

## CHAPTER 28

## UNIFORM ADDRESSING SYSTEM

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**28.01 Purpose.** This ordinance is enacted for the purpose of establishing and maintaining a uniform addressing system for Vilas County. The intent of this ordinance is to facilitate the naming of roads, signing of roads, assigning of addresses, location of address signs and house numbers in order to aid emergency personnel in providing fire protection, emergency medical services, law enforcement services, delivery of mail and meet other general location needs of the public.

**28.02 Authority.** This ordinance is adopted pursuant to authorization in Section 59.54(4) of the Wisconsin Statutes and shall be construed to be consistent with any acts amendatory thereto.

**28.03 Administration.** The Land Records Committee shall be the committee responsible for oversight of the Uniform Addressing System for Vilas County. The towns shall cooperate with the County in the implementation of this system and comply with all applicable requirements. The Land Records Committee shall have authority to delegate to an individual(s) the responsibilities of coordinating the ongoing maintenance of the system. These

duties shall include assignment of addresses, readdressing of nonconforming addresses, maintenance of an accurate road name listing, update of maps, maintaining the 911 Master Street Area Guide, and enforcement and policing of the ordinance.

**28.04 Jurisdiction.** This ordinance shall apply only in the unincorporated areas of Vilas County, Wisconsin, provided that its applicability within the Lac du Flambeau Indian Reservation shall be by county-tribal agreement.

**28.05 Definitions.** As used in this ordinance, the following terms shall have the meanings as indicated:

(1) *Address* means a physical number for each primary structure as assigned by the County designee.

(2) *Address sign* means an individual address plate placed on a named road or driveway identifying the street or location address of a building or location.

(3) *Application form* means the form required for assignment of a new address. This form is to be filled out for any new address or address change and for new construction during the building permit application process through the County Zoning Office.

(4) *Driveway* means a private road serving not more than two primary structures.

(5) *Primary structure* means a building in which is conducted the principal use of the lot or parcel in which it is located. A primary structure may be used for residential, commercial, industrial, public-semipublic, recreation or other.

(6) *Private road* means any road on private property leading to two or more driveways and/or principal structures that may not be visible from a named road.

(7) *Road* means a public or private way which affords primary means of access by vehicles to adjacent property whether designed as a drive, easement, street, avenue, highway, road, boulevard or cartway, or otherwise designated. A public or private way which is accessible only by foot or off-road vehicle is not a road as defined in this section.

(8) *Road sign* means a sign posted at a road intersection that identifies the road name or road names.

(9) *Signpost* means a post, permanently affixed in the ground, used solely for display of the address.

(10) *Summary sign* means a sign placed on a named road intersection with a private road or driveway on which three or more address signs are required. The summary sign identifies the range of addresses located on that specific road.

(11) *Urban style address* means the type of addressing system in which addresses are determined by rectangular coordinates from established base lines.

(12) *Vanity address* means a personalized address not consistent with the County's Uniform Address System.

### **28.06 Assignment of Road Names.**

(1) All public roads shall be named.

(2) All new private roads or easements serving three (3) or more residences or lots shall be named.

(3) Existing public or private roads serving three (3) or more residences or lots shall be named.

(4) State, County and Town agencies shall be responsible for submitting the proposed name of a road under their respective jurisdiction to the County for approval.

(5) Landowners and easement holder(s) of record of a new or existing private road shall submit a proposed road name to the Town that has been agreed upon by the majority of the land owners and easement holder(s) of record. Renaming of an existing private road shall also be by the majority stated above. The Town shall act on the road name and submit it to the County for approval. If the landowners and easement holder(s) do not submit a name, the Town may act on behalf of the landowners.

(6) Duplication of road names within the County shall not be permitted unless approved by Vilas County.

(7) Roads that run continuously from one town into another town within the County shall bear the same name.

(8) Road prefix and suffix must be consistent with the County's approved list.

(9) The Master Road Name List in the Rural Road Directory of all road names in the County shall be consistent with the names in the 911 Master Street Address Guide.

(10) Existing noncontinuous roads with duplicate names in the same postal zip code area and/or telephone exchange shall be renamed if requested by the County. The Town shall submit the road name to the County for approval.

(11) The County shall make the final decision on disputes concerning road names.

(12) The assignment of road names to private roads does not obligate the Town or the County to maintain said private road nor does it indicate that the private road is suitable for access by emergency vehicles.

**28.07 Road Signs** (1) Road name signs shall be erected at the intersections of all roads used for address assignment within the towns.

(2) Each town shall be responsible for the initial order, installation, maintenance and replacement of these signs within its boundaries.

(3) The road name signs shall be clearly visible from the traveled surface of the roadway all hours of the day and night.

(4) Road name signs shall show the names of the roads as depicted on the Rural Road Directory.

(5) Road signs for new roads shall be erected by the Town at all intersections and shall bear the name of both intersecting roads.

(6) Road signs shall be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.

(7) The County shall provide minimum sign specifications. The Town may continue to use their current sign specifications as long as they meet the County's minimum sign specifications. New sign specifications shall be approved by the County.

(8) Damaged, faded or missing signs must be replaced by the Town and at such time shall include a sign for both intersecting roads.

(9) Towns are responsible for the cost of signs or in the case of new roads, the Town may recover the cost of the signage from the developer of the road or in the case of a private road or easement, from the landowner(s) or user(s) of said road.

**28.08 Maps.** (1) The town or their designee shall provide the general location of a new road. (2) The County will verify the alignment of the new road and annually update the base map of the County.

(3) The County will annually verify the driveway points for new addresses, update the address maps and provide 3 copies to the Towns.

**28.09 Uniform Addressing System.** (1) All homes, businesses, farms, multifamily dwellings, structures for human habitation, and other establishments, within the unincorporated areas of Vilas County shall have an assigned uniform addressing number. The Uniform Addressing System shall be kept on file with the Vilas County Land Information & Mapping Department.

**28.10 Addressing Number System**

(1) Addresses shall be assigned based upon the existing address grid of Vilas County as follows:

1. The starting origin for the numbers running east to west begins in the southeast corner of the Town of Phelps and is assigned 100 westing from the eastern border; the starting origin for numbers running south to north begins in the southeast corner of the Town of Lincoln County and is assigned 100 northing from the southern border.

2. The northing and westing grid follows the section lines.

3. The direction of numbers to be assigned are based on the predominant direction of the entire stretch of road.

4. There are 300 numbers allocated per section mile. The odd numbers are on southerly and westerly side of roads, the even numbers are on the northerly and easterly side.

(2) Each principal structure shall be assigned an address based on where the driveway to the structure intersects the named road.

(3) Where more than one principal structure exists, each structure shall be assigned an address.

(4) Assignment of “sub” numbers or letters shall not be permitted without the approval of the County.

(5) Towns using an “urban” addressing system in and surrounding their business district must provide to the County a map of the area covered by the “urban” addressing system along with the design of the system.

(6) In unique situations where addressing will not conform to the system above, the County shall have the authority to coordinate the

addressing in such a manner so the stated purpose of this ordinance is maintained.

**28.11 Assignment of Addresses.** (1) The County shall provide a standardized application form and instructions for completion to be used by all towns, landowners or applicants.

(2) The applicant shall obtain the application form from the Vilas County Mapping Office or appropriate town official and shall be responsible for any applicable fee.

(3) The Town or their designee shall complete the application form, including a recommended address assignment and return it to the County Mapping Office or their designee.

(4) The County shall evaluate the application and ensure that the address assignment is consistent with the County Addressing system, taking into consideration existing addresses.

(5) The County shall either confirm the address recommended by the Town or re-assign an address to the structure consistent with the County Addressing System. The Town or their designee shall instruct the applicant to place a temporary sign until the permanent sign is placed and shall notify the landowner of the assigned address to their property.

(6) An address shall not be assigned where a driveway permit is required from the Town, Department of Transportation or County Highway Department unless the application indicates the permit has been issued.

(7) The County shall forward the assigned address to the fire department, post office, Verizon MSAG, the Sheriff, Tax Lister, County Treasurer and Town Clerks, with an update to the necessary data bases, within 30 calendar days of assignment.

(8) Incorrect assignment of an address due to incomplete or incorrect information on the application form or an error on the part of the person issuing the address shall be corrected immediately.

(9) If the location of an existing driveway access point changes, the present address number may remain unless the County determines the change disrupts the orderly and uniform sequence of the addressing system. If the location of the driveway access point is moved to a different roadway, the property shall be required to be readdressed.

(10) Existing addresses that are discovered to have been incorrectly assigned shall be evaluated by the County and determination shall be made if the situation needs to be corrected.

The landowner(s) affected may be required to change their address to correct the situation.

(11) The Town must provide the County with the name, address and phone number of the Town's contact person for address or road naming coordination within the Town.

**28.12 Address Signs.** (1) SPECIFICATIONS.

(a) Address signs shall be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.

(b) The County shall provide minimum sign and post specifications regarding size of and information contained on address signs.

(c) Towns may continue to use their current sign and post specifications as long as they meet the County's minimum specifications. Adoption of new signage specifications shall be approved by the County.

(d) Signs not meeting minimum specifications shall be replaced within a reasonable time period, but not later than 10 years from the notice of deficiency.

(2) The Town or their designee shall be responsible for the physical placement of the permanent address sign within 90 days of address assignment.

(3) The sign shall be placed at the intersection of the driveway and the named road and clearly visible from the road.

(4) Where an unnamed road serves more than one principal building or residence, the sign shall be placed at the intersection of the unnamed road and named road, and another sign placed at the intersection of the unnamed road and driveway leading to the building or residence.

(5) The landowner is responsible for maintaining sign visibility and upkeep of the sign.

(6) The towns shall be responsible for replacing damaged, missing or deteriorated signs.

(7) Address signs in Towns using the urban style addressing system can be placed on building fronts if clearly visible and readable without the aid of magnification, except eyewear, from the road.

**28.13 Prohibitions.** (1) No person shall obliterate, vandalize, destroy or remove an official address sign issued under this Ordinance.

(2) No person shall fail to reinstall an official address sign installed under this Ordinance after the sign for that person's property has been obliterated, vandalized, destroyed or removed.

(3) Vanity address road signs shall not interfere with the Vilas County Uniform Addressing System Ordinance.

**28.14 Compliance.** (1) The procedure to achieve compliance with this ordinance shall be:

(a) A certified letter from the County identifying the issue(s), educating about the importance of the location sign, the need for compliance, and include notice of one year to correct the non-compliance.

(b) Violations of 28.12(1) shall be corrected within 10 years of date of notice of deficiency.

(2) Any law enforcement officer or person designated by an official action of the Town or County is authorized to issue citations for a violation under this chapter.

**28.15 Enforcement.** Any owner or occupant or person in charge of any house or building who refuses to comply with the terms of this ordinance by removing an address sign or failing to cooperate with installation of an address sign within thirty (30) days after written notification, or who fails within said period of thirty (30) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the address number assigned, shall be subject to a forfeiture of not less than \$5.00 and not more than \$500.00, plus court costs, for each violation. Each day of non-compliance shall constitute a separate and distinct violation.

**28.16 Severability.** Should any section or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.