COUNTY OF FLORENCE
CODE OF ORDINANCES
CHAPTER 15

Road Naming and Uniform Addressing System

Amended February 15, 2011

TABLE OF CONTENTS

1.0 TITLE 1
2.0 PURPOSE 1
3.0 JURISDICTION 1
4.0 ROAD NAME SIGNAGE 2
5.0 ADDRESS SYSTEM 2
6.0 ASSIGNMENT OF ADDRESSES 3
7.0 ADDRESS SIGNAGE 4
8.0 MAPS 5
9.0 FEES 5
10.0 PENALTIES 5
11.0 ENFORCEMENT 6
12.0 SEVERABILITY 6

CHAPTER 15: ROAD NAMING AND UNIFORM ADDRESSING SYSTEM

1.0 TITLE

Road Naming and Uniform Addressing System

2.0 PURPOSE

To promote the orderly and logical identification of buildings and the naming of roads within the Towns of Florence County and to facilitate the location of residences and businesses by emergency service providers, mail, delivery services, utilities, travelers and others dependent on addresses. To this end, a uniform system of naming roads and numbering of building or building sites, as authorized by ss 59.54(4)(4m) is hereby adopted for use in the Towns of Florence County.

3.0 JURISDICTION

The County will be the lead coordinator in administering this chapter. The Towns will cooperate with the County in the implementation of this system defined below.

(1) All public roads will be named.

(2) Landowners and easement holder(s) of record of a new or existing private road shall submit a proposed road name to the Town that has been agreed upon by the majority of the landowners and easement holder(s) of record. Renaming of an existing private road shall also be by the majority stated above. The Town will act on the road name and submit it to the County. If the landowners and easement holder(s) do not submit a name, the Town will act on behalf of the landowners.

(3) Road names will be supported by an official action by the respective agencies and submitted to the County.

(4) Duplication of road names within the County will not be permitted unless approved by the County.

(5) New roads that run continuously from one town into another town within the County will bear the same name.

(6) Road prefix and suffix must be consistent with the County's approved list.

(7) The County will prepare and maintain a Master Road Name List of all road names in the County and such list shall be consistent with the names in the 911 Master Street Address Guide.

(8) Existing non-continuous roads with duplicate names in the same postal zip code area and/or telephone exchange will be renamed if requested by the County. The

Town(s) will decide which road or if both road names will be changed and submit the road name to the County for approval.

(9) The assignment of road names to private roads in no way obligates the Town or County to maintain said private road or indicates the private road is suitable for access by emergency vehicles.

4.0 ROAD NAME SIGNAGE

(1) Road signs for new roads will be the responsibility of each Town, signs will be erected at all intersections and will bear the name of both intersecting roads.

(2) Road signs will be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.

(3) The County will provide minimum sign specification when requested by the Town;

(4) Towns may continue to use their current sign specifications. The County will approve adoption of new sign specifications.

(5) Towns are responsible for maintaining the signs and ensuring the signs are clearly visible. The Town will be responsible for the replacement of damaged, faded or missing signs.

(6) Towns are responsible for the cost of signs or in the case of new roads may recover the cost of the signage from the developer of the road in the case of a private road or easement, from the landowner(s) or users of said road.

(7) The exact spelling, prefix and suffix of a road as listed in the County's Master List will be lettered on the sign. Standard abbreveations are acceptable.

(8) Landowners are prohibited from placing signs resembling a road sign within the right-of-way of a road or easement.

5.0 ADDRESS SYSTEM

(1) Addresses will be assigned based upon the existing address grid of the County. The system is generally defined as:

(a) The starting origin is at the southeast corner of the County and is assigned 100 northing and 100 westing.

(b) The northing and westing grid follows the section lines.

(c) The direction of numbers to be assigned is based on the predominant direction of the entire stretch of road.

(d) There are 400 numbers allocated per section mile. The odds are on the southerly and westerly side of roads, evens on northerly and easterly side.

(2) Each principal building, dwelling or temporary dwelling [1] will be assigned an address based on where the driveway to the building/dwellling intersects the named road.

(3) On properties where there is more than one driveway or on existing properties where more than one principal building exist, the Town will decide if each building will be assigned an address.

(4) Assignment of 'sub' numbers or letters shall not be permitted without the approval of the County.

(5) Towns using an 'urban' addressing system in and surrounding their business district must provide to the County a map of the area covered by the 'urban' addressing system along with the design of the system

(6) In unique situations where addressing will not conform to the system above, the County shall have the authority to coordinate the addressing in such a manner so the stated purpose of this ordinance is maintained.

6.0 ASSIGNMENT OF ADDRESSES

(1) The County will provide a standardized application form and instructions for completion to be used by all towns, landowners or applicants.

(2) The applicant will obtain the application form from the County Zoning Office.

(3) The Town or their designee will complete the application form and return it to the County or their designee along with any fee required by the County.

(4) Where County or Town permits are required, (Driveway, Land Use, Building etc.) no permit shall be issued for any construction, utilities, or temporary use on property in the county unless said property has been assigned a numeric address. (Driveways for agriculture and forestry practices without structures are exempt).

(5) The County shall evaluate the application and make an address assignment consistent with the county address system taking into consideration existing addresses.

[1] A dwelling occupied no more the 30 consecutive days. This includes recreational vehicles.

(6) The County or Town will instruct the applicant to place a temporary sign with the assigned number until the permanent sign is placed.

(7) The County will not issue a number in Towns where a driveway permit is required from the Town, Department of Transportation or County Highway Department unless the application indicates the permit has been issued.

(8) The County will forward the address assigned to the fire department, post office, utility, sheriff and real property departments within 30 working days of assignment.

(9) Incorrect assignment of an address due to incomplete or incorrect information on the application form or an error on the part of the person issuing the address will be corrected immediately.

(10) If the location of an existing driveway access point changes, the present address number may remain unless the County determines the change disrupts the orderly and uniform sequence of the addressing system. If the location of the driveway access point is moved to a different roadway, the property shall be required to be re-addressed.

(11) The County will evaluate existing addresses that are discovered to have been incorrectly assigned and a determination will be made if the situation needs to be corrected. The landowner(s) affected will be required to change their address to correct the situation.

(12) The Town will provide the County with the name, address and phone number of the Towns contact person for coordination within the Town.

7.0 ADDRESS SIGNAGE

(1) Address signs will be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.

(2) The County will provide minimum sign and post specifications when requested by the Town.

(3) Towns may continue to use their current sign and post specifications. The County may approve adoption of new signage specifications.

(4) The Town or their designee will be responsible for the physical placement of the address sign within 30 days of the address assignment.

(5) The sign shall be placed at the intersection of the driveway with the named road and clearly visible from the road.

(6) Where an unnamed road serves more than one principal building or residence, a sign will be placed at the intersection of the unnamed road and named road, and another sign placed at the intersection of the unnamed road and driveway leading to the building or residence.

(7) The Town is responsible for maintaining sign visibility and upkeep of the sign.

(8) The Town will be responsible for replacing damaged, missing or deteriorated signs.

(9) Address signs in Towns using the urban style addressing system can be placed on building fronts if clearly visible and readable without the aid or magnification, except eyewear, from the road.

8.0 MAPS

(1) The Town or their designee shall provide the general location of a new road.

(2) The County will verify the alignment of the new road and annually update the base map of the County.

(3) The County will annually verify the driveway points for new addresses, update the address maps and provide 3 copies to the Towns.

(4) Special request from Towns to the County for map creation will be handled on an individual basis and the County may charge for these requests.

9.0 FEES

The County will charge the applicant or landowner reasonable and necessary fees for placement of addresses, cost of the sign, cost of the post or cost of a replacement sign or post. Such fee will be set by an official action of the County.

10.0 PENALTIES

Any person owning a principal building or parcel required to be addressed under this ordinance or who neglects or fails to obtain a proper number and display it in a manner as to be visible from the roadway shall forfeit not less than $153.00 nor more than $250.00.

11.0 ENFORCEMENT

Any law enforcement officer or person designated by an official action of the Town or County is authorized to issue citations for a violation under this ordinance.

12.0 SEVERABILITY

Should any portion of this ordinance conflict with the Wisconsin State statutes or Administrative Codes, only those provisions of the ordinance in conflict are affected and the remainder of this ordinance shall remain in full force and effect.

Amended by the County Board of Supervisors this 15th. day of February, 2011.

Geraldine L Myer — Jeanette Bomberg

County Clerk — County Board Chair