

CURRENT

Ordinance Number 400.14

**IOWA COUNTY ADDRESS AND ROAD NAME  
ORDINANCE**

**IOWA COUNTY, WISCONSIN**

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## **Section 1.0: General Provisions**

### **1.1 Authority**

These regulations are adopted under the authority granted by 59.54(4) and (4m) Stats.

### **1.2 Purpose**

The purpose of this Ordinance is to promote the health, safety, and well being of the general public of Iowa County by providing a means for physically locating properties. The ability to easily locate properties is a vital asset for emergency services as well as being a convenience for delivery services and citizenry.

It is further intended that this Ordinance is to establish a method by which address numbers are assigned, as well as how address signs are obtained, installed, and maintained in all areas outside the limits of incorporated municipalities in Iowa County. It is further intended to provide for review and acceptance of all private and public road names in order to ensure compatibility with the county's computer aided dispatch system.

### **1.3 Jurisdiction**

The jurisdiction of this Ordinance shall include all lands and waters within Iowa County outside the limits of incorporated cities and villages.

### **1.4 Abrogation and Greater Restrictions**

It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing ordinances, rules, or regulations adopted by Iowa County. However, wherever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

### **1.5 Severability**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

### **1.6 Title**

This Ordinance shall be known as, referred to, or cited as the "Iowa County Address and Road Name Ordinance, Iowa County, Wisconsin".

## 1.7 Effective Date

This Ordinance shall be effective after adoption by the County Board of Supervisors and take effect that date of adoption.

## Section 2.0: Addresses

### 2.1 Address Assignment

It shall be the duty of the Iowa County Office of Planning and Development to assign an address number to all property within the jurisdiction of this ordinance. All homes, businesses, farms, structures for human habitation, multifamily dwellings and other establishments shall have an assigned address. The following standards shall apply when assigning addresses:

- a) An address number shall be assigned upon the issuance of the first land use permit allowing construction on said property, or with the written request of a property owner or Town Board.
- b) Upon issuance of an address, the Iowa County Office of Planning and Development will notify the affected property owner, town in which the property is located and the Iowa County Sheriff Office of the official address.
- c) The address assigned by the Iowa County Office of Planning and Development shall be the official address for said property and replace any prior address used.
- d) There shall be no duplication of address numbers assigned along the same road.
- e) Properties with more than one single family residence shall have a separate address for each residence.
- f) Industrial or business complexes shall be assigned one address number with extensions given for individual units.
- g) Multifamily dwellings of more than two units shall be assigned one address number with extensions assigned for each unit. Multifamily dwellings shall have distinct markings adjacent to the door to identify the individual unit.
- h) Numbers shall be assigned according to where the access driveway intersects the public road along a grid system extending from the southwest corner of Section 18, Town 4N, Range 1E with numbers increasing to the north and east.
- i) In the case where the private driveway intersects a public or private road in another county or in a city or village, the number shall be agreed upon by both jurisdictions with deference to the jurisdiction providing emergency services.
- j) There shall be 300 numbers assigned for every mile of the grid with even/odd numbers assigned as follows:
  - a. Along north/south roads: even numbers shall be on the west side of the road and odd numbers on the east side of the road
  - b. Along east/west roads: even numbers shall be on the north side of the road and odd numbers on the south side of the road

## 2.2 Placement

An address sign for a property shall be placed by the Town in which the property is located according to the following standards:

- a) The sign shall be installed so that the numbers are perpendicular to the public road and the post shall be located not more than ten (10) feet within the right of way of the road and not more than ten (10) feet from the driveway serving the building
- b) The sign shall not be less than 3 ½ feet nor more than 4 ½ feet from ground level and shall not be concealed from view from the road by trees, shrubs, bushes, etc.
- c) In cases where more than one property is served by a common private access, an address sign for each property shall be placed as described in this section.
- d) The Town may propose an alternate placement option for an address sign so as to make it best visible for local responding emergency services and so as not to obstruct road maintenance responsibilities, such as snowplowing, grading, etc. The town shall send written notification with a plot plan showing the new location of the address sign and the reason for the alternate location was chosen for review and approval by the Iowa County Planning & Zoning Commission..
- e) Multifamily dwellings shall have distinct markings on the door or doorway to identify the individual units.
- f) Any manufactured/mobile home park or campground shall consecutively number the lots . A map of the property showing the lots shall be giving to the Iowa County Office of Planning and Development to be used for mapping. Any changes or addition of lots shall require a new map be sent to the Iowa County Office of Planning and Development.
- h) Any relocation of an address or road name sign must be done with the consent of the affected Town and in compliance with the provisions of this ordinance.

## 2.3 Sign Design, Procurement and Replacement

All address signs shall be of a size, shape and design so as to comply with the standards established by County Board resolution. All posts and fastening hardware shall meet with the approval of the Iowa County Planning & Zoning Commission.

All address signs shall be procured by the Iowa County Office of Planning and Development based upon a vendor or vendors chosen by the Iowa County Planning and Zoning Commission.

When either damaged, destroyed or aged beyond usefulness, an existing address sign may be requested for replacement by the affected property owner, Town in which the sign is located or Office of Planning & Development. If an emergency response agency feels a replacement sign is needed, they shall contact the Town the address is located to have a new sign ordered. The affected Town may then choose to pay the fee and seek reimbursement from the effected property owner. When it is unclear as to whether a sign needs replacement, the Town shall make the final decision.

## 2.4 Maintenance

It shall be the responsibility of the property owner to maintain all address signs for his/her property. Maintenance includes notification for need of replacement, repairs, reinstallation, and keeping the sign(s) in a physical condition whereby the address is easily and clearly legible at any time. The property owner shall also ensure the sign is clearly visible from the public road and not obscured by vegetation, structures, snow, etc.

## 2.5 Existing Addresses

Addresses which exist at the time of the adoption of this Ordinance but do not meet all the provisions of this Ordinance may be allowed to remain the official address for said property if they are registered at the Iowa County Office of Planning and Development as an official address. If it is determined that there is potential risk to life and safety, an existing number shall be changed in order to comply with the provisions of this Ordinance. Any such address not listed on the index shall be deemed void and an official address shall be assigned by the Iowa County Office of Planning and Development and fees paid by the property owner according to the provisions of this Ordinance.

In all cases, when an existing nonconforming address sign needs replacement, a new address number shall be assigned and a sign obtained in compliance with the provisions of this Ordinance and the original existing address shall become null and void. Any existing address sign that is not a valid sign shall be removed.

## 2.6 Fees

There shall be fees established by County Board resolution for the following:

- a) The assignment of a new address, which will include the procurement of the required sign
- b) The procurement of a replacement address sign
- c) The procurement of additional address signs for the same number
- d) The procurement of the necessary post and fastening hardware for mounting an address sign.

It is the responsibility of the property owner to pay all fees. In the case where a Town requests a replacement sign, the Town may choose to pay the fee and seek reimbursement from the affected property owner. In the case where a property owner refuses to pay for a required sign, the county shall request payment from the affected town so that the cost may be assigned by the town to the affected property's tax roll.

### Section 3.0 Road Names

All proposed public and private road names, whether new or proposed as a change in name, shall be subject to approval by the Iowa County Planning and Zoning Commission for compatibility with the county's computer aided dispatch system and geographic information system (GIS). Duplicate and like-sounding names shall be prohibited.

No Town shall accept any new public road or rename an existing public road without first having the proposed name accepted by the Iowa County Planning and Zoning Commission.

No county trunk highway shall be named or renamed without first having the proposed name accepted by the Iowa County Planning and Zoning Commission.

Road name signs shall meet the standards established by county board resolution. Said signs shall be installed and maintained by the affected highway jurisdiction.

### Section 4.0 Official Map

There shall be created the Iowa County Road Name and Address Map listed as Appendix A of this Ordinance. This map shows the official road names and addresses as accepted under the provisions of this ordinance.

Any address number or road name not shown on this map and its associated database shall not be considered official and may be considered violations to the provisions of this ordinance.

### Section 5.0 Violations

It shall be the duty of the Office of Planning and Development to enforce the provisions of the Ordinance, investigate complaints, and give notice of violations. Said Office shall have the power to issue a written order to correct any violation of this Ordinance that shall specify the following:

- a) The nature of the violation and the steps needed to abate and/or correct it.
- b) The penalty or penalties the violator will be subject to if the alleged violation is not abated and/or corrected within a specified time period.

If the owner does not comply with a written order from the Office of Planning & Development, the owner shall be subject to one or more of the following penalties:

- a) Full cost of all damages including sign replacement.
- b) Receipt of a citation for each violation with a forfeiture of no less than \$250 per violation, plus costs of prosecution

- c) Referral by long-form complaint to the Iowa County Corporation Counsel for prosecution

Examples of violations may include, but are not limited to:

- a) The placement of a non-official address sign or road name sign at or near the location of the official signs.
- b) The placement of any sign that resembles the official address or road sign in form, shape, color or design.
- c) The destruction, removal, vandalism of an official address or road name sign.
- d) The unapproved relocation of an official address or road name sign.

#### Section 6.0 Amendment

This Ordinance shall be subject for consideration of amendment as deemed necessary by the Iowa County Board of Supervisors. The following entities can, at any time, propose amendments to this Ordinance:

1. Any standing commission established by the Iowa County Board of Supervisors
2. Any town board in which this Ordinance has jurisdiction
3. Any petition to the commission by any member of the public

The process for amending this Ordinance shall require consideration by the Iowa County Planning and Zoning Commission at a duly posted meeting. If the Commission is to consider amendments, it shall do so only after holding at least one public hearing the purpose of which is to obtain and, if deemed appropriate, incorporate public input. Any proposed amendments offered by the Commission shall require action by the Iowa County Board of Supervisors in accordance with established Board rules before taking effect.