

MONROE COUNTY RURAL ADDRESS APPLICATION

Submit completed form and \$20 cash or check to: Monroe County Land Info Office, 14345 County Highway B, Suite 5, Sparta, WI 54656
 Additional charges will likely be due to the local municipality. The costs range from \$0 to \$100 for a single address and are subject to change. The current fees are on the back of this form. In many cases the municipality will require payment before ordering or installing the sign(s). Contact the local municipal clerk to check on the status of your order.

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

Name & current mailing address of applicant		Driveway access (check one)	
Name:		<input type="checkbox"/> US / State Highway Please attach a copy of state permit (DT-1504). <input type="checkbox"/> County Highway Please attach a copy of approved driveway permit from the Monroe County Highway Department. <input type="checkbox"/> 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 approve of the location.	
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)			
Will the property share its driveway access with an existing addressed location?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the new address be used as your United States Postal Service mailing address?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tax Parcel Number where access is located		Municipality	
_____ - _____ - _____		(City/Village/Town): _____	
Tax Parcel Number where structure is located		Lot #/CSM or Subdivision/Section	
_____ - _____ - _____ <input type="checkbox"/> Not Applicable		(if known): _____	
Addressed Location Will be Located on the:			
(check one) <input type="checkbox"/> N <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> W			
<input type="checkbox"/> NE <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> NW		Side of: _____	
(name of existing public road, street, highway)			
Proposed Use: (Please select only one)			
<input type="checkbox"/> Residential House (ex. stick-built, manufactured, zero lot line home)	<input type="checkbox"/> Accessory Structure (barn, pole shed, garage, etc.)		
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Infrastructure (ex. cell tower, public utility, substation, lift station, etc.)		
<input type="checkbox"/> Cabin (ex. hunting cabin, shack, shanty)	<input type="checkbox"/> Industrial Site (ex. natural gas storage, mining, manufacturing, etc.)		
<input type="checkbox"/> Multi-Unit Residential (ex. apartment building, etc.)	<input type="checkbox"/> Recreational (hunting land, nature trails, non-ag vacant land, woods, etc.)		
<input type="checkbox"/> Business (ex. commercial, industrial, manufacturing, storage facility, etc.)	<input type="checkbox"/> Agricultural Land (cropland, pasture land, tree farms, etc.)		
<input type="checkbox"/> Campsite (ex. RV, motorhome, camper, travel trailer, etc.)	<input type="checkbox"/> Other		

*****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 generate a map from our website: <https://monroecowi.wgxtreme.com/>, search for your property, then click on the quick print icon.

“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
			WI		

Comments:

Town Fees

Town	Fee	Town	Fee	Town	Fee
Adrian	100	Lafayette	Bill later	Ridgeville	Bill later
Angelo	TBD	La Grange	50	Scott	Bill later about 35
Byron	50	Leon	0	Sheldon	50
Clifton	100	Lincoln	60	Sparta	75
Glendale	75	Little Falls	75	Tomah	50
Grant	80	New Lyme	Bill later	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.

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 retroreflectivity. 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://wisconsindot.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 questions can be directed to the [Land Information Office](#) at 608-269-8698 or jeremiah.erickson@co.monroe.wi.us.