

RURAL ADDRESS APPLICATION

PLEASE SEE THE REVERSE SIDE FOR INSTRUCTIONS

Please Print

NAME OF APPLICANT: _____ DATE: _____
(Applicant should be the property owner or person who the address will be assigned to if residence/business on leased land)

CURRENT APPLICANT MAILING ADDRESS:

(Address Number & Street) (City) (State) (Zip Code)

PHONE: (____) _____ - _____ EMAIL: _____
(Optional) (Optional – Include **only** if you want to receive the address assignment by email)

TYPE OF ADDRESS REQUESTED (Check one) Residential Home or Cabin Residential Mobile Home or Camper
 Agricultural or Shed/Storage Commercial/Industrial/Manufacturing Vacant Land

WILL THE ADDRESS BE USED AS YOUR PRIMARY MAILING ADDRESS? (Check one) Yes No

IS THE ACCESS FOR THIS STRUCTURE/SITE VIA A SHARED PRIVATE DRIVE? (Check one) Yes No

LOCATION: Town of _____ Section: _____ Town: _____ N Range: _____ E / W

IF APPLICABLE: Subdivision or Survey _____ Lot No. _____ Block No. _____

STRUCTURE/SITE IS LOCATED: (Circle only one) (North) (NW) (NE) (South) (SW) (SE) (East) (West) (off the dead end)

OF _____
(Name of Road or Avenue or Highway where structure/driveway is located)

“I, the undersigned applicant, understand that rural address signs are **used by local emergency response agencies** to locate a structure or people in the case of an emergency. I further understand that upon installation the rural address sign(s) are to be **maintained and kept clearly visible at all times**, via the public thoroughfare.”

SIGNATURE OF APPLICANT: _____ **DATE SIGNED:** _____

Please see instructions for where to send completed application and other required materials.

TOWN USE ONLY

DATE RECEIVED: _____ FEE RECEIVED: _____ CASH CHECK _____
(CHECK NUMBER)

COUNTY USE ONLY

DATE RECEIVED: _____ FEE RECEIVED: _____ CASH CHECK _____
(CHECK NUMBER)

Instructions

Submit the completed application, required fees and paperwork to the local town clerk.

INSTRUCTIONS:

- Complete application.
- Provide an aerial photo or copy of a survey **clearly denoting the location of the driveway access to the public right of way and any new structures that are not present on the map or imagery.** (Aerial photos can be printed from the County Website at www.monroecowi.wgxtreme.com)
- Include the County Fee of **\$15** for application processing payable to: Monroe County Sanitation & Zoning (exact change - no credit cards).
- Include the **Town Fee** where necessary**, payable to the local Town where the addressed property or structure is located for the address sign, post, and costs associated with installation. This **fee varies** so you need to contact your local Town Clerk for the amount (contact information can be found online at www.co.monroe.wi.us/communities). Per county ordinance if the addressed site or location is on a shared private driveway multiple signs are required*** and **the fee will increase** for each instance a sign is required, Contact the GIS Specialist if you are unsure how many signs you will need (608-269-8698).
- Submit the completed application, aerial photo from website or copy of survey denoting location and access, along with segregated fees (Town Fees & County Fees) to the local Town Clerk (address can be found at www.co.monroe.wi.us/communities).

ADDITIONAL NOTES:

** The Town of Portland & Sheldon, charge no fee for newly addressed locations. The following Towns bill later: Greenfield, LaFayette, Leon, New Lyme & Ridgeville.

*** If necessary the GIS Specialist contacts the applicant to verify positional accuracy. In some situations multiple signs may be necessary to locate the property and if not predetermined you may need to remit additional fees to the Town. If you are required to have multiple signs due to the structure/site location on a private road the property owner may be responsible for installing the second sign near the intersection of their property driveway and private road (Please call 811 for digger's hotline). The sign should be placed so as not to interfere with ingress/egress but still be reasonably visible.

Monroe County Ordinance Ch. 11 Art. IV Sec. 11-72: *All properties assigned a rural address accessed by a shared private driveway shall be required to be marked with multiple rural address signs: one sign to be placed at the location where the shared private driveway intersects the public road; one sign to be placed where the shared private driveway branches to more than one addressed location; and a final time before the addressed structure or location. In lieu of multiple individual address signs an address number range sign may be ordered and installed. All sign locations shall be consistent with specifications provided by the zoning department as specified by section 11-71. It shall be the responsibility of the property owner to purchase said signs.*

After the address is determined and the sign(s) are ordered and confirmation is supplied to a local town representative and the applicant. Other county departments and emergency response agencies are notified of the new address as well.

Any questions regarding these procedures can be directed to the Land Information Office at 608-269-8698.