

Draft Proposed Polk County Uniform Rural Addressing and Road Naming Ordinance

Ordinance No. 38-18

Polk County Uniform Rural Addressing and Road Naming Ordinance

Introduced: , 2018; Public Hearing:

Enacted: _____; Published: _____;

Effective Date: _____

*This Ordinance was replaced
by Ordinance No. 48-18 dated
June-2018 that is pending passage as
of 1-31-19.*

*Sharon Jorgenson
County Clerk*

2 **POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NAMING**
3 **ORDINANCE**

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24 **POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NAMING**
25 **ORDINANCE**

26 *THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK DO ORDAIN AS*
27 *FOLLOWS:*

28 **Section 1.0 General Provisions**

29 1.1 **Authority**

30 This ordinance is adopted pursuant to authorization in Section 59.54(4) and
31 59.54(4m) of the Wisconsin Statutes.

32 1.2 **Title**

33 This ordinance shall be known as the "Polk County Uniform Rural Addressing and
34 Road Naming Ordinance," hereinafter referred to as "this ordinance."

35 1.3 **Jurisdiction**

36 This ordinance shall establish a county-wide rural address numbering system for
37 the unincorporated areas of Polk County, Wisconsin.

38 1.4 **Purpose**

39 This ordinance is to promote public health, safety, convenience and welfare by
40 providing an orderly and uniform addressing and road naming system for principal
41 structures and properties in the unincorporated areas of Polk County. This system
42 will aid in:

- 43 A) Timely and efficient emergency response to all rural residents including
44 police, fire, and ambulances through proper coordination of 911/GIS data.
45 B) Reducing the loss of mail/goods and inconvenience to visitors and delivery
46 services due to poor or inaccurate addresses.

47 1.5 **History**

48 The Polk County rural addressing grid system was adopted on August 19, 1980.
49 The Polk County Land Information Department-Division of Zoning administers
50 the rural addressing system with the support of emergency services.

51 1.6 **Severability**

52 Should any section, clause, provision, or portion of this ordinance be declared
53 unconstitutional or invalid by a court of competent jurisdiction, the remainder of
54 this ordinance shall not be affected thereby.

55 **Section 2.0 Definitions**

56 Certain terms or words used herein are defined as follows:

57 **"Address"** means a physical number for a principal structure or driveway access point for
58 an unimproved lot as assigned by the county addressing authority.

59 **"Addressing Authority"** means the Polk County Land Information Department-Division
60 of Zoning.

61 **"Address Sign"** means an individual address plate placed on a named road or driveway
62 identifying the location of a principal structure or lot.

63 **"Application Form"** means the form required for assignment of a new address or a
64 replacement sign. The owner or their agent shall complete and submit the form to the
65 Polk County Land Information Department-Division of Zoning.

66 **"Driveway"** means a private road serving no more than two principal structures or lots.

67 **"Driveway Access Point"** means the point where the driveway or private road
68 intersects a public roadway. This location is used to determine the correct address.

69 **"LOT"** means a parcel of land occupied or designed to provide space necessary for one
70 principal building and its accessory buildings or uses. A lot may be a parcel designated
71 in a plat or described in a conveyance recorded in the office of the Register of Deeds.

72 **"Principal Structure"** means the building used for the main use of the property. A
73 principal structure may be used for residential, commercial, industrial, recreational, or
74 other purposes.

75 **"Private Road"** means a named private driveway, which complies with the uniform road
76 naming system, leading to two or more driveways or principal structures. Private roads
77 are maintained by the landowners who are also responsible for all the costs associated.

78 **"Right-of-Way"** means the land covered by an established or recorded public roadway
79 easement.

80 **"Road"** means a public road which affords primary means of access by vehicles to
81 adjacent properties. The town, county, or state are responsible for the maintenance of
82 their own roads.

83 **"Sign Post"** means a post permanently affixed in the ground used solely for display of
84 the address sign.

85 **Section 3.0 Rural Addresses**

86 **3.1 Address Assignment**

- 87 1. All new parcels created after adoption of the ordinance may be assigned a
88 physical property address according to the rural address numbering system
89 adopted in this ordinance.
- 90 2. All new construction for principal structures authorized by a land use permit,
91 sanitary permit, or town building permit shall be required to have a physical
92 property address.
- 93 3. Any existing principal structures or businesses not associated with a parcel
94 previously addressed shall be assigned a new physical property address.
- 95 4. All addresses shall be assigned to conform to the existing address grid system of
96 Polk County according to the following:
- 97 a. The starting origin for address numbers running east to west begins along
98 the east boundary of Polk County; the starting origin for numbers running
99 south to north begins at the south county boundary. Addresses will
100 increase as you move north and west from the southeast corner of Polk
101 County.
- 102 b. The addresses shall consist of up to four (4) digits providing 100
103 addresses per section mile.
- 104 c. The grid system shall follow the public land survey system (PLSS) section
105 lines.
- 106 d. All properties on the east side of north-south roads, and all properties on
107 the south side of the east-west roads shall be assigned even numbers.
- 108 e. All properties on the west side of the north-south roads and all properties
109 on the north side of east-west roads shall be assigned odd numbers.
- 110 f. All addresses shall be assigned at the location of the driveway access
111 point off a public or private road.
- 112 g. Assignment of address number prefix or suffix alpha characters or sub
113 numbers shall not be permitted.
- 114 h. If pre-existing surrounding addresses make it impossible to assign an
115 address that conforms to the county's grid system, the addressing
116 authority shall change the required addresses to conform to the county's
117 grid system.
- 118 i. All principal structures shall be assigned a rural address. One physical
119 address number shall be assigned to apartment buildings, mobile home
120 parks, and campgrounds. Individual units in such complexes shall be
121 referred to by apartment number or unit number. Each unit or apartment
122 shall clearly indicate the unit/apartment number by the entrance.
- 123 j. Twin homes or side by side condos shall each be assigned individual rural
124 address numbers.

- 125 k. An address shall only be assigned to an accessory building if it is the only
126 structure on the property.
- 127 l. Utility substations and telecommunication facilities shall have a physical
128 property address.
- 129 m. Addresses shall be assigned to locations that are publicly accessible
130 including but not limited to: Cemeteries, parks, recognized public land
131 access points, recognized trail access points, boat landings, public parking
132 locations, nonmetallic mine access points, or any other location deemed
133 important to public safety.
- 134 n. If the location of an existing driveway access point changes, the current
135 address may remain unless the addressing authority determines the
136 address is no longer in compliance with the county's grid system.
- 137 o. If the driveway access point changes from one road to another, the
138 property owner shall be responsible for obtaining a new address and the
139 associated costs.
- 140 p. The new address assigned to a property shall become the official address
141 of the property and replace any prior address of the property.
- 142 q. Wherever practicable, the county shall cooperate with the town
143 governments of the county consistent with Wis. Stat. § 59.54(4m).

144 3.2 Sign Standards

- 145 All new rural address signs shall meet the requirements below; however, these
146 provisions are not retroactive to existing signs.
- 147 a. A rural address sign shall be double sided and installed perpendicular to
148 the roadway.
- 149 b. The address sign shall include the address number, street name, street
150 prefix or suffix directional, street type (e.g. street/avenue), and town.
- 151 c. The address sign shall be of highly reflective material.
- 152 d. The address number shall be a minimum of 4 inches tall.

153 3.3 Sign Placement

- 154 All address signs will be installed by the town in which the property is located.
155 Each town shall receive \$25 for every sign installed except for address
156 corrections. The sign shall be placed according to the following:
- 157 a. The rural address sign shall be installed within 20 feet of the driveway
158 access point and within 10 feet of the road right-of-way.
- 159 b. The sign shall be affixed to a post and shall not be attached to any
160 buildings.
- 161 a. Signs shall be attached to posts at a height of four feet, measured
162 from the ground surface to the center of the sign.
- 163 c. The sign must be visible from the roadway from both directions.

164 d. In the case where more than two addresses are served by a private
165 driveway, each address shall be double signed. The first sign will be
166 placed at the driveway access point, and the second sign will be placed
167 where the individual driveway separates from the shared driveway. The
168 property owner is responsible for the cost of the additional rural address
169 sign.

170 **3.4 Sign Maintenance**

171 It shall be the responsibility of the property owner to maintain the area around
172 the sign, so the sign can be easily seen from each direction. If at any time the
173 sign becomes illegible, damaged, or destroyed, it is the property owner's
174 responsibility to order a replacement sign. Any property with a rural address
175 shall be required to have a sign under this ordinance.

176 **Section 4.0 Road Numbering System**

177 Roads shall be numbered according to their alignment:

- 178 a. Roads aligned from east/west shall be Avenues.
- 179 b. Roads aligned from north/south shall be Streets.
- 180 c. For a road that does not travel in a straight direction North/South or
181 East/West it will be determined by the greater of the two distances
182 whether it will be considered an East/West road or a North/South road or
183 as determined by the county addressing authority.
- 184 d. All roads, including private roads, shall have a street sign displayed.
- 185 e. Road signs shall comply with state standards and be installed by the
186 municipality.
- 187 f. The Land Information Department shall have the authority to change pre-
188 existing road names in order to comply with the purpose and intent of this
189 ordinance.

190 **Section 5.0 Administration**

- 191 1. It shall be the duty of the county addressing authority to assign a rural address
192 upon receipt of a rural address application or a state sanitary permit application.
193 The address fee must accompany a state sanitary permit application if the
194 property does not already have an address. The rural address application is not
195 required with the sanitary permit application.
- 196 2. A digital copy of the county rural addressing map shall be kept and maintained
197 by the Land Information Department.
- 198 3. The Land Information Department will be responsible for ordering the address
199 signs and notifying the respective town officials when the county receives the
200 signs.

- 201 4. The applicant shall provide the following information on the uniform address
202 application form:
- 203 a. Name of Property owner;
 - 204 b. Current address/telephone number;
 - 205 c. Name of Municipality;
 - 206 d. Tax Parcel Number;
 - 207 e. Legal description of property (Volume-Page, CSM, Plat etc.);
 - 208 f. Road name which property/building will be accessed to/from;
 - 209 g. Side of the road the property/building is located (N, S, E, or W);
 - 210 h. Distance (in feet) from center of owner's driveway to nearest
 - 211 existing/known address number, road intersection, or property line;
 - 212 i. Location of principal structure on the property;
 - 213 j. Signed by owner or agent;
- 214 5. The Polk County Land Information Department shall forward all assigned
215 addresses to relevant emergency services and the post office within 30 calendar
216 days.
- 217 6. Incorrect assignment of an address due to incomplete or incorrect information on
218 the application form shall be corrected immediately and the applicant shall be
219 responsible for all associated costs.
- 220 7. Any rural address not obtained from the county shall be deemed in violation of
221 this ordinance.
- 222 8. At the discretion of the addressing authority, a physical address may be removed
223 from the address maps if there are no buildings or address sign.

224 **Section 6.0 Fees**

225 The application fee for a rural address sign shall be established by the Polk
226 County Environmental Services Committee as part of the Land Information
227 Department fee schedule. A property owner shall submit a completed
228 application along with the required fee when requesting a rural address sign.

229 **Section 7.0 Amendment/Exceptions**

230 This ordinance shall be subject to amendment or special exception
231 considerations as deemed necessary by the Polk County Board of Supervisors. A
232 petition to amend this ordinance can be brought to the Board of Supervisors by a
233 member of the board, town, or by a petition of any member of the public. The
234 Public Safety & Highway Committee is to consider the amendment/special
235 exception, and hold at least one public hearing to obtain and incorporate any
236 public input deemed appropriate. The committee shall then provide a
237 recommendation on any amendments to the Polk County Board of Supervisors
238 for action.

239 **Section 8.0 Enforcement and Penalties**

240 As authorized by Wisconsin Statute Chapter 66, the Zoning Administrator or the
241 county addressing authority, shall issue citations for any violations of this
242 ordinance. Any person, firm, association, or corporation who violates or refuses
243 to comply with any of the provisions of this ordinance shall be subject to a
244 forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-
245 thousand (\$1000.00) dollars per offense, together with the taxable costs of
246 action. Each day of continued violation shall constitute a separate offense. The
247 following are violations of this ordinance:

- 248 a. Damaging, altering, disfiguring, removing, or relocating an address sign.
- 249 b. Utilizing a rural address number not assigned by the county addressing
250 authority as the current physical property address.
- 251 c. Failure to remove any address sign from a structure, utility pole, fence, or
252 other illegal location within 30 days.
- 253 d. Failure to remove or install a new address sign within 30 days after
254 written notification from the addressing authority is received.