

## **2.21 STREET NAME AND BUILDING NUMBERING ORDINANCE**

### **2.21.1 Authority**

Wisconsin Statutes sec. 59.54 (4), authorizes a county to establish and regulate a rural naming and numbering system in towns. The provisions of this ordinance apply to all towns and townships throughout Portage County; but are not applicable to villages and cities.

### **2.21.2 Purpose and Scope**

For the purpose of improving the coordination of emergency medical services, fire protection, law enforcement, rescue, and other emergency services and for making uniform address designations throughout Portage County.

### **2.21.3 Definitions**

For purposes of this Ordinance only, the words listed below have the meaning set forth after them.

1. **Street:** shall include streets, avenues, county roads, town roads, highways and other public ways, but shall exclude alleys.
2. **Building:** Shall mean each building which fronts on a street; provided, however, it shall not include accessory structures located adjacent to a building.
3. **Building Number Identification (BNI):** shall be a number assigned for exclusive designation of a building, and shall be comprised of at least three (3) digits.
4. **Entrance:** shall mean the primary doorway or other principal entrance to a building.
5. **Municipality:** means a town/township.

### **2.21.4 Assignment of Street Names**

The assignment of all street names will be coordinated through the Portage County Emergency Management/9-1-1 office.

1. The municipality shall submit the proposed street name, or street name change for review, approval, or denial, prior to any other governmental body approval.
2. The municipality shall submit a proposed address range to the Portage County Emergency Management/9-1-1 Office, upon approval of a street name.
3. The Portage County Emergency Management/9-1-1 Office, upon approval of a new street name or street name change shall, notify the telephone company(s), post office, fire department(s), first responder group, County Planning and Zoning Office, County Register of Deeds Office, appropriate public safety answering point, ambulance service, and rescue agency.
4. The municipality shall install appropriate street name signs within 60 days of final approval and acceptance, by the Portage County Emergency Management/9-1-1 Office, of street name change(s).
5. The municipality shall install appropriate street name signs within 60 days of final approval and acceptance, by the Portage County Emergency Management/9-1-1 Office, of a new street name(s) or prior to the commencement of any construction.

5. The municipality shall have financial responsibility for maintenance and installation of all street name signs, public and private, within the municipality except for signs along state highways and county roads.

#### **2.21.5 Assignment of Building Numbers Identification**

The municipality will coordinate the assignment of building numbers. The municipality will assign numbers in accordance with the established uniform numbering/grid system of Portage County. (The Towns of Grant and Plover have some exceptions where addressing is extended from Wood County.)

1. Building numbers shall be issued and posted before any construction begins.
2. Building Number Identification (BNI) shall increase sequentially from the base line following the established numbering/grid system of Portage County.
3. Buildings on the north and west sides of the street shall be numbered with even last digit numbers.
4. Buildings on the south and east sides of the street shall be numbered with odd last digit numbers.
5. When two or more residences, apartments, etc. are located in one building, with separate primary entrances, a second or subsequent building number designation will be assigned.
6. When two or more residences, apartments, etc. are located in one building with a common entrance, one building number designation will be assigned with individual location identifiers, either numeric or alphabetic. (e.g. Apt. 1, 2, 3, etc. or Apt. A, B, C, etc.)
7. When two or more residential buildings are located on one lot, one building number designation will be assigned with individual building location identifiers, either numeric or alphabetic (e.g. Unit 1, 2, 3, etc. or Unit A, B, C, etc.). (Mobile home parks will be assigned Lot 1, 2, 3, etc.).
8. When two or more residential buildings share a common access point, but are separate parcels, each residential building will be assigned a separate building number. All building numbers will be posted according to this ordinance.
9. The municipality shall notify the Portage County Emergency Management Office/9-1-1 Office within ten (10) days of being made aware of any need for a building number for any building, structure, or other facility requiring:
  - (a) A building number identification;
  - (b) Correction of existing number;
  - (c) Replacement of an existing number;
  - (d) Re-assignment of an existing number;
  - (e) Elimination of an existing number within the jurisdiction of the stated municipality.

#### **2.21.6 Issuance of Temporary Building Numbers**

1. Temporary building number-plates shall be issued by the Portage County Emergency Management/9-1-1 Office during the sanitary and/or zoning permit process with appropriate fee structure applied paid by the applicant.
2. Temporary building number-plate shall be installed, according to regulations set forth in this ordinance, before construction begins.
3. The municipality will issue a permanent building number-plate within ninety (90) days of building number issuance, if necessary, to conform with municipality standards.

### 2.21.7 Placement of Building Numbers

1. Building numbers will be installed on the building or structure, in close proximity to the entrance door providing the greatest visibility when the structure is less than 75 feet from the center of the street.
2. Building numbers will be installed approximately 12 feet on either side of a driveway when the structure is more than 75 feet from the center of the street, or if the structure is obstructed by foliage or fencing.
3. Multiple building numbers will be installed approximately 12 feet on either side of private road or private driveway when more than one residence is located on such road/driveway. The building number shall be installed as indicated in number 1 and 2 of this section.

### 2.21.8 Appearance and Size of Building Numbers

1. Building numbers that are installed directly on a structure, less than 75 feet from the center of the street shall be, at a minimum, 2.25" wide X 3.5" high in size, either black and white reflective tiles in metal frames, or a substitute standardized building number plate, placed in close proximity to the entrance door. The building owner is financially responsible for maintenance and installation of building number plate.
2. Building numbers that are installed, near the driveway or street where the structure is more than 75 feet from the center of the street, the sign will be consistent with the approved signage of the municipality. The municipality shall have financial responsibility for maintenance and installation of said building number signs.

### 2.21.9 Penalty

1. If the owner, occupant, or agent or any building fails to display and maintain the proper building number assigned to said building within ten (10) days of issuing such building number, he shall be deemed to have violated this ordinance.
2. Any municipality or person in violation of this ordinance shall forfeit to Portage County, upon conviction thereof, an amount not less than \$25.00 nor more than \$250.00 per violation. Each day of violation shall constitute a separate offense.
3. The Portage County Sheriffs Department officers shall have the authority to issue citations.

### 2.21.10 Supervision

The Portage County Public Safety/Emergency Management Committee shall supervise the Street Name and Building Numbering program and shall set appropriate fee structure.

### 2.21.11 Effective Date

All ordinances or parts thereof, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict and this ordinance shall be effective upon passage and publication.

*Ordinance #78-2000-2002 enacted March 20, 2001.*