

## HOW DO I GET AN ADDRESS?

In 1989 Sheboygan County implemented a rural addressing system as part of its enhanced 911 emergency response system. All properties in the unincorporated areas of the County were assigned addresses. If local municipalities had previously assigned "fire numbers", those fire numbers were replaced with the new County addresses. Properties no longer have fire numbers. They have addresses that are utilized for emergency response as well as postal and other deliveries.

Chapter 36 of the Sheboygan County Code of Ordinances ([http://www.co.sheboygan.wi.us/county\\_depts/cnty\\_clerk/office/code-book/ch36.PDF](http://www.co.sheboygan.wi.us/county_depts/cnty_clerk/office/code-book/ch36.PDF)) was adopted to regulate the rural address system; the County Planning & Resources Department was assigned responsibility for administration of the system.

Addresses are typically assigned when new construction occurs. The Sheboygan County Planning & Resources Department is the only office that assigns addresses outside of cities and villages. At the time an address is assigned, it is also entered in the 911 enhanced emergency system.

A property owner may see "locational" addresses on building permits, utility bills, etc. DO NOT USE THESE ADDRESSES. THEY ARE INCORRECT.

### **OBTAINING AN ADDRESS**

If the property is in a city or village, you should contact the city or village clerk.

If the property is in a subdivision in a town, the address can usually be assigned from our office and can be ready in a few days. Please contact the Planning Department to request assignment of the address if your property is in a subdivision.

If the property is not in a subdivision, Department staff must visit the site to assign the address. However, prior to that process, any driveway permits must be obtained.

The Sheboygan County Highway Department requires that a property owner obtain a driveway permit for any new driveways on County roads (roads with letters, i.e. County Road O, County Road SS) before the driveway can be installed. The permit application can be found at: [http://www.co.sheboygan.wi.us/html/d\\_hwydrivewayappl.html](http://www.co.sheboygan.wi.us/html/d_hwydrivewayappl.html)

The State Department of Transportation requires a property owner to obtain a driveway permit for any new driveways on State highways (roads with numbers, i.e. State Highway 23, State Highway 144). The permit application can be found at: <http://www.dot.wisconsin.gov/forms/docs/dt1504.doc>

All Towns except for Towns of Herman and Russell also require permits for driveways on town roads. Please contact your Town for permit requirements: [http://www.co.sheboygan.wi.us/html/d\\_cntyclrk\\_munic.htm](http://www.co.sheboygan.wi.us/html/d_cntyclrk_munic.htm)

After you have obtained the driveway permit, you will need to contact the County Planning Department. But before you do so, please make sure that the location of the driveway is marked in the field. If you needed a driveway permit, you likely already have marked the driveway to obtain that permit. If not, please mark the driveway by placing a stake in the center of the proposed driveway, or two stakes, one on each side of the proposed driveway. It would be helpful if you could tie ribbons to the stake(s) or spray paint the ends so the stakes are very visible. Department staff will then visit the site and measure from another numbered driveway or intersection to determine the address. **This process can take up to 2 weeks.**

When an address is ready for pick up, the person making the request will be contacted. The address cannot be given over the phone. The plastic tiles and holder must be purchased from the Planning Department at a cost of \$10.00. If a post is required, it can be purchased from the Planning Department at a cost of \$6, or from local hardware stores. The requirements to use County tiles and place them in an exact location are to insure uniformity so emergency personnel can quickly and easily identify a home should their services be needed

### **POSTING AN ADDRESS**

If the building is within 50 feet of the road AND if the numbers are unobstructed from roadside view, the numbers can be placed on the building, in the most visible spot, at the point where the building is closest to the road (i.e. if the garage extends closer to the road and serves as the main entrance to the building, the numbers can be placed on the front of the garage). If the building is on a corner lot, the numbers must be placed on the side of the building from which the address was assigned. (For example, if the structure is on the corner of Main Road and Center Road, facing Main Road, but with access off Center Road, the number is assigned from and must be placed on the Center Road side.)

If the building is more than 50 feet from the road, the number must be placed on a post at the entrance to the driveway from the road. The post must be placed on the right side of the driveway (facing the building from the road), 40 feet from the centerline of the road and 15 feet from the edge of the driveway. This is where emergency personnel will look for the address.

Decorative tiles can be placed on the mailbox, home, fence, tree, etc., but these are in addition to and cannot replace the official tiles supplied by the County Planning & Resources Department placed as indicated above.

IT IS THE SOLE RESPONSIBILITY OF THE OWNER TO NOTIFY THE PROPER AGENCIES (i.e. POST OFFICE, UTILITIES, ETC.) OF THIS ADDRESS. It is an absolute necessity that the address assigned by this Department is listed on the telephone bill as the "actual service address", regardless of the mailing address. It is the only address the telephone company's 911 computer has for a property and is also the source of the address listing in the telephone book.

The enhanced 911 system is intended to provide a dispatcher with the address and directions to the property, even if the caller is unable to speak (i.e. having a heart attack) To do so, the telephone company's 911 computer must have the same address as the Sheriff's Department's

911 computer so the two computers can connect and communicate. If the addresses are not the same in both computers, the system won't work properly, resulting in possibly tragic delays in obtaining emergency services.

### **PENALTIES**

Most people will comply with these directions without question, understanding that they are established to ensure quick location of persons needing emergency services. However, for those that may feel less inclined, please be aware that these are County Ordinance requirements. Failure to comply can result in the Sheriff's Department issuing a citation; the fine, upon conviction, is not less than \$50 nor more than \$200, together with the cost of prosecution.