

## **CHAPTER 18**

### **UNIFORM NUMBERING SYSTEM & RURAL ROAD NAMING**

- 18.01 Legal Authority and Purpose.**
- 18.02 History of Uniform Numbering System.**
- 18.03 Jurisdiction.**
- 18.04 Uniform Numbering System.**
- 18.05 Administration.**
- 18.06 Uniform Number Sign Specifications.**
- 18.07 Placement of Uniform Number Signs.**
- 18.08 Rural Road Naming.**
- 18.09 Penalty & Enforcement.**

#### **UNIFORM NUMBERING SYSTEM & RURAL ROAD NAMING ORDINANCE**

##### **18.01 Legal Authority and Purpose.**

To establish and regulate the uniform numbering system and rural road naming as authorized pursuant to sections 59.54(4) and 59.54(4m) of the Wisconsin Statutes for the purposes of aiding in fire protection, emergency services, and civil defense.

##### **18.02 History of Uniform Numbering System.**

A uniform numbering system of principal structures in Trempealeau County was adopted April 17, 1995. This ordinance was published and took effect on April 27, 1995. Maps for the adoption of this ordinance were put on file on April 3, 1995 in the Trempealeau County Zoning Department, later known as the Department of Land Management. These maps were also made part of the original ordinance. The original signage was a red sign and the red sign became faded over time. Trempealeau County recognized this and moved to a blue high reflective sign (20" x 8") placed perpendicular to the road for the safety of its residences.

##### **18.03 Jurisdiction.**

The uniform numbering system shall extend over the entire unincorporated areas of Trempealeau County.

##### **18.04 Uniform Numbering System.**

- (1) The official addressing system for the County shall be the grid/baseline system as developed and mapped by the County in 1995 and which is on file in the Trempealeau County Department of Land Management. All properties on the east side of north-south roads and all properties on the north side of the east-west roads shall be assigned even numbers. All properties on the west side of the north-south roads and all properties on the south side of east-west roads shall be assigned odd numbers. All numbers assigned to

north-south roads shall be preceded by an "N." All numbers assigned to east-west roads shall be preceded by a "W." For a road that does not travel in a straight direction North/South or East/West it will be determined by the greater of the two distances whether it will be considered an East/West road or a North/South road. The official Uniform Address will be a combination of the number and the Road Name such as "N12345 County Rd T" or "W12345 County Rd D."

- (2) All principal structures, defined as the predominant structure on a property that directly relates to the overall use of the property and is distinguishable from an accessory structure, shall be assigned address numbers. One number shall be assigned to apartment buildings and mobile home parks. Individual units in such groupings shall be referred to by apartment number or mobile home number/letter. Twin homes or side by side structures shall each be assigned an individual number. Side by Side condos shall be addressed in the same fashion with individual numbers; Condominiums that are built up shall be addressed on a case by case basis.

#### **18.05 Administration.**

- (1) The owner(s) of properties which require the assignment of a new address number, a changed address number, or a replacement sign shall complete a Uniform Address application form and submit the request for a uniform address number to the Land Management Department along with the designated fee.
- (2) The applicant shall provide the following information in its uniform address application form:
  - (a) Name of Property owner;
  - (b) Current address/telephone number;
  - (c) Name of Municipality;
  - (d) Tax Parcel Number;
  - (e) Legal description of property (Volume-Page, CSM, Plat etc.);
  - (f) Road name which property/building will be accessed to/from;
  - (g) Side of the road the property/building is located (N, S, E, or W);
  - (h) Distance (in feet) from center of owner's driveway to nearest existing/known number, road intersection or property line;
  - (i) Location of principal structure on the property;
  - (j) Signed by owner or agent;
  - (k) No delinquent taxes (excluding postponed taxes).
- (3) The application for the address number shall be completed by the owner prior to the issuance of a zoning permit for the principal structure.
- (4) Upon receipt of application and appropriate fee, the Department of Land Management shall assign an address number and shall arrange for the assigned address sign and post to be installed on the owner's property. Once the address is assigned the address information

shall be sent to the property owner, local Municipal Clerk and Local Postmaster in the form of a letter.

- (5) After the sign is installed by the proper authority the sign shall be maintained by the property owner. If an address sign is damaged or in ill repair making it difficult to read, is missing, or is otherwise determined by the Department of Land Management that the sign needs replacement, then the property owner shall apply for and obtain a replacement sign.
- (6) Principal land uses containing no accompanying structures may be assigned address numbers at the discretion of the County.
- (7) The Department of Land Management shall be responsible for maintaining the Uniform Addressing Database. Such responsibility includes adding improved parcel additions, monitoring resident movement, and making available roads database information as requested. When there are changes, the Department of Land Management shall be responsible for updates to the MSAG (Master Street Address Guide). The Department of Land Management shall also be responsible for updating the Trempealeau County Dispatch Center GIS data for the E911 mapping system in a timely manner.
- (8) Removal of a specific uniform address number shall be done only under circumstances deemed appropriate on a case by case basis by the Department of Land Management.
- (9) If the location of a driveway access point changes, the following shall apply:
  - (a) The present address number may remain unless, or until such time, the change in location disrupts the orderly and uniform sequence of the addressing system as detailed in this ordinance. Final determinations of possible re-numbering shall be made by the County.
  - (b) Changing the location of the driveway to another roadway, different from which it previously accessed upon, shall require the property to be re-addressed within 30 days of relocation.
- (10) If the name of the public road changes or a private road becomes an established public road, then the owner of property with an existing uniform address number shall apply for and obtain a new uniform address number.
- (11) In order that the stated purpose and intent of this ordinance is maintained, the Department of Land Management shall have the authority to require pre-existing address numbers be changed if such address numbers do not conform to the uniform address system detailed in this ordinance.
- (12) Each Town within Trempealeau County shall provide Department of Land Management with its plan for scheduled maintenance in order to comply with this ordinance. See Wis. Stat. 60.10(3)(d).

### **18.06 Uniform Number Sign Specifications.**

Uniform number sign shall be double-sided flag in style 20" long x 8" wide. The aluminum blank will have white High Intensity Prismatic sheeting with transparent Blue Vinyl overlay with the Fire number cut out in 4" letters and the Road name underneath in the size fitting to the sign.

### **18.07 Placement of Uniform Number Signs.**

- (1) Uniform number signs shall be placed so that the post and sign are within 10 feet of the edge of either side of the driveway, beyond the right-of-way of the public roadway, and are highly visible from the public roadway. The sign must be placed on a steel post driven into the ground at least 12" and at least 48" off of the ground.
- (2) When a property is accessed from a private road it shall be necessary to post an additional sign at said access driveway on the private road along with the required posting on the public road. When multiple properties share a driveway the uniform numbering signs shall be placed on the side of the driveway which the residence is located. For instances where there are multiple residences on the same side of the shared driveway the uniform numbering signs shall be placed in order on the post starting at the top of the post in correspondence to the first residence closest to the public roadway and so on. In all instances of shared driveways, each principal building shall also bear the assigned uniform address number on its front entrance.

### **18.08 Rural Road Naming.**

- (1) All public roadways in the unincorporated areas in the county shall be named. Road naming, sign placement, replacement and maintenance are the responsibility of the municipality who has jurisdiction over the roadway.
- (2) When a new road or a road name change is anticipated the Town shall complete an application for Road Name Approval or Modification form and submit it to the Department of Land Management. The form shall be reviewed by the Department of Land Management for the purpose of preventing duplicate road names in the unincorporated area in Trempealeau County. The municipality shall obtain approval of any road name or road name change prior to recording any Plat, Survey or CSM referencing the road.
- (3) In order that the stated purpose and intent of this ordinance is maintained, the Department of Land Management shall have the authority to require pre-existing road names be changed if such road names are duplicated and/or cause confusion as to the location of the address numbers.

### **18.09 Penalty & Enforcement.**

- (1) Violation of this ordinance shall be punishable by a forfeiture of \$50.00. Each separate day violations continue shall constitute a separate offense.

- (2) Trempealeau County Department of Land Management shall have the authority to enforce this Ordinance.
- (3) The removal, damaging, defacing, alteration, or destruction of the uniform address sign, or the removal, damaging, alteration, or destruction of an address system sign marker without permission of the Department of Land Management may be punished by forfeiture of not more than \$100.00. Signs damaged as the result of road maintenance shall be replaced at the expense of the road maintenance entity. Any second or subsequent violation within three years may be subject to a penalty not exceeding \$200.00 for each repeat offense.

(History: Res. 04/17/1995; Res. 2014-09-05; Res. 2016-06-04)