

# MONROE COUNTY RURAL ADDRESS APPLICATION

**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)

APPLICANT MAILING ADDRESS:

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

PHONE: ( ) - EMAIL: \_\_\_\_\_  
(Optional) (Optional for quicker notification of the new address)

**REASON FOR ADDRESS** (Check one)  Residential Home or Cabin  Residential Mobile Home or Camper  
 Agricultural or Shed/Storage  Commercial/Industrial/Manufacturing  Vacant Land/Future Development

**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

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 access is located)

\*Per county ordinance if the addressed site or location is on a shared private driveway, multiple signs are required for you and the addresses sharing the access. If not predetermined **you may need to remit additional fees to the Town** to cover costs. Contact the GIS Specialist if you are unsure how many signs will be needed (608-269-8698).

## INSTRUCTIONS:

- Complete the application above.
- Attach the driveway connection permit for any requests on [US or State Highways](#) or for new driveway access to a [County Highway](#). Both permit application landing pages are linked to <http://www.co.monroe.wi.us/departments/land-information/>. If the access is via a town road the action of the town forwarding this application to me will indicate the town has permitted access at the indicated location.
- 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 <http://monroecow.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\*\***, on back, payable to the local Town where the addressed property or structure is located for the address sign, post, and costs associated with installation. If you have questions contact your local Town Clerk (contact information can be found online at [www.co.monroe.wi.us/communities](http://www.co.monroe.wi.us/communities).)
- Submit** the completed application, permits when necessary, 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](http://www.co.monroe.wi.us/communities).)

"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 Fee\*\*

Town	Fee	Town	Fee	Town	Fee
Adrian	75	Lafayette	Bill later	Ridgeville	Bill later
Angelo	55	La Grange	50	Scott	Bill later about 35
Byron	50	Leon	Bill later	Sheldon	0
Clifton	75	Lincoln	60	Sparta	75
Glendale	75	Little Falls	75	Tomah	50
Grant	80	New Lyme	Bill later	Wellington	75
Greenfield	Bill later	Oakdale	60	Wells	75
Jefferson	75	Portland	0	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.

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.

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

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

A connection permit to a State Trunk Highway or Federal Highway is required when constructing a new connection, removing an existing connection, relocating an existing connection, validation of an existing unpermitted connection (if legal) or an alteration of an existing connection which includes a change of use. Alteration means anything beyond routine maintenance and a change of use would include subdividing the property to accommodate additional usage or a change from residential to commercial use or from agricultural use to residential. A full explanation and wealth of information on the subject of highway connections as well as all necessary permits can be found at <https://wisconsin.gov/Pages/doing-bus/real-estate/permits/sth.aspx>. Questions about driveway access on State or Federal Highways can be directed to [Joe Rox](#), (608-785-9033), the Connection Permit Contact for the Southwest Region of WisDOT.

For questions regarding County Trunk Highway driveway permits call (608-269-8740).

For questions regarding Town Road driveway permits contact your local [town officials](#).

**Any questions regarding these procedures can be directed to the [Land Information Office](#) at 608-269-8698.**