

Monroe County  
Rural  
Addressing and  
Road Naming  
Policy

## **SECTION 1.0 - GENERAL PROVISIONS**

### **1.1 Authority**

These regulations are adopted under the authority granted under Wisconsin Statutes 59.54(4) and (4m).

### **1.2 Purpose**

The purpose of this Policy is to promote the health, safety, and well-being of the general public of Monroe County by providing a means for physically locating properties. The ability to easily locate properties is a vital asset for emergency services as well as being a convenience for delivery services and citizenry.

It is further intended that this Policy is to establish a method by which address numbers are assigned, as well as how address signs are obtained, installed, and maintained in all areas outside the limits of incorporated municipalities and the Fort McCoy Military Installation in Monroe County. It is further intended to provide for determination of all public road names in order to ensure compatibility with the computer aided dispatch system and the master street address guide.

### **1.3 Jurisdiction**

The jurisdiction of this Policy shall include all lands and waters within Monroe County outside the limits of incorporated cities and villages, except the Fort McCoy Military installation.

### **1.4 Abrogation and Greater Restrictions**

It is not intended by this Policy to repeal, abrogate, annul, impair, or interfere with any existing policies, rules, or regulations adopted by Monroe County. However, wherever this Policy imposes greater restrictions, the provisions of this Policy shall govern.

### **1.5 Severability**

If any section, clause, provision, or portion of this Policy is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Policy shall not be affected thereby.

### **1.6 Title**

This Policy shall be known as, referred to, or cited as the "Monroe County Rural Addressing and Road Naming Policy".

### **1.7 Effective Date**

This Policy shall be effective after adoption by the Monroe County Sanitation & Zoning Committee and take effect that date of adoption.

## **SECTION 2.0 - ADDRESSES**

### **2.1 Address Assignment**

It shall be the duty of the Monroe County Land Information Officer to assign an address number to all property within the jurisdiction of this Policy. This Policy shall apply to all temporary or permanently inhabited residential structures, non-residential structures at locations without residential structures, and vacant land under circumstances stated in Sec. 11-30 of Monroe County Code of ordinances. The following standards shall apply when assigning addresses:

- a) An address number shall be assigned upon the receipt of a written request of a property owner or Town official or upon mandatory circumstances verified by the Land Information Officer.
- b) Upon issuance of an address, the Monroe County Land Information Office will notify the affected property owner, the Town in which the property is located, members of the Sanitation and Zoning Office, Emergency Service Providers that service the address if known, the United States Postal Service, and a member of the Monroe County 9-1-1 Communications Division, of the official address.
- c) The address assigned by the Monroe County Land Information Office shall be the official address for said property and replace any prior address used.
- d) There shall be no duplication of address numbers assigned along the same road and care will be taken to plan or account for future development when address numbers are issued as well as compatibility with existing addresses in the vicinity.
- e) Properties with more than one single family residence shall have a separate address for each residence, this includes zero lot line homes.
- f) Industrial or business complexes shall be assigned one address number with extensions given for individual units.
- g) Multifamily dwellings of two or more units shall be assigned one address number with extensions assigned for each unit. Multifamily dwellings shall have distinct markings adjacent to the door to identify the individual unit.
- h) Numbers shall be assigned according to where the access driveway intersects the public road along a grid-like system extending from the northwest corner of Monroe County with numbers increasing to the south and east.
- i) There shall be 1000 numbers assigned for every mile of the grid with even/odd numbers assigned as follows:

- a. Along north/south roads trending south overall: even numbers shall be on the left side of the road and odd numbers on the right side of the road
- b. Along east/west roads trending east: even numbers shall be on the left side of the road and odd numbers on the right side of the road

## 2.2 Placement

An address sign for a property shall be placed according to the following standards:

- a) Under normal circumstances the sign shall be installed on the same side as the driveway and so that the numbers are perpendicular to the public road and the post shall be located not more than ten (10) feet within the right of way of the road and not more than ten (10) feet from the driveway serving the building, however where not possible the sign may be installed in an alternate location so as to make it adequately visible for local responding emergency services and so as not to obstruct road maintenance responsibilities, such as snowplowing, grading, etc.
- b) The sign shall not be less than 2 feet nor more than 5 feet from ground level and shall not be concealed from view from the road by trees, shrubs, bushes, etc.
- c) Apartments shall have distinct markings on the door or doorway to identify the individual units.
- d) Any manufactured/mobile home park or campground shall consecutively number the lots. A map of the property showing the lots shall be given to the Monroe County Land Information Office to be used for mapping. Any changes or addition of lots shall require a new map be sent to the Monroe County Land Information Office.

## 2.3 Sign Design, Procurement, and Replacement

- a) Sign Design  
The sign shall be a reflectorized double-sided flag style 20" wide by 9" high and have a red background. The numbers of the address shall be 4" high. The Town name shall be located above the address and shall be 1" high letters. The road name shall be located below the address and be 1" high letters. All letters and numbers shall be white and reflectorized. The side opposite the bolt holes will have rounded corners.

Example (Not to Scale):



b) Procurement

All address signs shall be procured by the local municipality based upon a vendor or vendors chosen by Monroe County in order to maintain a consistent product. If municipalities believe we should choose a new vendor they should contact the Land Information Officer to investigate other options.

c) Replacement

When either damaged, stolen, destroyed or aged beyond usefulness, an existing address sign may be requested for replacement by the affected property owner or the Town in which the sign is located. If an emergency response agency, the sanitation & zoning office, emergency management or the sheriff's department feels a replacement sign is needed, they shall contact the Town the address is located to have a new sign ordered. The Town shall make the final decision as to whether the sign needs replacement. The affected Town may then choose to pay the fee and seek reimbursement from the effected property owner.

## **2.4 Maintenance**

It shall be the responsibility of the property owner to maintain all address signs for his/her property. Maintenance includes notification for need of replacement, repairs, reinstallation, and keeping the sign(s) in a physical condition whereby the address is easily and clearly legible at any time. The property owner shall also ensure the sign is clearly visible from the public road and not obscured by vegetation, structures, snow, etc.

## **2.5 Existing Addresses**

Addresses which exist at the time of the adoption of this Policy but do not meet all the provisions of this Policy may be allowed to remain the official address for said property if they are registered at the Monroe County Land Information Office as an official address. If it is determined that there is potential risk to life and safety, an existing number shall be changed in order to comply with the provisions of this Policy. Any such address not listed on the index shall be deemed void and an official address shall be assigned by the Monroe County Land Information Office and fees paid by the property owner according to the provisions of this Policy. In all cases, when an existing nonconforming address sign needs replacement, a new address number shall be assigned and a sign obtained in compliance with the provisions of this Policy and the original existing address shall become null and void. Any existing address sign that is not a valid sign shall be removed.

## **2.6 Fees**

There will be fees established for the following:

- a) \$20 for the determination, assignment, notification and procurement of a new address.

- b) \$5 for the procurement of replacement rural address or address range signs.
- c) Additional installation service fees and purchase costs for the address signs, U-channel signposts and fasteners will be required and adjusted to reflect market prices as needed.

It is the responsibility of the property owner to pay all fees not covered by the Towns. In the case where a Town requests a replacement sign, the Town may choose to pay the fee and seek reimbursement from the affected property owner. In the case where a property owner refuses to pay for a required sign the cost may be assigned as a special charge by the Town to the addressed location's property tax bill.

## **SECTION 3.0--NAMING AND SIGNING OF ROADS**

### **3.1 Naming**

- a) **New Roads.** No two roads in Monroe County shall be identically named or in conflict of existing road names. This provision shall not prohibit the use of identical road names for road names existing and named as of the effective date of this Policy. Towns shall immediately notify the County Land Information Officer of proposed roads or established unnamed roads. All newly proposed roads will be named prior to completion for address purposes and inclusion in the Monroe County Master Street Address Guide (MSAG). Upon knowledge of unnamed or new roads the Land Information Officer shall provide a list of suitable names that fit our established road naming convention system to the Town. The Town may choose from the list or provide an alternative name to the Land Information Officer for final consideration. The Land Information Officer has the authority to accept or reject any new road name. Reasons for name rejection may include excessive length, being identical or nearly identical to other roads in our MSAG, political correctness, profanity, likelihood of theft based on popularity, or incompatibility with our existing road naming system, but can be overridden by the Public Safety Committee.
- b) **Name Changes.** Towns shall contact the Monroe County Land Information Office in writing to request changing any existing road names. When name changes occur, prior to the effective date of the road name change, the Town shall erect new road signs containing the new road name and new address signs for all structures located on the roadway that was changed.
  - 1. For any accepted road name change, a fee of \$20 per each address shall be paid up front to cover the cost of administering the necessary changes throughout the entire E911 system. The cost of all new address signs and road name signs will be paid by the Town.

2. The Land Information Officer reserves the right to deny any road name change request based on the same reasons given for rejecting names of new roads but can be overridden by direction from the Public Safety Committee.

### **3.2 Signing**

The Towns shall see that all Town roads are properly signed, and all signs are placed and maintained at all intersections with other roads. The Towns shall work with the Monroe County Highway Department to procure and maintain road signs.

### **SECTION 4.0—OFFICIAL SOURCE**

The Monroe County Master Street Address Guide or MSAG shall be maintained as an official source of Monroe County Road Names. Any names not found therein are not considered official and may be considered violations to the provisions of this Policy. The Monroe County Geographic Information System is considered the official source of Monroe County Addresses and can be found on the web by accessing the Monroe County Geographic Web Server and any addresses not found therein may not be considered official and may be in violation to the provisions of this Policy. If you believe that an address or road name is incorrect or missing from this location please notify the Land Information Officer.

### **SECTION 5.0—PROHIBITIONS**

- a) No person shall obliterate, vandalize, destroy or remove an official address or road name sign issued under this Policy.
- b) No person shall fail to reinstall an official address sign installed under this Policy after the sign for that person's property has been obliterated, vandalized, destroyed, or removed.
- c) No person shall place a non-official address sign or road name sign at or near the location of the official signs.
- d) No person shall relocate an official address or road name sign without expressed consent of the Land Information Office.

### **SECTION 6.0 VIOLATIONS & PENALTIES**

The penalty for violation of this Policy shall be as provided in Section 1-15 of the Monroe County Code of Ordinances.

### **SECTION 7.0 AMENDMENT**

This Policy shall be subject for consideration of amendment as deemed necessary by the Land Information Officer, Emergency Manager, committee of jurisdiction or the Monroe County Board of Supervisors.