

Polk County Uniform Rural Addressing and Road Numbering Ordinance

**Ordinance No. 15-19
Polk County Uniform Rural Addressing and Road Numbering
Ordinance
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**POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING
ORDINANCE**

Table of Contents.....1

Section 1.0 General Provisions 2

Section 2.0 Definitions..... 3

Section 3.0 Rural Addresses 4

Section 4.0 Road Numbering System 6

Section 5.0 Administration 6

Section 6.0 Fees.....7

Section 7.0 Amendments.....7

Section 8.0 Enforcement and Penalties.....8

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POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

The Honorable Ladies and Gentleman of the County Board of Supervisors for the County of Polk:

NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK DOES ORDAIN, AS FOLLOWS:

Section 1.0 General Provisions

1.1 Authority

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

1.2 Title

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

1.3 Jurisdiction

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

1.4 Purpose

This ordinance is to promote and aid in timely and efficient response of law enforcement services, fire protection services, emergency services, and civil defense through proper coordination of 911/GIS data. This ordinance promotes public health and safety and welfare by providing an orderly and uniform addressing and road numbering system for principal structures and properties in the unincorporated areas of Polk County.

1.5 History and Administration

The Polk County rural addressing grid system was adopted on June 27, 1978. The Polk County Land Information Department-Division of Zoning administers the rural addressing system with the support of emergency services.

1.6 Severability

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

Section 2.0 Definitions

Certain terms or words used herein are defined as follows:

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

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

"Address Sign" means an individual address plate placed at a required location on a numbered road or driveway identifying the location of a principal structure or lot.

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

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

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

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

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

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

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

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

"Rural" means all lands within the unincorporated towns of Polk County.

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

Section 3.0 Rural Addresses

3.1 Address Assignment

1. A lot created after adoption of the ordinance may be assigned a physical property address according to the rural address numbering system adopted in this ordinance.
2. New construction for a principal structure authorized by a land use permit, sanitary permit, or town building permit shall be required to have a physical property address.
3. Existing principal structures or businesses associated with a lot that was not previously addressed shall be assigned a new physical property address.
4. Addresses shall be assigned to conform to the existing address grid system of Polk County according to the following:
 - a. The starting origin for address numbers running east to west begins along the east boundary of Polk County; the starting origin for numbers running south to north begins at the south county boundary. Addresses will increase as you travel north and west from the southeast corner of Polk County.
 - b. The address numbers shall consist of up to four (4) digits providing 100 address numbers per section mile.
 - c. The grid system shall follow the public land survey system (PLSS) section lines.
 - d. All lots on the east side of north-south roads and the south side of the east-west roads shall be assigned even numbers.
 - e. All lots on the west side of the north-south roads and the north side of east-west roads shall be assigned odd numbers.
 - f. Addresses shall be assigned at the location of the driveway access point off a public or private road.
 - g. Assignment of prefix or suffix alpha characters or sub numbers shall not be permitted.
 - h. If pre-existing surrounding addresses make it impossible to assign an address that conforms to the county's grid system, the addressing authority shall change the required addresses to conform to the county's grid system.
 - 1) If such address change affects an existing named road, the road name shall be kept on the road sign consistent with Section 4.f.(1), but the individual rural address signs shall be replaced to reflect the new address conforming with the grid system.
 - i. One physical address number shall be assigned to apartment buildings, mobile home parks, and campgrounds. Individual units in such complexes shall be referred to by apartment number or unit number. Each unit or

apartment shall clearly indicate the unit/apartment number by the entrance.

- j. Twin homes or side by side condos shall each be assigned an individual address number.
- k. An address shall only be assigned to an accessory building if it is the only structure on the property.
- l. Utility substations and telecommunication facilities shall have an address.
- m. Addresses shall be assigned to locations that are publicly accessible including but not limited to: cemeteries, parks, recognized public land access points, recognized trail access points, boat landings, public parking locations, nonmetallic mine access points, or any other location deemed important to public safety.
- n. If the location of an existing driveway access point changes, the current address may remain unless the addressing authority determines the address is no longer in compliance with the county's grid system.
- o. If the driveway access point location changes from one road to another, the property owner shall be responsible for obtaining a new address and the associated costs.
- p. If a new address is assigned to a property it shall become the official address and replace any prior address of the property.
- q. Wherever practicable, the county shall cooperate with the town governments of the county consistent with Wis. Stat. § 59.54(4m).

3.2 Sign Standards

All new rural address signs shall meet the requirements below; however, these provisions are not retroactive to existing signs.

- a. A rural address sign shall be double sided and installed perpendicular to the roadway.
- b. The address sign shall include the address number, street number/name, street prefix or suffix directional, street type (e.g. street/avenue), and town.
- c. The address sign shall be of highly reflective material.
- d. The address number shall be a minimum of 4 inches tall.

3.3 Sign Placement

All address signs will be installed by the town in which the property is located. Each town shall receive \$25 for every sign installed except for address corrections. The sign shall be placed according to the following:

- a. The rural address sign shall be installed within 20 feet of the driveway access point and within 10 feet of the road right-of-way.
- b. The sign shall be affixed to a post and shall not be attached to any buildings.
 - a. Signs shall be attached to posts at a height of four feet, measured

- from the ground surface to the center of the sign.
- c. The sign must be visible from the roadway from both directions.
 - d. In the case where more than two addresses are served by a private driveway, each address shall be double signed. The first sign will be placed at the driveway access point, and the second sign will be placed where the individual driveway separates from the shared driveway. The property owner is responsible for the cost of the additional rural address sign.

3.4 Sign Maintenance

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

Section 4.0 Road Numbering System

Roads shall be numbered according to their alignment:

- a. Roads aligned from east/west shall be avenues.
- b. Roads aligned from north/south shall be streets.
- c. For a road that does not travel in a straight direction north/south or east/west it will be determined by the greater of the two distances whether it will be considered an east/west road or a north/south road or as determined by the county addressing authority.
- d. All roads, including private roads, shall have a road sign displayed.
- e. Road signs shall comply with state standards and be installed by the municipality.
- f. The county addressing authority shall have the authority to change pre-existing road names in order to comply with the purpose and intent of this ordinance.
 - 1) A historic road name may be kept on the road sign with the new road name/number. These road signs should be the new road number followed by the historical road name. (Example: 180th Ave/ Polk County Drive)

Section 5.0 Administration

1. It shall be the duty of the county addressing authority to assign a rural address upon receipt of a rural address application. The address application and fee must accompany a state sanitary permit application if the property doesn't have an address.
2. A digital copy of the county rural addressing map shall be kept and maintained

- by the Land Information Department.
3. The Land Information Department will be responsible for ordering the address signs, and notifying the respective town officials when the county receives the signs.
 4. The applicant shall provide the following information on the uniform address application form:
 - a. Name of Property owner;
 - b. Current address/telephone number;
 - c. Name of Municipality;
 - d. Tax Parcel Number;
 - e. Legal description of property (Volume-Page, CSM, Plat etc.);
 - f. Road which property/building will be accessed to/from;
 - g. Side of the road the property/building is located (N, S, E, or W);
 - h. Distance (in feet) from center of owner's driveway to nearest existing/known address number, road intersection, or property line;
 - i. Location of principal structure on the property;
 - j. Signed by owner or agent;
 5. The Polk County Land Information Department shall forward all assigned addresses to relevant emergency services and the post office within 30 calendar days.
 6. Incorrect assignment of an address due to incomplete or incorrect information on the application form shall be corrected immediately and the applicant shall be responsible for all associated costs.
 7. Any rural address not assigned from the county shall be deemed in violation of this ordinance.
 8. At the discretion of the addressing authority, a physical address may be removed from the digital address maps if there are no buildings or address sign present.

Section 6.0 Fees

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

Section 7.0 Amendment

7.1 Amendments

This ordinance shall be subject to amendment considerations as deemed necessary by the Polk County Board of Supervisors. A petition to amend this ordinance can be brought to the Board of Supervisors by a member of the board, town, or by any member of the public. The Public Safety & Highway Committee is to consider the amendment, and hold at least one public hearing to obtain and

incorporate any public input deemed appropriate. The committee shall then provide a recommendation on any amendments to the Polk County Board of Supervisors for action.

7.2 Exceptions

Persons may seek an exception to the implementation of the Ordinance by filing with the County Clerk a written petition. Such Petition must identify the road and address for which the exception is sought, a statement describing the reasons in which the implementation of the Ordinance on the subject property or affected road would not aid law enforcement, fire protection, emergency services and civil defense; and be accompanied by a statement signed by all residents or owners of property on the subject road that demonstrates all residents or owners are in support of the petition. The Public Safety and Highway Committee shall consider such petition, review the same for completeness, and make a recommendation to the County Board to approve or disapprove the petition. Said committee may recommend approval only if it finds that implantation of the ordinance on the subject property or affected road would not aid law enforcement, fire protection, emergency services, and civil defense. The committee shall file with the clerk a report contacting its findings and recommendation. The County Board shall take final action to either approve or deny the petition. Persons aggrieved by the determination of the County Board may seek circuit court review within 30 days of such final action.

Section 8.0 Enforcement and Penalties

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

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