

Countywide Rural Address Numbering System

Chapter 1 Countywide Rural Address Numbering System

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Chapter 1 Countywide Rural Address Numbering System

Sec. 8-1-1 Title.

This ordinance is cited as the Bayfield County Rural Address Numbering System Ordinance.

Sec. 8-1-2. Purpose.

This ordinance is enacted for the purpose of establishing and maintaining an address system for Bayfield County, defining policies and procedures related to the naming of roads, signing of roads, assigning of addresses, location of address signs and house numbers, and ongoing maintenance of the system. The intent of this address system is to assign each location a unique address which will aid emergency personnel in providing fire protection, emergency medical services, law enforcement services, delivery of mail and meet other general location needs of the public.

Sec. 8-1-3. Authority.

This ordinance is enacted under the authority granted to the County in Section 59.54 (4) of the Wisconsin Statutes and shall be construed to be consistent with Section 59.54 (4) and acts amendatory thereto.

Sec. 8-1-4. Administration.

The Executive Committee of the Bayfield County Board of Supervisors shall have policy supervision over this ordinance. The Committee shall have the authority to delegate to an individual or individuals the responsibilities of coordinating the ongoing maintenance of the system. These duties shall include management of: assignment of addresses, maintenance of an accurate road name listing, update of maps, address sign installations, and enforcement and policing of the provisions of this ordinance.

Sec. 8-1-5. Jurisdiction.

This ordinance shall be applicable in all towns in the County of Bayfield, Wisconsin, provided that its applicability within the Red Cliff Indian Reservation shall be by tribal agreement. This ordinance shall be applicable to the Village of Mason upon agreement with the Village.

Sec. 8-1-6. Definitions.

As used in this ordinance, the following words and phrases shall have the meaning indicated:

- (1) **ADDRESS SIGN.** An individual address plate placed on a named road or driveway identifying the street or location address of a building or location.

- (2) **APPLICATION FORM.** The form required for assignment of a new address. This form is to be filled out during the building permit application process in the Land Records Department.
- (3) **NAMED ROAD.** Any road recognized by Bayfield County and used in the assignment of addresses.
- (4) **PRIVATE ROAD.** Any access route on private property leading to two or more driveways and/or principal structures that may not be visible from a public road.
- (5) **ROAD SIGN.** A sign posted at a road intersection that identifies the road name or road names.
- (6) **SUBDIVISION.** The division of a parcel of land for the purpose of transfer or development which results in the creation of five (5) or more parcels of less than five (5) acres in area within a period of five years.
- (7) **SUMMARY SIGN.** A sign placed on a named road intersection with a driveway on which three or more address signs are required. The summary sign identifies the range of addresses located on that road.
- (8) **VANITY ADDRESS.** A personalized address not consistent with the address system.

Sec. 8-1-7. Road Naming.

There is hereby established a uniform system of names for all roads which is as follows:

- (1) All U.S. and State Trunk Highways shall be designated by their US and State Highway numbers and their sign names shall be US HWY “#”, and STATE HWY “#” respectively.
- (2) All Bayfield County Highways, which are presently designated by letter, shall retain such designation. County Highway sign names shall be COUNTY HWY “letter”.
- (3) All Town Roads, which are presently designated by name or number, as town roads shall retain such designation.
- (4) All Forest Roads and Forest Highways which are presently designated by number by the US Forest Service shall retain such designation. Forest Road and Forest Highway sign names shall be FR “#” and FH “#” respectively. In addition, Forest Roads may have a “common name” adopted by the town that will be posted at intersections as appropriate. This common name will be used for assigning addresses.

- (5) All Tribal Roads which are presently designated by name or number by the tribe shall retain such designation.
- (6) All public and private roads used for the assignment of addresses shall be designated by name on the Official Road Map prepared by the Bayfield County Land Records Department in cooperation with the respective municipalities and approved as part of this ordinance and shall retain their names as indicated on the map.
- (7) New roads or renaming of roads shall be as follows:
 - (a) The Land Records Department will confer with the local units of government in the naming or renaming of roads. New names for roads crossing from one jurisdiction into another, or a new road that is an extension from an existing road, shall bear the same name when possible. When roads continue from one jurisdiction into another, the jurisdictions are encouraged to mutually agree on the naming or renaming of the road. Failing agreement of the jurisdictions, the Committee shall notify the respective units of government with a 60-day prior notice of the Committee's intent to add or change a road name. The Committee shall herein have the authority to establish the official road name after following the above procedure.
 - (b) The name of any proposed new road, including those to all divisions of land, or the renaming of an existing road shall not duplicate, or too closely approximate phonetically, the name of any other road or street name in the County.
 - (c) If a local unit of government changes a road name or private party/parties request the local unit of government to change a road name, the local unit of government or the private party/parties as applicable will pay for the replacement of both the address sign(s) and road names sign(s) and install the new road name sign(s). Changes to road names will not be official until payment is received for the new address sign(s).
 - (d) The road names shall be added to the Official Road Map and the Master Index of Bayfield County Road Names upon final approval of the Committee.
- (8) New developments and/or subdivisions shall be required to verify chosen road names with the Land Records Department to assure compliance with (7)(B) and (C) above and record on a Certified Survey Map with the Register of Deeds Office.
 - (a) The developer shall submit a scale drawing of the development.
 - (b) The developer agrees to install and pay for road name signs on identified roads at the time of CSM review to the standards of road name signs.

- (c) Preliminary addresses may be assigned to each lot within the subdivision and shall be confirmed or changed after driveway inspection by the Land Records Department.

Sec. 8-1-8. Road Signs.

- (1) **Road Name Signs.** Road name signs shall be erected at the intersections of all roads used for address assignment.
 - (a) Each unit of government shall be responsible for the order, installation, maintenance and replacement of these signs on all roads, including private roads that intersect with a public road, within its boundaries.
 - (b) Property owner(s) shall be responsible for the order, installation, maintenance and replacement of road name signs on private roads that do not intersect with a public road. Signs shall be erected and maintained as to be clearly visible from the traveled surface of the roadway all hours of the day and night. Road name signs shall show the names of the roads as depicted on the Official Road Map. All signs throughout the county shall meet the specifications outlined in (2) or the equivalent.
 - (c) Installation of road sign must occur within 90 days after new road is entered in the MSAG. After the 90 days, the County will order and install the road sign and invoice expenses to the jurisdiction responsible.
- (2) **Road Sign Specifications.** The following type of lettering, sign plate material, and mounting post shall be required for future installation and replacement. If a unit of government or subdivision has a plan for road signs that would be the equivalent, the proposal must be submitted to the Emergency Management Committee for consideration and approval.
 - (a) Each sign plate shall have a deep green background with white lettering and/or numbering utilizing either Engineer Grade Sheeting (or a combination of) silk screen/die cut letters and numerals. The lettering and/or numbering shall be reflectorized.
 - (b) The face of the sign plate shall have the name of the respective road located in the center (top to bottom and length) in a minimum of four (4) inch letters.
 - (c) The letters and numbers shall comply with the current edition of the *Manual for Uniform Traffic Control Devices*.

- (d) The sign plate shall be extruded aluminum with a minimum 0.091 Web thickness with a thicker top and bottom to strengthen the sign plate.
- (e) Each intersection sign unit consisting of two or more road name sign plates on a post shall be oriented in the same direction as the respective roads being named.
- (f) Road sign posts shall be:
 - 1) Placed in the ground a minimum of 3.5 feet.
 - 2) A "U" Channel with a minimum length of twelve (12) feet weighing a minimum of 2 pounds (or 3 pound for larger signs) per linear foot and finished with a protective coating of deep green enamel, or
 - 3) A 12 foot by 2 inch galvanized pipe, 13 gauge, 2.31 lbs per foot, including an anchor plate welded to the pipe with the top of the plate 24 inches from the bottom of the pipe, or
 - 4) A 1-3/4" x 1-3/4" quick punch type square tube post of the same length, fourteen gauge steel, in line holes, hot-dipped galvanized zinc coating per AASHTO M-120, with a cromate conversion coating and a clear organic exterior coating. A minimum 46 inch sleeve section of 2" x 2" - 12 gauge quick-punch type post to the above standards, one size larger than the sign post, is to be driven into the ground leaving a maximum of 4 inches above the surface.
 - 5) The sign post shall be inserted into the ground anchor section and bolted with a tamper proof bolt.
- (g) The bracket attaching the sign plate to the post shall be a minimum of five (5) inches long and designed for attaching a U Channel post or a galvanized tubular steel post to an extruded aluminum sign. The cross bracket shall connect on the extruded aluminum sign plated for a minimum of five (5) inches. Two tamper proof sets of nuts and bolts will go through the brackets to or through the sign plates securing the signs and brackets and four tamper proof set screws will secure the sign bracket to the post.

Sec. 8-1-9. Address Numbers.

- (1) **Address Numbering System.** The Address Numbering System shall utilize a grid system and extend from the southwest corner of Bayfield County beginning with 1000. Address numbers of 1000 through 38000 are assigned to predominantly east/west roads. Address numbers of 40000 through 96000 are assigned to predominantly north/south roads.

- (2) **Address Assignment.** The Land Records Department shall assign new address numbers. Address numbers shall originate at the western county line, serving as the east-west baseline, or the southern county line, serving as the north-south baseline. Address numbers shall be assigned 1,000 numbers to the mile with each thousand series of numbers originating at the nearest section line. Even numbers shall be assigned to the north and east sides of the roads and odd numbers shall be assigned to the south and west sides of the road. The number shall be assigned at the intersection of the driveway and the line of a named road in areas that are not platted, or at the center of the front lot line in areas that have lots. Multi-family dwellings and industrial or business complexes shall be assigned individual address numbers as determined by the Land Records Administrator.
- (3) **Vanity Addresses.** Vanity addresses shall be prohibited if they create conflict or cause confusion with the address system as determined by the Land Records Administrator.

Sec. 8-1-10. Address Signs.

Each home, business, farm or other establishment, as identified within Bayfield County, shall have an assigned address number as missing addresses cause confusion in the field for Emergency Services Workers. The assigned address number shall be posted on either an address sign unit or house number sign located as provided by the following specifications:

- (1) **Address Sign Specifications.**
- (a) Address signs are to be flag style signs with address visible on both sides. The end of the sign by the post shall have square corners; the end away from the post shall have rounded corners. There shall be two mounting holes on the squared end. The holes are to be 3/8" diameter and 1 1/4" margin from post end, 4" on center, 2" margin from top and bottom of sign.
 - (b) Address signs are to be at least 16" by 8" silver or white engineer grade reflective sheeting covered with a red or blue computer generated cut out legend. The legend is to include the road name in 1 1/2" letters below the main legend that will be 4" numbers. Exposed edges of the address sign will have 1/4" border.
 - (c) Address signs are to be constructed from aluminum base materials (.080 aluminum).
 - (d) Address signs are to be attached to eight foot "U channel" posts.
- (2) **Address Sign Installation.** Installation of address signs shall be completed in a consistent manner. Signs shall be clearly visible from the traveled surface of the roadway, clear of vegetation, perpendicular to the named roadway, and post

plumb to the ground. Signs shall be placed to the left of driveways where possible, set back to prevent damage from snowplows or snow as it is plowed and not be obscured by snow berms.

- (a) The sign plate shall be installed not less than five feet from ground level. The sign unit shall be installed to provide a clear and unobstructed view from the roadway.
- (b) A driveway or unnamed private road servicing two buildings shall have two signs on one post, the first address listed is the first driveway encountered then subsequent addresses. Individual Address signs shall also be placed at each building or location on the driveway/private road.
- (c) A driveway or unnamed private road servicing three or more buildings shall have a summary sign indicating the range of individual addresses being served on the driveway. The summary sign unit shall be placed at the intersection of the driveway or private road and the named road. Individual address signs shall also be placed at each building or location on the driveway/private road.
- (d) Additional address signs may be located on a building. Any second number sign erected on a building shall not be in place of the primary sign unit required by this ordinance.
- (e) In a business district, when buildings are less than twenty-five feet from the edge of a public road, address signs may be attached to the respective building with the approval of the Land Records Department.
- (f) Driveways servicing four or more addresses shall have a new road name designation and readdressed based on the new road name.

Sec. 8-1-11. New Structures and Mobile Homes.

- (1) No utility company operating in Bayfield County, Wisconsin, shall furnish its utility services to any new structure, including a mobile home or recreational vehicle that is moved from one location to another, until it has been issued a valid address or application number as issued by Bayfield County. A "new structure" is defined as a commercial building, house or apartment newly constructed, being occupied by the applicant for the first time and that will require an installation visit to obtain service.
- (2) All persons, firms, corporations and other legal entities constructing new structures or locating or relocating mobile homes in Bayfield County, Wisconsin, shall apply for a location address.
- (3) Applicants shall be informed of the rural address application through the Bayfield County Zoning Department when applying for new construction using the

Address Application Form. Applications may be submitted online, made in person, or by mail. The applicant shall provide adequate information regarding the location, including name of the road, mileage from nearest intersection(s) or other identifiable structures and landmarks, and nearest address sign number(s) if applicable, and shall pay an application fee determined by the Committee.

Sec. 8-1-12. Posting of Designated Address Numbers.

- (1) **New Posting.** Bayfield County will install the first address number sign for any house, building, mobile home location or other structure to which a number has been assigned per county guidelines.
- (2) **Sign Visibility.** The owner will be responsible for brushing of vegetation and removal of snow that may obstruct visibility of the address sign from the traveled surface of the roadway. Any other signs that cause clutter and are not approved by the Land Records Department will be removed from the address post (i.e., security, names, trespassing, etc.).
- (3) **Replacement.** Owners or occupants of a building or location having an assigned address number shall be responsible for the replacement of damaged, destroyed or removed signs. These signs shall be ordered through the Bayfield County Land Records Department. Replacement of a large number of signs that become unreadable because of weathering over time may be done at county expense. Signs damaged by the County or Town snowplow or equipment will be paid by the respective agency.
- (4) **Damage.** It is unlawful to willfully destroy any sign erected under the provisions of this ordinance or purposefully evade acquiring an address, punishable by a forfeiture of not less than \$200 and not more than \$500, plus statutory costs, assessments and fees.
- (5) **Driveway Location.** Owners of occupants must contact the Land Records Department when they relocate a driveway, addresses may change because of the new location.

Sec. 8-1-13. Compliance.

Any owner or occupant or person in charge of any house or building who refuses to comply with the terms of this ordinance by removing an address sign or failing to install an address sign within thirty (30) days after written notification, or who fails within said period of thirty (30) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the address number assigned, may be subject to a fine established by the committee.

The procedure to achieve compliance shall be:

- (1) A certified letter from the Land Records Department identifying the issue(s), educating about the importance of the location sign, the need for compliance, and include notice of thirty (30) days to correct the non-compliance;
- (2) If not in compliance after thirty days, become subject to forfeiture as established by the committee;
- (3) Issue citation and set bond from county bond schedule.

Sec. 8-1-14. Effective Date.

This ordinance shall take effect and be in force from the date of passage and publication.

Sec. 8-1-15. Conflicts with Other Ordinances.

All Bayfield County ordinances or parts of County ordinances in conflict with this ordinance are hereby repealed. In the event any provision of this ordinance is found to be legally invalid, all other provisions of this ordinance shall remain in full force and effect.