

Title 6 – Chapter 5

Uniform Numbering System

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Sec. 6-5-1 Numbering System Established.

There hereby is established a uniform system of numbering houses and buildings fronting on all streets, avenues and public ways in the Town of Oshkosh, and all houses and buildings shall be numbered in accordance with the provisions of this Chapter.

Sec. 6-5-2 Base Lines Established.

- (a) **Base Line for Streets Running East.** West Jackson Drive Road shall constitute the base line for numbering along all streets running east and west.
- (b) **Base Line for Streets Running North.** South Witzel Avenue to the center of the Fox River, and the center of the Fox River to Lake Winnebago shall constitute the base line for numbering all streets running north or south.

Sec. 6-5-3 Base Line Numbers to Begin at Zero; Exceptions.

- (a) The numbering of each street shall begin at the base line with zero, except that on streets running north or south the numbering shall be in consecutive sequence with numbering in the City of Oshkosh on the Witzel Avenue base line.
- (b) The Town Board shall number streets which run diagonally to either the north-south or east-west base lines so as to conform to the general plan of this Chapter as nearly as possible.
- (c) The Town Board shall number streets which may run in any other direction than provided in Subsections (a) and (b) so as to conform to the general plan of this Chapter as nearly as possible.

- (d) The Town Board shall assign one hundred (100) numbers to each block where practicable, as to provide a uniform system of numbers running away from each base line. Where blocks of different lengths occur on opposite sides of a street, the numbers on both sides shall be assigned on the basis of the shorter block. Assignment of numbers by the Town Board shall be upon whatever intervals are practicable.

Sec. 6-5-4 Explanation of the Numbering Sequence.

- (a) All lots and houses on the north and east sides of the streets shall be numbered with even numbers, and all lots and houses on the south and west sides of all streets shall be numbered with odd numbers.
- (b) Where any building has more than one (1) entrance serving separate occupants, a separate number shall be assigned to each entrance serving a separate occupant. Buildings fronting on more than one (1) street shall have a number assigned only to the main entrance unless other entrances serve separate occupants.

Sec. 6-5-5 Streets Not Extending to Base Line.

All streets not extending through to the base line shall be assigned the same relative numbers as if they did extend to the base line.

Sec. 6-5-6 Survey and Assignment of Numbers.

- (a) **Designation of Numbers.** The Town Board shall cause there to be assigned to each house and building located on any street, avenue or public way in the Town of Oshkosh its respective number under the uniform system provided by this Article. Assignment shall be based upon a survey of such houses and buildings.
- (b) **Numbers to Be of a Minimum Size.** The numbers shall be not less than three and one-half (3-1/2) inches in height by not less than two and one-half (2-1/2) inches in width. Where practical, they shall be in black enamel vitrified tile. The numbers shall be placed as provided by this Chapter within sixty (60) days after notification of assignment of numbers to the owner and occupant of each house and building.
- (c) **Numbers to Be Conspicuously Placed.** The numbers shall be placed immediately above, on or at the side of the proper door of each building so that they can be seen clearly from the street. Whenever a building is situated more than fifty (50) feet from the street right-of-way, the number of such building shall be displayed conspicuously at the right-of-way, near the walk, driveway or

entrance, or upon the gatepost, fence, tree, mailbox or other appropriate place so as to be clearly visible from the street.

Sec. 6-5-7 Distinctive Numbers.

Where only one (1) number can be assigned to any house or building, the owner, occupant or agent thereof who shall desire distinctive numbers for the upper and lower portions of the house or building, or for any part thereof fronting on any street shall use the suffix “A”, “B”, “C”, et cetera, as may be appropriate.

Sec. 6-5-8 Plat book to Be Kept.

In order to facilitate correct numbering, a plat book of all streets, avenues and public ways within the Town of Oshkosh, showing the proper numbers of all lots, houses or buildings fronting upon all such streets, avenues and public ways shall be kept on file in the office of the Town Clerk. This record shall be open to inspection during the office hours of the Clerk.

Sec. 6-5-9 Town Clerk to Inform of Number Assignment.

The Town Clerk shall inform the owner, occupant, or agent thereof, of the number or numbers assigned to each lot, house or building pursuant to Section 4-6-7. In addition, where any person subsequent to the effective date of this Chapter shall apply for an unassigned number, the Town Clerk shall notify such party of the proper assignment as determined by the Town Board within twenty (20) days of such application.

Sec. 6-5-10 Responsibility of Owner to Procure Numbers.

Whenever any house or building shall have a number or numbers assigned to it, it shall be the responsibility of the owner thereof to procure the correct number or numbers and to fasten the number or numbers so assigned upon the house or building in accordance with Sections 4-6-6 and 4-6-7.

Sec. 6-5-11 Refusal to Number Building; Penalty.

- (a) If the owner of any house or building required to be numbered by this Chapter shall fail, neglect or refuse to attach proper numbers after assignment, in accordance with this Chapter, the Town Clerk shall serve such owner with a notice requiring compliance with this Chapter within ten (10) days after service of such notice. Failure to comply with this Ordinance within the time provided by such notice shall constitute a violation of this Chapter.
- (b) Violation of this Chapter shall subject the owner to a forfeiture as provided in Section 1-1-6.