

Section 56 (2007-3) – Uniform Addressing/Road Naming System

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Sec. 56-26. Authority

This chapter is adopted pursuant to the authority granted under Chapter 59.54 (4)(4m) [Wis. Stats.].

Sec. 56-27. Interpretation

The provisions of this chapter shall be interpreted to be minimum requirements, shall be liberally construed in favor of the county and shall not be deemed a limitation or repeal of any power granted by statute.

Sec. 56-28. Purpose and Intent

The purpose of this chapter is to promote the orderly and logical identification of buildings and road names within the towns of Vernon County and to facilitate the location of residences and businesses by law enforcement, fire departments, 1st responders and other emergency service providers, supervisory districts, mail, delivery services, utilities, travelers, and others dependent on addresses. To this end, a uniform system of naming roads and numbering buildings/building sites is hereby adopted for use in the towns of Vernon County.

Sec. 56-29. Jurisdiction

The County of Vernon shall be the lead coordinator in administering this chapter. The towns shall cooperate with the county in the implementation of this ordinance. The facilitator, who shall work under the direction of the Land Information Committee, shall implement the system defined in this ordinance.

Sec. 56-30. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section except where the context clearly indicates a different meaning:

Address Sign – Commonly referred to as a fire or emergency number sign. A sign blade listing the road name, address number and municipality. The sign is mounted on a post for the purpose outlined in this section.

Addressable Structure – Any structure including, but not limited to, a single dwelling home, duplex, mobile home, manufactured home, cabin, apartment building, government building, business, farm building, church, or school. A structure shall be addressed regardless of whether it is used a primary or secondary residence.

Addressable Non-Structure – Any non-structure where limited activity may take place but the need for emergency assistance may be required. Such places include, but are not limited to, a cemetery, quarry, campground and tower site.

Base Map – A map of Vernon County, Wisconsin, showing named roads, municipal boundaries, town range lines, etc. This map will be updated by Vernon County and can be obtained at the Vernon County Clerk’s Office.

Committee – The Land Information Committee, as appointed by the Vernon County Board of Supervisors under S. 59.13, [Wis. Stats.], that has been delegated policy supervision over this section.

Facilitator – The person/department empowered by Vernon County to manage and enforce the provisions laid forth in this ordinance.

House Number – A number, assigned by a village or city that is posted directly on or near the structure and is used to identify the structure for the purpose of emergency response, mail, and location needs of the general public.

Master Street Address Guide (MSAG) – A perpetual database defining the geographic area of a 911 service by an alphabetical list of the street names and also includes the low and high ranges of the address numbers on each street, community names, emergency service number (ESN) and Public Safety Answering Position (PSAP) identification codes.

Municipality – A town, village, city or any combination thereof.

Principal Building – A permanent residence on a property. If there is not a permanent residence on the property, a seasonal residence or other building shall be considered a principal building but would not be considered if in combination with a primary residence on that same property.

Sec. 56-31. Road Naming System

There is hereby established a uniform system of names for all public roads in the unincorporated areas of Vernon County. The official directory of road names will be similar to the information supplied for E911 purposes. Once approved, the new name will be included in the Base Map.

Road names will be assigned as follows:

- (A) **U.S. and State Highways** – U.S. and State Highways, which are presently designated by number by the Wisconsin Department of Transportation (D.O.T.) – Division of Highways, shall retain such designation. All U.S. and State Highways shall be numbered by the D.O.T.
- (B) **County Roads** – County roads, which are presently designated by letter by the County of Vernon, shall retain such designation. The Vernon County Board of Supervisors shall name all new county roads or change of designation under S. 83.025, [Wis. Stats.]. County road signs shall read “COUNTY ROAD “letter””.
- (C) **Town Roads** – All new public town roads shall be named by the corresponding municipality under the following terms and conditions:

Springdale Rd

- (1) All public “through” roads shall end using a suffix of “RD”.
 - (2) All public “dead end” roads shall end using a suffix of “LN” (lane), “AVE” (avenue), “CT” (court) or “DR” (drive).
 - (3) New road names crossing the boundary from one municipality into another, or a new road that is an extension from an existing road, shall bear the same name. *Note: It is strongly encouraged that municipalities having current roads that continue into adjoining municipalities mutually agree on the naming or re-naming of those roads as soon as possible.*
 - (4) A new road name, within the incorporated areas of Vernon County, shall not be duplicated with other existing road names.
 - (5) Road names between different villages and/or cities may duplicate each other if each road name falls within a unique zip code. *For example: it is acceptable to use Main Street in two different villages/cities as long as each maintains a unique zip code.*
 - (6) The name of a proposed public road, or the renaming of an existing road, shall not too closely approximate phonetically the name of any other road or street name in the county, i.e. Coalburn RD. and Coleborn RD.
 - (7) The town reserves the right to deny a proposed road name if it is deemed inappropriate or offensive to the general public.
- (D) **Subdivisions/Housing Developments** – Subdivisions/housing developers shall follow all local village, city, town, county, state, or other applicable ordinances, rules and regulations in developing a subdivision/housing development. At a minimum, the public road naming and house numbering guidelines in this ordinance shall be followed to ensure continuity with the rest of the county. Public roads shall be named, approved, and signed in advance of placing a structure on a lot.

Sec. 56-32. Road Name Signage

Road name signs shall be erected at the intersections of all named public roads within Vernon County. The respective municipality shall be responsible for the installation and maintenance of these signs. The road signs shall be erected and maintained as to be clearly visible to the people who use the roads at all hours of the day and night and shall be oriented in the same direction as the respective road being named/signed. Road name signs shall show the names of the roads as designated on the Base Map.

- (A) **Road Sign Materials** – Lettering and material of sign blades shall consist of the following:
- (1) Each sign blade shall have a deep green background with white copy, which shall be totally reflectorized utilizing a minimum of engineer gage sheeting.
 - (2) Existing sign blades shall be a minimum of 6 inches in height and 18 inches in length. Sign blades may be longer if the road name is lengthy and cannot fit into an 18-inch sign. New or replacement sign blades shall be a minimum of 9 inches in height, which will be in compliance with the year 2012 D.O.T. standards. *Note: It is recommended that the 9-inch sign blade be extruded aluminum with a minimum web thickness of 0.091 with a thicker top and bottom to strengthen the sign blade, or an “E-Series” blade with a thickness of 0.080 aluminum.*

- (3) The face of the existing sign blade shall have the name of the respective road located in the center (top to bottom and length) in 4-inch capital letters and be printed on both sides where an extruded aluminum sign is used, or on one side where an “E-Series” sign is used. New or replacement sign blades shall use 6-inch capital letters, which will be in compliance with the year 2012 D.O.T. standards.
 - (4) There will be no requirement to replace existing signs in adequate condition. As signs deteriorate or disappear, they shall be replaced by standards set forth in this ordinance.
- (B) **Road Sign Posts** – Signposts shall consist of the following:
- (1) All county and town road signs shall be mounted on suitable posts. However, state highway road signs shall be erected in conformance with current D.O.T. standards. Road name signs shall show the names of the roads as designated on the Official County Road Name Index.

Sec. 56-33. Road Naming Procedure

- (A) The public road naming procedure shall consist of the following:
- (1) The county shall provide a standard road naming application form to be used and completed by all towns. The applicant shall obtain the application form from the facilitator.
 - (2) The town shall determine the exact location of the road.
 - (3) The town or their designee shall fax, mail, email or deliver the completed application form to the facilitator.
 - (4) The facilitator shall review the road name on the application to ensure it conforms to the standards set forth in this ordinance.
 - (5) The facilitator shall forward the road name to the designated list of departments noted on the application form.
- (B) The town shall provide the facilitator with the name, address, phone number, email address and other contact information of the town’s contact person in charge of road naming coordination within the town.
- (C) Diggers Hotline shall be contacted before installation of any road sign.

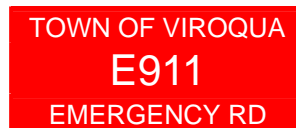
Sec. 56-34. Address System

- (A) Addresses shall be assigned based upon the existing linear reference system of Vernon County. This system is defined as follows:
- (1) The starting origin is at the northwest corner of the county and is assigned 100 northing and 100 westing.
 - (2) The southing and easting grid follows the section lines.
 - (3) The direction of numbers to be assigned is based on the predominant direction of the

- entire stretch of the road.
- (4) There are 400 numbers allocated per section mile, with 200 on the even side of the road and 200 on the odd side of the road. The odds are on the south and west sides of the roads. The evens are on the north and east sides of the road.
 - (5) Any current/past address assignments not conforming with the above description shall not be changed unless agreed upon by the county facilitator and a town designee.
- (B) Each principal building shall be assigned an address based on where the driveway to the building intersects the named public road.
- (1) Principal buildings with “shared” private roads/driveways that serve more than one principal building shall be assigned an address based on where the private road/driveway intersects a named public road. An address sign shall be installed at the intersection of the private road/driveway and the named public road. Additional duplicate address signs shall also be installed at all intersecting private roads/driveways leading to the driveway of the respective principal building.
 - (2) Multi-family dwellings and industrial/business buildings in unincorporated areas shall be assigned individual address numbers.
 - (3) Apartment buildings shall be assigned one “main address number” along with a unique number identifying each individual unit. An “address sign” shall be placed to identify the main building. The apartment building owner shall be responsible for ensuring that each unit number is clearly marked on individual unit doors.
 - (4) Mobile home parks or campgrounds shall be assigned one “main address number” along with a unique number identifying each individual lot. In this case, an “address sign” shall be placed to identify the park or campground. The landowner/proprietor shall be responsible for ensuring that each lot/site number is clearly marked. Lot numbers can be placed on the front of the unit if it is facing and clearly visible from the roadway. Lot numbers may also be placed on a post within 5-10 feet of the unit driveway and facing the roadway.
 - (5) Unit and lot numbers shall be numerals and not alphabetical letters spelling the number. Numbers shall be fully reflective with a height not less than 2 ½ inches high, black in color, screened on a white background. Unit and lot numbers shall be clearly visible from roadway.
- (C) On properties where more than one principal building exists, each principal building shall be assigned an address.
- (D) Assignment of “vanity addresses” shall not be permitted under any circumstances. A vanity address is an address number and/or road name bearing the letters or numbers designated by the owner or tenant, which are not consistent with the address and/or road name system established in this ordinance.
- (E) Municipalities shall be responsible for obtaining a GPS location point and a distance measurement using a measuring wheel for each address number being assigned. The location point will be the intersection of the named public road and the private road/driveway. The measuring distance shall follow the road from the nearest public road intersection to determine exact locations of driveways/private roads of the property to be addressed. This then becomes part of the Base Map.

Sec. 56-35. Address Signage

- (A) The address sign unit shall consist of a sign blade, which is mounted on a signpost with associated hardware. The sign blade shall have the town name, address number and road name enumerated on both sides. The sign plate, post, and hardware shall meet the minimum specifications of this section.



- (1) New sign blades shall have a red background with white copy. Numbers, letters and the background of the sign blade shall be fully reflective. Address numbers shall not be less than 4 inches in height. The town and road names shall not be less than 1 inch in height.
 - (2) Sign frames shall be manufactured of a 20 x 8 inch aluminum sign with holes to accommodate 2 attachment bolts.
 - (3) Signposts shall be 6 ½ feet in height, 1-½ pounds per foot and either painted green enamel, powder coated or galvanized U-channel in order to allow for two-sided viewing. A minimum of 30 holes shall be on each post with diameters of 3/8” to ½” beginning on center at 1 inch from the top of the post.
 - (4) Attachment bolts shall consist of two 5/16” x 1 ½” threaded hex bolts and two 5/16” hex nuts.
- (B) The town, or the town’s designee, shall be responsible for the physical placement of the address sign.
- (C) New address sign blades shall be installed so that the blade is perpendicular to the roadway. The sign blade shall be installed within 5-15 feet from the roadway and within 5-10 feet from the driveway serving the addressed property.
- (D) The sign blade shall be installed within 4-5 feet from ground level. The sign unit shall be clearly visible from the roadway with no obstructions.
- (E) The property owner shall be responsible for maintaining unobstructed visibility and general maintenance of the address sign.
- (F) The property owner shall be responsible for notifying the town of any damaged, missing or deteriorated address signs.
- (G) There shall be no requirements to replace existing address signs that are in adequate condition. As signs get damaged, disappear or deteriorate, they shall be replaced by the standard set forth in this ordinance.

Sec. 56-36. Address Assignment Procedure

- (A) The address assignment procedure shall consist of the following:
- (1) The county shall provide a standard address number application form to be used and

completed by all towns, property owners or other applicants. The applicant shall obtain the application form from either the town clerk or the facilitator. The applicant shall complete the required information and return to the town clerk.

- (2) The town or their designee, upon receipt of the application, shall determine the exact location of the driveway/public road intersection. The exact location shall consist of a GPS location point and/or a measuring wheel distance in feet, which shall follow the road from the applicant's driveway center point to the nearest road intersection.
 - (3) The town, or their designee, shall fax, mail, email or deliver the completed application form to the facilitator.
 - (4) The facilitator shall review the application form and assign an address number that conforms to the standards set forth in this ordinance.
 - (5) The facilitator shall forward the address assignment to the designated list of departments noted on the application form.
- (B) Incorrect address assignments, which may be 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.
 - (C) If the location of an existing driveway access point changes, a new application is required.
 - (D) If an existing address number is discovered to have been incorrectly assigned and may have an effect on public safety or delay of emergency services, the address number may require correction.
 - (E) The town shall provide the facilitator with the name, address, phone number, email address and other contact information of the town's contact person in charge of address coordination within the town.
 - (F) An applicant must obtain an appropriate address number before beginning construction of a new principal building. The completion of this application does not relieve the owner from obtaining any other permit(s) that may be required by any other state, county or local ordinances.
 - (G) Diggers Hotline shall be contacted before installation of any address sign.

Sec. 56-37. Fees

- (A) The towns, or their designee, may charge the applicant or property owner reasonable and necessary fees relating to the installation of address signs, including the purchase cost of the address signs and posts. Such fees must be set by an official action of the town.
- (B) The county reserves the right to charge an administrative fee, not to exceed \$100.00, to recover the costs of personnel time relating to the issuance of an address in situations where the town does not fully complete all designated responsibilities as set forth in this ordinance.

Sec. 56-38. Enforcement

- (A) **Written Order** – The facilitator shall have the power to issue a written order to correct any violation of this ordinance. The written order shall specify the following:
 - (1) The nature of the violation and the steps needed to correct it.
 - (2) The time period in which the violation must be corrected.
 - (3) The penalty or penalties the violator will be subject to if the alleged violation is not corrected within the given time period.
- (B) **Noncompliance with Order** – If the property owner does not comply with a written order from the facilitator, the property owner shall be subject to one or more of the following actions and/or penalties:
 - (1) The issuance of a citation under the provision of 1-11 Vernon County Code of Ordinances.
 - (2) Commencement of legal action seeking a court imposed forfeiture.
- (C) **Penalties** – Any person, firm or corporation who fails to comply with, or violate, the provisions of this section/ordinance shall, upon conviction, forfeit not less than \$50.00 or more than \$300.00 plus the costs of the prosecution for each violation. Said person, firm or corporation shall also be responsible for all damages including address sign and/or post replacement. Each day where a violation exists or continues shall constitute a separate offense.

Sec. 56-39. Severability

- (A) Should any portion of this ordinance conflict with Wisconsin State Statutes, Administrative Codes or any other ordinance, then only those provisions of this ordinance that are in conflict are affected and the remainder of this ordinance shall remain in full force and effect.
- (B) Provisions of other Vernon County ordinances inconsistent here-with are hereby repealed and superseded.