

MONROE COUNTY RURAL ADDRESS APPLICATION

Submit completed form and \$20 cash or check to: **Monroe County Land Info., 777 S Black River Street, Suite 2, Sparta, WI 54656**

* Additional charges may be due to the local municipality!*

READ THIS: The costs range from \$0 to \$100 for a single address sign. The current fees are on the back of this form, but subject to change. Mail the check due to the municipality, when needed, along with this application and we will forward it to them. More funds may be needed if multiple signs are required. Full payment is required to both parties in order to provide your address.

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

Name & current mailing address of applicant

Name:

Street:

City/State/Zip:

Phone Number:

(Failure to provide a number may delay the processing of your application if I have questions)

Email Address:

(Failure to provide an address may delay the processing of your application if I have questions)

(Local official signature if needed)

Driveway access (check one)

☐ **US / State Highway**

Please attach a copy of state permit ([DT-1504](#)).

☐ **County Highway**

Please attach a copy of approved driveway [permit](#) from the Monroe County Highway Department.

☐ **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 approved 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

*****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 create a map on our website: <https://www.co.monroe.wi.us/departments/land-information-office/gis>



Tax Parcel Number where access is located

____ - ____ - ____

Municipality

Town of _____

Tax Parcel Number where site/structure is located

____ - ____ - ____

Lot # & CSM or Subdivision (if applicable)

Addressed Location Will be Located on the:

☐ N ☐ E ☐ S ☐ W ☐ NE ☐ SE ☐ SW ☐ NW

(check one)

Side of _____

(name of existing public road, street, highway)

Proposed Use: (Please select all applicable)

☐ Residential House (ex. stick-built, manufactured, zero lot line home)

☐ Mobile Home

☐ Cabin (ex. hunting cabin, shack, shanty)

☐ Multi-Unit Residential (ex. apartment building, etc.)

☐ Business (ex. commercial, industrial, manufacturing, storage facility, etc.)

☐ Campsite (ex. RV, motorhome, camper, travel trailer, etc.)

☐ Accessory Structure (barn, pole shed, garage, etc.)

☐ Infrastructure (ex. cell tower, public utility, substation, lift station, etc.)

☐ Industrial Site (ex. natural gas storage, mining, manufacturing, etc.)

☐ Recreational (hunting land, nature trails, non-ag vacant land, woods, etc.)

☐ Agricultural Land (cropland, pasture land, tree farms, etc.)

☐ Other

"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.

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	Postal Code	Paid Co.	Paid T.
			WI			

Comments:

Town Fees for One Sign

Town	Fee	Town	Fee	Town	Fee
Adrian	\$100	Lafayette	TBD	Ridgeville	TBD
Angelo	\$35	La Grange	\$50	Scott	\$35
Byron	\$50	Leon	\$0	Sheldon	\$50
Clifton	\$100	Lincoln	\$60	Sparta	\$75
Glendale	\$75	Little Falls	\$75	Tomah	\$50
Grant	\$80	New Lyme	TBD	Wellington	\$75
Greenfield	\$50	Oakdale	\$60	Wells	\$75
Jefferson	\$50	Portland	\$0	Wilton	\$50

For Ho-Chunk Nation Trust Lands fees are paid by the Ho-Chunk Nation Housing Department. For special case situations in Cities or Villages we will need to contact them to determine fees but typically they do not require rural address signs.

ADDITIONAL NOTES:

Contact the local municipality to determine the status of your sign order and installation as the sign will be delivered to their designee.

After the address is determined the information is forwarded to a designated local town representative and the sign(s) are ordered. Other county departments and emergency response agencies are also notified of the new address.

If your sign fades prematurely it may be covered by manufacturer warranty. This will be based on the sign's age vs. the percentage of retro-reflectivity. Do not try to peel off any clear coating on the sign as this will allow the sign to fade quicker and it will void the warranty. Replacement signs on account of damage or fading can be ordered directly through the local municipality.

In some situations when multiple signs may be necessary to locate the property on a private road, you may be responsible for installing the second sign, near the intersection of your respective driveway and the private shared road. PLEASE CALL 811 for digger's hotline BEFORE YOU DIG! The sign should be placed so as not to interfere with ingress/egress but still be reasonably visible.

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://wisconsin.gov/Pages/doing-business/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 other questions can be directed to the [Land Information Office](#) at 608-269-8698 or jeremiah.erickson@co.monroe.wi.us.