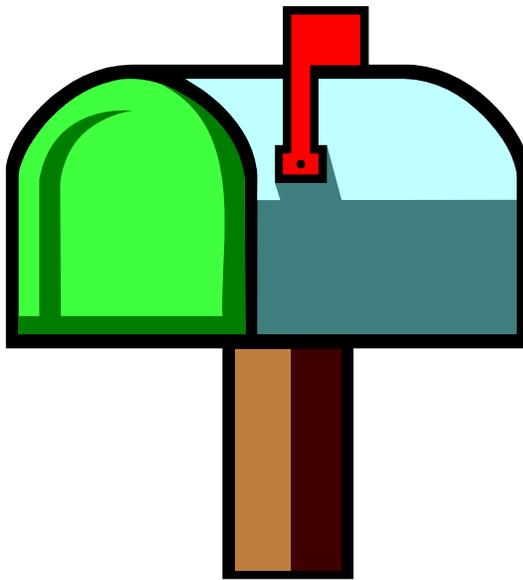


# ADAMS COUNTY

## STREET NAME AND BUILDING NUMBERING ORDINANCE



Revised 2006

STREET NAME AND BUILDING NUMBERING ORDINANCE, Adams County, Wisconsin

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

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*County Planning and Development Committee:*

Al Sebastiani, Chairperson      Fran Dehmlow  
Robert Dixon                      Glenn Licitar  
Michael Keckeisen                Richard Colby  
Sylvia Breene

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*County Board of Supervisors -*

District #20: Cynthia Loken, Chair  
District #1: Glenn Licitar  
District #2: Robert Dixon  
District #3: Larry Babcock  
District #4: Al Sebastiani  
District #5: Jerry Kotlowski  
District #6: Dean Morgan  
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District #15: David Renner  
District #16: John West  
District #17: Joyce Kirsenlohr  
District #18: Robert Neuenfeldt  
District #19: David Repinski

*County Corporation Counsel -*

Kevin Kniess

*County Clerk -*

Cindy Phillippi

EFFECTIVE DATE:

This Ordinance shall take effect after a Public Hearing, adoption by the County Board of Supervisors and transmittal to each Town Clerk.

ADOPTED THIS 20th DAY OF April, 1960.  
Journal of Proceedings Vol. 9, Pg. 360-61

REVISED THIS 20<sup>th</sup> DAY of July, 1999  
Ord. #25-1999

REVISED THIS 18<sup>th</sup> DAY of February, 1997  
Ord. #03-1997

REVISED THIS 19th DAY of December, 2006  
Ord. #59-2006

REVISED THIS 19<sup>th</sup> DAY of May, 1998  
Ord. #04-1998

SEE ALSO:  
Resolution #38-1958  
Resolution #36-1995

ATTESTED:

Cindy Phillippi  
COUNTY CLERK

Cynthia Loken  
CHAIRPERSON OF COUNTY BOARD

ADAMS COUNTY  
STREET NAME AND BUILDING NUMBERING ORDINANCE

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ADAMS COUNTY  
STREET NAME AND BUILDING NUMBERING ORDINANCE

1-1.00 PURPOSE

Authority: Wisconsin Statute 59.54(4) and 59.54(4m) authorize a county to establish and regulate a building numbering system in towns for the purposes of providing emergency services.

Definitions: For purposes of this Ordinance only, the words listed below have the meaning as set forth.

1-1.01 Building Number Identification (BNI): is an address or other emergency identification number.

1-1.02 Municipality: means a town.

1-1.03 Road: means all public and private roads, streets, alleys, boulevards, cul-de-sacs, highways and other thoroughfares.

1-1.04 Business Day: means any day that the Adams County Courthouse offices are open for business.

1-2.00 BUILDING NUMBER IDENTIFICATIONS

1-2.01 The property owner shall make a building number identification request by providing the following information to the Adams County Real Property Lister's Office.

- (A) The type of service that necessitates the BNI.
- (B) The name, current mailing address and telephone number of the property owner.
- (C) A brief description of the property or the computer number of the parcel.
- (D) The location of the driveway, if possible.
- (E) The existing BNI for the property, if for a replacement sign.

1-2.02 The Adams County Real Property Lister's Office may, upon receipt of an appropriate building number identification request, issue a BNI.

1-2.03 The municipality shall place the BNI as set forth pursuant to the standards maintained by the Adams County Real Property Lister's Office which includes the following requirements:

- (A) All signs shall be eight (8) inches high by sixteen (16) inches long with white letters and numbers on a red background. All signs shall be highly visible and reflective.
- (B) All signs shall have the name of the town on the top line, the house number on the middle line and the street name on the bottom line.
- (C) All signs shall be placed in the most visible placement possible, as close as possible to the front lot line and to the left of the driveway when facing the building from the road.
- (D) All signs shall have a minimum height of four (4) feet to the top of the sign.
- (E) All signs shall be double-face signs and shall be placed such that the signs are perpendicular to the road.

1-2.04 The municipality shall have the authority to purchase, install and charge for signs.

1-2.05 The municipality shall maintain, modify, and replace its Building Number Identification system in accordance with the policies established by the Adams County Real Property Lister's Office and the established County grid system.

1-2.06 The municipality shall use required signs to replace old signs as needed.

1-2.07 All changes in numbers and street names shall take place as directed by the Adams County Planning and Development Committee. Any proposed changes shall be discussed with the municipality prior to County action. The Adams County Real Property Lister's Office shall notify in writing:

(A) The designated municipal officials of all changes; and

(B) The Adams County Sheriff's department for input of the data into the 911 system.

1-2.08 The property owner shall notify all utilities of assigned BNI.

### 1-3.00 STREET NAMES

1-3.01 The assignment of street names shall strictly adhere to the terms and regulations of this Ordinance. The Real Property Lister's Office shall notify the municipality if any proposed name violates the Adams County grid naming policy within thirty (30) business days. All road name change proposals and/or deviation from the terms of this Ordinance shall be placed before the Adams County Planning and Development Committee for approval or denial (see Section 1-9.00).

(A) Subdivision roads shall be named following the grid system whenever practical. If circumstances are such that one or more roads do not fall on the grid or the roads are laid out such that they do not effectively fit the grid, the developer may petition the Planning and Development Committee to accept alternative road name(s) for roads not falling on the grid. In such case, the subdivision and alternative road name(s) shall have a thematic association. In all cases, the name of the main entry road(s) into subdivisions shall fit within the alphanumeric grid system including the suffix.

(B) If an existing road is relocated; the road name shall be changed to fit the grid if necessary.

1-3.02 The Adams County Real Property Lister's Office shall upon approval of any new road or name change to an existing road, notify the following:

(A) The Adams County Sheriff's department for input of the data into the 911 system; and

(B) The municipality(s) in which the affected road(s) lies.

1-3.03 If a municipality or the County receives approval to change the name of a designated road on a recorded plat, said entity shall properly record a certified copy of the resolution authorizing said change in the Adams County Register of Deeds Office.

1-3.04 All municipalities shall have financial responsibility for maintenance and installation of all road signs public and private within the municipality except for signs along state highways and county trunk highways.

1-3.05 Municipalities may bill all affected parcels through special assessments for each sign for public or private roads.

(A) Signs designating "private" roads do not confer public roadway status.

(B) Street name signs for public and private roads are deemed herein a public necessity for the provision of emergency services.

1-3.06 All road signs shall meet the current Wisconsin Department of Transportation recommendations as per the Manual on Uniform Traffic Control Devices (MUTCD) as follows:

- (A) All street signs shall be retro-reflectorized as per the current version of the MUTCD and the Wisconsin Supplement; and
- (B) The street name or number shall be of white reflective material on a green reflective background; and
- (C) Street signs shall be double faced on .080 gauge flat aluminum or a double-sided telespar installation with a minimum height to meet current standards for letter size as defined by the current version of the MUTCD and the Wisconsin Supplement. The signs shall be retro-reflectorized and the appropriate length required for their message; and
- (D) Message (street name or number) shall meet the height standards of the current version of the MUTCD and the Wisconsin Supplement and be of Series “B” character; and
- (E) Supplementary message (AVE., CT., DR., LN., etc.) shall meet the height standards of the current version of the MUTCD and the Wisconsin Supplement and be of Series “B” character.

1-3.07 Street signs shall be erected at all unmarked intersections (those not identified by a State or County Route marker), to the right of the Stop Sign (when facing Stop Sign) and toward the intersecting road, with street sign faces being parallel to the road they name and so message is visible from approaches. Street signs may be co-located on STOP, YIELD or other traffic signs on Town owned roadways.

1-3.08 Street sign supports shall be of galvanized pipe with a diameter of 2 3/8 inches or equivalent strength. The top of the street sign cap or cross shall be at an elevation of ten (10) feet above grade elevation at the edgeline of the road.

1-3.09 Street sign brackets (caps and crosses) shall be made of Lexan or aluminum or equivalent durability and have a slot length of at least 3½ inches.

#### 1-4.00 ADAMS COUNTY ADDRESS GRID

1-4.01 All north and south roads shall be numbered starting with 1<sup>st</sup> Avenue on the east county line and proceeding westward in the following manner:

<b>Section line:</b>	<b>Avenue (AVE)</b>	<b>1/2 mile:</b>	<b>Drive (DR)</b>
1/16 mile:	Bluff (BLF)	9/16 mile:	Grove (GRV)
<b>1/8 mile:</b>	<b>Boulevard (BLVD)</b>	<b>5/8 mile:</b>	<b>Junction (JCT)</b>
3/16 mile:	Chase (CHS)	11/16 mile:	Knolls (KNLS)
<b>1/4 mile:</b>	<b>Court (CT)</b>	<b>3/4 mile:</b>	<b>Lane (LN)</b>
5/16 mile:	Creek (CRK)	13/16 mile:	Meadows (MDWS)
<b>3/8 mile:</b>	<b>Crossing (XING)</b>	<b>7/8 mile:</b>	<b>Pass (PASS)</b>
7/16 mile:	Dam (DM)	15/16 mile:	Ridge (RDG)

(A) If any portion of the road right-of-way falls on a grid line, the road shall be considered to be on the grid.

1-4.02 All east and west roads shall be named alphabetically starting with Adams Avenue on the north county line and proceeding southward in the following manner:

<b>Section line:</b>	<b>Avenue (AVE)</b>	<b>1/2 mile:</b>	<b>Drive (DR)</b>
1/16 mile:	Bluff (BLF)	9/16 mile:	Grove (GRV)
<b>1/8 mile:</b>	<b>Boulevard (BLVD)</b>	<b>5/8 mile:</b>	<b>Junction (JCT)</b>
3/16 mile:	Chase (CHS)	11/16 mile:	Knolls (KNLS)
<b>1/4 mile:</b>	<b>Court (CT)</b>	<b>3/4 mile:</b>	<b>Lane (LN)</b>
5/16 mile:	Creek (CRK)	13/16 mile:	Meadows (MDWS)
<b>3/8 mile:</b>	<b>Crossing (XING)</b>	<b>7/8 mile:</b>	<b>Pass (PASS)</b>
7/16 mile:	Dam (DM)	15/16 mile:	Ridge (RDG)

(A) If any portion of the road right-of-way falls on a grid line, the road shall be considered to be on the grid.

(B) Township Twenty (20) North shall have the names of Adams, Alpine, Aniwa, Apache, Archer and Aspen.

(C) Township Nineteen (19) North shall have the names of Badger, Beaver (Bea), Bighorn, Blackhawk, Browndeer and Buttercup.

(D) Township Eighteen (18) North shall have the names of Chicago, Cottonville, Cree, Cumberland, Cypress and Czech.

(E) Township Seventeen (17) North shall have the names of Dakota, Deerborn, Dixie, Dover, Duck Creek and Dyke (Dyk).

(F) Township Sixteen (16) North shall have the names of Eagle, Edgewood, Elk, Ember and Evergreen.

(G) Township Fifteen (15) North shall have the names of Fawn, Fern, Fish, Fox, Freedom and Fur.

(H) Township Fourteen (14) North shall have the names of Gale, Gem, Gillette, Glen, Golden and Gulch.

1-4.03 Directional changes (such as curves) in roads may result in a name change of a portion of the road to conform to the grid system.

1-4.04 Addresses shall be assigned at intervals of 52.8 feet.

(A) If such intervals cannot be maintained due to road curvature, hilly terrain, or over/undersized sections, a letter or letters shall be added to maintain the number grid.

1-4.05 If property is divided such that a parcel(s) require a new BNI, an existing address may be changed to correspond correctly with the address grid.

1-4.06 If two or more properties or households share a driveway, the first unit shall be assigned a number only, the succeeding units shall be assigned the same number along with a letter.

1-4.07 If the location of any driveway changes, the address number shall be changed if necessary to fit the grid.

1-4.08 Condominiums shall be addressed such that each building is assigned a number and each unit is assigned the same number and a letter.

#### 1-5.00 RECORDED PLATS

1-5.01 All roads in recorded plats shall conform to the Adams County grid system.

1-5.02 All preliminary plats shall be submitted to the Adams County Real Property Lister's Office for approval of road names.

1-5.03 All plats shall have road names approved by the Real Property Lister's Office prior to recording.

#### 1-6.00 PRIVATE ROADS

1-6.01 All private roads accessing public roads shall maintain the Adams County grid system.

1-6.02 Private roads that do not access public roads and not utilizing the Adams County grid name system shall have names beginning with the proper letter of the alphabet designated for the township surrounding said property, subject to the approval of the Adams County Real Property Lister's Office.

1-6.03 No name shall be used that is a duplicate of an existing road other than a designated grid name.

1-6.04 A designated grid name may be used if it conforms to the Adams County grid.

1-6.05 All BNI shall conform to the Adams County grid system.

1-6.06 The Adams County Real Property Lister's Office shall assign the building numbers on all private roads.

#### 1-7.00 SIGN MAINTENANCE

1-7.01 Sign Integrity: No person shall destroy, deface, alter, change, remove, or interfere with the visibility of any sign placed pursuant to this Ordinance.

1-7.02 Sign Replacement: No person or municipality shall replace any sign that is under the jurisdiction of this Ordinance until approved by the Adams County Real Property Lister's Office. If a BNI is inconsistent with the grid system, it shall be corrected upon replacement.

#### 1-8.00 PENALTIES

Any municipality or person in violation of this Ordinance shall forfeit to Adams County, upon conviction thereof, an amount neither less than \$100.00 nor more than \$250.00 per violation. Each day of violation shall constitute a separate offense. The Planning and Zoning Department, and certified inspectors therein, shall have the authority to issue citations. The program shall be supervised by the Adams County Planning and Development Committee.

#### 1-9.00 REVIEW / APPEAL

Any person aggrieved by any action taken under this Ordinance by the Adams County Real Property Lister or employees of such office may file with that office a request for review of such action. Requests for review must be filed within thirty (30) calendar days of the challenged action. The Adams County Planning and Development Committee will consider all such requests and will issue its decision approving, reversing, or modifying the challenged action within sixty (60) days of the date the request for review was filed.

#### 1-10.00 SEVERABILITY

This Ordinance and the various parts, sections, subsections, and clauses are declared to be severable. If any part, section, subsection, 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.

#### 1-11.00 EXISTING NONCONFORMITIES

(A) All existing street signs, BNI signs and structural materials not in conformance with this Ordinance shall be considered legal nonconforming. All replacement signs, materials and locational requirements shall be in conformance with Section 1-3.06 of this Ordinance.

(B) All existing street names and BNI addresses not in conformance with this Ordinance shall be considered legal nonconforming. All changes of street names and BNI addresses shall follow the procedure in Section 1-2.07. See also Section 1-9.00 REVIEW / APPEAL.

#### 1-12.00 EXCEPTIONS / DEVIATIONS

1-12.01 Any request for exception to or deviation from this Ordinance shall require approval of the Adams County Planning & Development Committee. All requests must be submitted in writing to the Real Property Lister's Office.

1-12.02 In any case where a road is situated such that this Ordinance does not define the road name, the Real Property Lister's Office and the Planning & Zoning Department shall submit their recommendations to the Planning & Development Committee. The Planning & Development Committee shall assign the road name.

#### 1-13.00 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 its passage and publication.