

# RURAL ADDRESS SIGN REPLACEMENT FORM (ALSO USED TO ORDER ADDITIONAL SIGNS)

**Please Print**

Name of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Owner or trustee or personal representative or registered agent)

Applicant Contact information:

Current Street Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

( ) - \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Current Telephone or Mobile Number) (Optional – Include if you want to receive notification the sign was ordered)

Rural Address being replaced is in the **Town of** \_\_\_\_\_ and was assigned the following rural address:

**Address Number:** \_\_\_\_\_ **Road Name:** \_\_\_\_\_

Is a sign post also needed or in need of replacement? **Y or N** (FINAL DETERMINATION MADE BY THE INSTALLER)

Additional Notes: \_\_\_\_\_

**Monroe County charges \$5** for processing this request. **The Town or their designee may charge the applicant or landowner reasonable and necessary fees\*\* for the cost of the sign(s), cost of the post(s), and placement of the address sign(s).** Such fees must be set by an official action of the Town. If you do not reimburse the Town they may place a special charge on your tax bill. **Please submit this form to the Town with their fee and they will forward the form and the County Fee to the County.**

“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:** \_\_\_\_\_

**TOWN & COUNTY USE ONLY**

DATE RECEIVED BY TOWN: \_\_\_\_\_ DATE RECEIVED BY COUNTY: \_\_\_\_\_

FEE RECEIVED:  CASH  CHECK: \_\_\_\_\_ DATE SIGN WAS ORDERED: \_\_\_\_\_

(CHECK NUMBER)

**Town Fee\*\***

Town	Fee	Town	Fee	Town	Fee
Adrian	100	Lafayette	Bill later	Ridgeville	Bill later
Angelo	55	La Grange	50	Scott	Bill later about 35
Byron	50	Leon	Bill later	Sheldon	50
Clifton	100	Lincoln	60	Sparta	75
Glendale	75	Little Falls	75	Tomah	50
Grant	80	New Lyme	Bill later	Wellington	75
Greenfield	50	Oakdale	60	Wells	75
Jefferson	75 (50 in 2021)	Portland	Bill later	Wilton	50
<b>Ho-Chunk Nation Trust Lands there is no fee and it is billed to their Ho-Chunk Nation Housing Department.</b>					

**ADDITIONAL NOTES:**

In some situations when multiple signs may be necessary to locate the property on a private road you may be responsible for installing the second sign near the intersection of your respective driveway and the private shared 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.***

If your sign fades prematurely it may be covered by manufacturer warranty. This will be based on the signs age vs. the percentage of retro-reflectivity.

More information on addressing procedures can be located at <http://www.co.monroe.wi.us/departments/land-information/>.