Mason County Department of Community Development (DCD) and/or its designee shall be responsible for the naming, mapping, cataloging and addressing of private roadways in Mason County. When a private driveway or easement serves more than 4 parcels, or at the discretion of the Department of Community Development, the department or designee shall proceed to name the private driveway or easement making it into a private roadway. All parcel owners utilizing the easement for driveway access shall be notified in writing the determination of the department. The parcel owners will then be given the opportunity to suggest road names by answering in writing, email or calling the designee of the department within 15 days of receipt of the letter.

All suggestions not duplicating, having similarity to, or conflicting with previously named roadways in Mason County will then be mailed out in a second letter to be voted on. All votes must be returned in writing with the signature of the parcel owner and received to the DCD designee no later than 15 days after receipt of the voting letter. Should a single party own more than one parcel on the private driveway or easement they may vote one time for each parcel owned.

When the votes are received, they will be counted and the suggestion receiving the highest number of votes will be the private road name. In the event of a tie the DCD designee shall break the tie in the best interest of Mason County.

The new private roadway will then be established. Parcels previously addressed will be assigned a new address free of charge. If the owner of a previously non-addressed parcel requests an address, current fees will apply.

*If you have any questions regarding this procedure please contact:
Mason County Addressing Technician
360-427-9670 Ext. 281 & 284*