

MONROE COUNTY RURAL ADDRESS APPLICATION FORM

THIS SECTION TO BE COMPLETED BY THE OWNER OF THE PROPERTY – *See back for additional instructions and notes*

Submit completed form and cash or check to: Monroe County Land Info Office, 777 S. Black River St, Suite #2, Sparta, WI 54656

- \$55 for a new address request (additional charges may be due in cases with a shared driveway at \$20 per each sign and \$15 per each post).
- \$40 for a replacement address sign & post.
- \$25 for a replacement address sign only.

Name & current mailing address of applicant	Driveway access (check one)
Name: Street: City/State/Zip: Phone Number: <small>(Failure to provide a number will delay the processing of your application if I have questions)</small> Email Address: <small>(Failure to provide an address will delay the processing of your application if I have questions)</small> <small>(Local official signature if needed)</small>	<input type="checkbox"/> US / State Highway Please attach a copy of state permit (DT-1504). <input type="checkbox"/> County Highway Please attach a copy of approved driveway permit from the Monroe County Highway Department. <input type="checkbox"/> Town Road/City Street Please attach a copy of the approved driveway permit from the local municipality or provide a signature from the local clerk, chairperson, or administrator in the box to the left indicating that they approve of the location.

Will the property share its driveway access with an existing addressed location? Yes No

Will the new address be used as your United States Postal Service mailing address? Yes No

Tax Parcel Number where access is located	Municipality
_ _ _ - _ _ _ - _ _ _	(City/Village/Town): _____

Addressed Location Will be Located on the:

(check one) N E S W **Side of:** _____

NE SE SW NW (name of existing public road, street, highway)

Proposed Use: (Please select only one)

<input type="checkbox"/> Residential House (stick-built, manufactured, zero lot line home)	<input type="checkbox"/> Accessory Structure (barn, pole shed, garage, etc.)
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Infrastructure (cell tower, public utility, substation, lift station, etc.)
<input type="checkbox"/> Cabin (hunting cabin, shack, shanty)	<input type="checkbox"/> Industrial Site (natural gas storage, mining, manufacturing, etc.)
<input type="checkbox"/> Multi-Unit Residential (ex. apartment building, etc.)	<input type="checkbox"/> Recreational (hunting land, nature trails, non-ag vacant land, woods, etc.)
<input type="checkbox"/> Business (commercial, industrial, manufacturing, storage facility, etc.)	<input type="checkbox"/> Agricultural Land (cropland, pasture land, tree farms, etc.)
<input type="checkbox"/> Campsite (RV, motorhome, camper, travel trailer, etc.)	<input type="checkbox"/> Other (explain: _____)

*****Attach a map, survey, or high quality sketch indicating the driveway access location, and the distance between it and the nearest property boundary, waterway, driveway, or other easily visible feature along the public way, as well as an approximate location of any new structure.**

You may generate a map from our website: <https://www.co.monroe.wi.us/departments/land-information-office/>

"I, the undersigned applicant, understand that my rural address sign will be used by local emergency response services to locate people & property in the event 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. I or my designee will pick up the address sign when it is available."

Signature of Applicant _____ Date _____

THE SECTION BELOW IS TO BE COMPLETED BY THE MONROE COUNTY LAND INFORMATION OFFICER OR OTHER DESIGNATED COUNTY OFFICIAL

Address Number	Avenue/Road	Postal Community	State	Zip Code	Paid
			WI		

Comments:

ADDITIONAL NOTES: We will contact you when the address sign is available for pickup!

Installation instructions will be provided with sign posts. **CALL 811 for digger's hotline BEFORE YOU DIG!** Monroe County is not responsible for your actions during installation. The sign post should be installed outside the public road right of way, but still be reasonably visible to people traveling by and placed so as not to interfere with ingress/egress to the property. If you or your designee are not able to install the sign, you will need to hire someone. Some municipalities may provide that service for a fee, but it will be you or your designee's responsibility to contact them and arrange for that service.

If your sign fades prematurely it may be covered by the manufacturer warranty. This will be based on the signs age vs. the percentage of retroreflectivity. Do not peel off any clear coating on the sign as this will allow the sign to fade quicker and it will void the warranty. At this time the single sided signs, non-flag style, are no longer under warranty.

After the rural address number is determined the information will be shared with designated local town representatives and emergency response agencies, other county departments and additional governmental agencies and in some cases the local postmaster.

In some situations multiple signs will be necessary to help responders locate the addressed location via a private road, you or your responsible designee will need to install additional signs, near the intersection of your respective driveway and the private shared road. CALL 811 for digger's hotline BEFORE YOU DIG!

When you or your designee is picking up the address signs and or posts someone will need sign to confirm that they have taken possession of the order. In order to keep costs down sign posts are only available at our office and they will not be shipped under any circumstances. Address signs are all special ordered and delivery times will vary seasonally.

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.

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

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://wisconsindot.gov/Pages/doing-bus/real-estate/permits/sth.aspx>.

For 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 additional questions can be directed to the [Land Information Office](#) at 608-269-8698 or jeremiah.erickson@co.monroe.wi.us.