

Chapter 16 ROAD NAMING AND UNIFORM ADDRESSING SYSTEM (Rep. & recr. #03-2001)

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16.01 PURPOSE.

To promote the orderly and logical identification of buildings and the naming of roads within the Towns of Oneida County and to facilitate the location of residences and businesses by emergency service providers, mail, delivery services, utilities, travelers and others dependent on addresses. To this end, a uniform system of naming roads and numbering of building or building sites, as authorized by §§ 59.54(4), (4m)[, Wis. Stats.,] is hereby adopted for use in the Towns of Oneida County.

16.02 JURISDICTION. (Am. #31-2011)

The County shall be the lead coordinator in administering this chapter. The Towns shall cooperate with the County in the implementation of this system. The Land Information Director, who shall work under the direction of the Land Records Committee, shall implement the system defined below.

16.03 ASSIGNMENT OF ROAD NAMES. (Am. #31-2011)

- (1) All public roads shall be named.
- (2) All new private roads or easements serving more than 4 residences or lots shall be named.
- (3) Existing public or private roads serving more than 4 residences or lots are to be named if the County determines it is necessary to better locate properties or it is needed to allow for proper implementation of the addressing system.
- (4) State, County and Town agencies shall be responsible for submitting the proposed name of a road under their respective jurisdiction to the County for approval.
- (5) Road names shall be supported by an official action by the respective agencies and submitted to the County.
- (6) The County shall facilitate the process of naming of roads with the landowners, easement holders and the Town. The County shall have the final approval authority of the road name.
- (7) Duplication of road names within the County shall not be permitted unless approved by the County.
- (8) New roads that run continuously from one town into another town within the County shall bear the same name.
- (9) Road prefix and suffix must be consistent with the County's approved list.
- (10) The County shall prepare and maintain a Master Road Name List of all road names in the County and such list shall be consistent with the names in the 911 Master Street Address Guide.
- (11) Existing noncontinuous roads with duplicate names in the same postal zip code area and/or telephone exchange shall be renamed if requested by the County. The Town(s) shall decide which road or if both road names shall be changed and submit the road name to the County for approval.
- (12) The County shall negotiate with the affected parties and make a decision on disputes concerning road names.

- (13) The assignment of addresses or road names to private roads in no way obligates the Town or County to maintain said private road or indicates the private road is suitable for access by emergency vehicles.

16.04 ROAD NAME SIGNAGE. (Am. #31-2011)

- (1) Road signs for new roads shall be erected by the Town at all intersections and shall bear the name of both intersecting roads.
- (2) Road signs shall be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.
- (3) The County will provide minimum sign specification when requested by the Town.
- (4) Towns may continue to use their current sign specifications. Adoption of new sign specifications shall be in compliance with state and federal guidelines.
- (5) Towns are responsible for maintaining the signs and ensuring the signs are clearly visible. Damaged, faded or missing signs must be replaced by the Town and at such time shall include a sign for both intersecting roads.
- (6) Towns are responsible for the cost of signs or in the case of new roads may recover the cost of the signage from the developer of the road or in the case of a private road or easement, from the landowner(s) or users of said road.
- (7) The exact spelling, prefix and suffix of a road as listed in the County's Master List shall be lettered on the sign.
- (8) Landowners are prohibited from placing signs resembling a road sign within the right-of way of a road or easement.

16.05 ADDRESS SYSTEM. (Am. #31-2011)

- (1) Addresses shall be assigned based upon the existing address grid of the County. The system is generally defined as:
 - (a) The starting origin is at the southeast corner of County and is assigned 100 northing and 100 westing.
 - (b) The northing and westing grid follows the section lines.
 - (c) The direction of numbers to be assigned are based on the predominant direction of the entire stretch of road.
 - (d) There are 300 numbers allocated per section mile. The odds are on the southerly and westerly side of roads, evens on northerly and easterly side.
- (2) Each principal building shall be assigned an address based on where the driveway to the building intersects the named road.
- (3) On properties where more than one principal building exist, each building shall be assigned an address.
- (4) Assignment of "sub" numbers or letters shall not be permitted without the approval of the County.
- (5) Towns using an "urban" addressing system in and surrounding their business district must provide to the County a map of the area covered by the "urban" addressing system along with the design of the system.
- (6) In unique situations where addressing will not conform to the system above, the County shall have the authority to coordinate the addressing in such a manner so the stated purpose of this ordinance is maintained.

- (7) Existing duplicate address numbers on the same road or numbers inconsistent with the address system will be evaluated. If the County determines a correction is needed, it may include changing of all the addresses on that road.

16.06 ASSIGNMENT OF ADDRESSES.

- (1) The County shall provide a standardized application form and instructions for completion to be used by all towns, landowners or applicants.
- (2) The applicant shall obtain the application form from either the Town Clerk, Oneida County Land Information Office or the Planning and Zoning Office.
- (3) The Town or their designee shall complete the application form and return it to the Town or their designee along with any fee required by the Town.
- (4) The Town or their designee must send or fax the completed application form to the County.
- (5) The County shall evaluate the application and make an address assignment consistent with the County address system taking into consideration existing addresses.
- (6) The County shall issue the address to the Town. The Town or their designee shall instruct the applicant to place a temporary sign until the permanent sign is placed and shall notify the landowner of the assigned address to their property.
- (7) The County shall not issue a number in Towns where a driveway permit is required from the Town, Department of Transportation or County Highway Department unless the application indicates the permit has been issued.
- (8) The County shall forward the address assigned to the fire department, post office, utility, sheriff and real property departments within 10 working days of assignment.
- (9) Incorrect assignment of an address due to incomplete or incorrect information on the application form or an error on the part of the person issuing the address shall be corrected immediately.
- (10) If the location of an existing driveway access point changes, the present address number may remain unless the County determines the change disrupts the orderly and uniform sequence of the addressing system. If the location of the driveway access point is moved to a different roadway, the property shall be required to be readdressed.
- (11) Existing addresses that are discovered to have been incorrectly assigned shall be evaluated by the County and a determination shall be made if the situation needs to be corrected. The landowner(s) affected may be required to change their address to correct the situation.
- (12) The Town must provide the County with the name, address and phone number of the Towns contact person for address or road naming coordination within the Town.

16.07 ADDRESS SIGNAGE. (Am. #31-2011)

- (1) Address signs shall be of a uniform pattern and color, mounted on a suitable post and erected at a uniform height throughout the Town.
- (2) The County will provide minimum sign and post specifications when requested by the Town.
- (3) Towns may continue to use their current sign and post specifications. Adoption of new signage specifications shall be in compliance with state and federal guidelines.
- (4) The Town or their designee shall be responsible for the physical placement of the address sign within 30 days of address assignment.
- (5) The sign shall be placed at the intersection of the driveway with the named road and clearly visible from the road.

- (6) Where an unnamed road serves more than one principal building or residence, a sign shall be placed at the intersection of the unnamed road and named road, and another sign placed at the intersection of the unnamed road and driveway leading to the building or residence.
- (7) The landowner is responsible for maintaining sign visibility and upkeep of the sign.
- (8) The Town shall be responsible for replacing damaged, missing or deteriorated signs.
- (9) Address signs in Towns using the urban style addressing system can be placed on building fronts if clearly visible and readable without the aid of magnification, except eyewear, from the road.

16.08 MAPS.

- (1) The Town or their designee shall provide the general location of a new road.
- (2) The County will verify the alignment of the new road and annually update the base map of the county.
- (3) The County will annually verify the driveway points for new addresses, update the address maps and provide 3 copies to the Towns.
- (4) Special request from Towns to the County for map creation will be handled on an individual basis and the County may charge for these requests.

16.09 FEES.

The Towns or their designee may charge the applicant or landowner reasonable and necessary fees for placement of addresses, cost of the sign, cost of the post or cost of a replacement sign or post. Such fee must be set by an official action of the Town.

16.10 PENALTIES.

Any person owning a principal building or parcel required to be addressed under this ordinance or who neglects or fails to obtain a proper number and display it in a manner as to be visible from the roadway shall forfeit not less than \$25.00 nor more than \$100.00.

16.11 ENFORCEMENT.

Any law enforcement officer or person designated by an official action of the Town or County is authorized to issue citations for a violation under this chapter.

16.12 SEVERABILITY.

Should any portion of this chapter conflict with the Wisconsin State Statutes or Administrative Codes, only those provision of the ordinance in conflict are affected and the remainder of this chapter shall remain in full force and effect.