



Dane County Planning & Development Zoning Division

TO: Dane County Town Clerks and Building Inspectors
FROM: Hans Hilbert, Assistant Zoning Administrator

SUBJECT: Assignment of rural addresses within extraterritorial zoning jurisdictions **OR** lands not subject to County zoning regulations

DATE: November 7, 2017

The department is implementing changes to the administration of the rural numbering system to address the needs of Towns "opting out" as well as areas subject to extraterritorial zoning (ETZ) jurisdiction. As prescribed by the Dane County Code of Ordinances, Chapter 76, the administration of the rural numbering system is the responsibility of the Dane County Planning and Development Department. These changes are effective as of January 1, 2018.

Rural numbering for structures subject to the County Zoning Ordinance will continue to be assigned at the time of issuance of a County zoning permit. The cost of the address assignment and supplies is included in the zoning permit application fee.

For structures not subject to the County Zoning Ordinance an application will need to be made to this Department by either the municipality issuing zoning or building permits, the property owner, or an agent of the property owner. The application must include a legal description of the property and a site plan showing the location of the driveway and the structure to be addressed.

Any application for a rural address that is not within a platted subdivision or certified survey map lot will also require approval from the municipal zoning or building permit authority prior to the issuance of a rural address.

Rural addresses will not be assigned until the address assignment fee has been paid to Dane County Zoning. The fee for each assignment is \$15.00. For subdivision plats and multi-lot certified survey maps the fee can be paid in advance. For instance, after the recording of a 100 lot residential subdivision the developer or Town could remit \$1500.00. Addresses which are paid in advance would be assigned at the request of the municipal zoning or building authority. This department will be responsible for documenting the payment of address assignment fees.

Please keep in mind that a fee, once paid, is not refundable and Dane County does not assign addresses to unimproved lands.

In addition to address assignments, Chapter 76 requires the display of all rural addresses on a 6" x 12" green placard posted on a 3 ½ to 4 ½ foot high post within 10 feet of a road right-of-way and the driveway. All new placards are to be mounted perpendicular to the roadway so as to be visible from oncoming traffic in either direction. This department will provide a post, numbered placard, and mounting hardware at cost to individuals. The current cost for supplies is \$25.00. Bulk order of supplies should not be made through the County. Dane County obtains posts and placards from Decker Supply located in Madison. The legal display of an address placard is the responsibility of the property owner and subject to enforcement by this Department.

Rural address applications will be processed as staff time allows on a first-come first-served basis. Most requests made in person at the Dane County Zoning Counter will be issued while the applicant waits. Applications may also be made by mail, or, if the fee has been paid in advance, by e-mail to zoning@countyofdane.com. All requests may take up to 1 week to fulfill. Addresses, once assigned, may take up to 1 week to be displayed in AccessDane. Additional information, including a rural address application form have been enclosed and are also available online at www.countyofdane.com.



Dane County Planning and Development Department

Room 116, City-County Building, Madison, Wisconsin 53703
Fax (608) 267-1540
www.countyofdane.com/plandev/

Community Development
(608)261-9781, Rm. 362

Planning
(608)266-4251, Rm. 116

Records & Support
(608)266-4251, Rm. 116

Zoning
(608)266-4266, Rm. 116

Rural Address Assignment / Supplies Request Form

What is rural addressing?

The Dane County Department of Planning and Development is responsible for assigning and issuing addresses for properties located in the county's 33 unincorporated towns. Property owners seeking assignment of a rural address for new or existing parcels should complete this form. Proper rural numbering is essential for local delivery of USPS mail, private delivery services, utility providers, and emergency services. Fire, EMS, and Police responders and utility companies rely heavily on the accuracy and predictability of rural addresses.

How are rural addresses assigned?

Dane County uses a grid system to assign addresses, with the grid starting at zero, south to north, and also east to west, at the southeastern corner of the county. As addresses are charted from the zero starting point, numbers increase south to north, and east to west. The grid runs in 20 foot intervals, with each increment of this distance resulting in assignment of the next number. For meandering roads that do not fit neatly to the imaginary grid, the entire length of the road is charted as either north-south, or east-west, with addresses assigned accordingly. In some instances, addresses are charted on a case-by-case basis.

To properly chart a new address, several factors are considered. These factors include: existing addresses, provided they are properly charted; the existing grid numbers from county maps; the exact location of the driveway intersection with the named road; and existing addresses using the same driveway. As noted above, a site plan, drawn to scale, including lot lines and lot dimensions, and any approved Driveway Permit information from the Town, is essential. In subdivisions, previously assigned addresses in adjacent plats must also be considered. There are numerous duplicate road names, including some in the same general geographical area, so care must be taken to avoid confusing number duplication. All of the above factors are part of the necessary steps to properly assign rural addresses.

More information about rural addressing can be found in Chapter 76 of the Dane County Code of Ordinances, available on the Dane County website, at www.CountyofDane.com.

Please allow 1-3 weeks to process your request. A nominal fee may be assessed for the address assignment in accordance with sec. 12.05(16), Dane County Code of Ordinances.

Information Required for Rural Address Assignment

- Site plan, *drawn to a measurable scale* showing:
 - Lot lines & dimensions
 - Any existing or proposed ingress/egress to the property
 - Distance from lot lines to the existing / proposed ingress
 - Any approved Driveway Permit information from the town or county.



Dane County Planning & Development Zoning Division

Building Numbering System Address Supplies Order Form

Name: _____

Mailing Address: _____

Post Office and Zip Code: _____

Telephone Number: _____

Property address number and road name for replacement placard:

This is for a new assignment (complete next page).

Please Deliver to: (check one) Mailing Address Property Address
 Other, please describe (_____)

(Address supplies cannot be delivered outside of Dane County, if you would like to have your supplies shipped please contact us directly)

ADDRESSING SUPPLIES	Quantity		COST	Total
Placard, Numbers, Hardware		@	\$15.00 each	\$ 0
Post		@	\$10.00 each	\$ 0
Address Assignment		@	\$15.00 each	\$ 0
Replacement Number(s) (indicate number(s) below)		@	\$1.00 each	\$ 0
<i>Checks Payable to: Dane County Zoning</i>			Total	\$\$ 0.00

Additional Instructions:

Requests may be made in person at the Dane County Zoning Counter Monday - Friday 8 AM to 4 PM, or mailed to:

Dane County Zoning
210 Martin Luther King Jr. Blvd Room 116
Madison WI 53703

Specific Location / Rural Address Request

(Entire form must be filled out before staff can process the request)

Property Owner: _____ Date: _____

Email Address (assignment will be provided electronically):

Township / Section of Needed Address:

Tax Parcel Number: _____ - _____ - _____ - _____

Specific Area / Nearby Roads
(e.g., road names, distance to intersection, etc.):

Additional Information: _____

IMPORTANT

Applicants must provide a **site plan**, drawn to a measurable scale showing:

- Lot lines & dimensions
- Any existing or proposed ingress/egress to the property
- Distance from lot lines to the existing / proposed ingress
- Any approved Driveway Permit information from the town or county

*Applications that are **not** within a platted subdivision or certified survey map lot require approval from the municipal zoning or building permit authority. Please complete the information below or provide separate approval.*

I, _____, (Building Inspector)(Clerk)(_____), for the (Town, Village, City) of _____ authorize the issuance of a rural address for the structure specified on the attached plan.

Signature: _____

Date: _____

Office Use Only Below this point:

Zoning Permit #: _____

Staff: _____

(circle below)

S→N / E→W

Odd / Even

Approved Address _____

Date _____