

**WAUPACA COUNTY CODE OF ORDINANCES**  
**Amend Selected Sections of**  
**Chapter 11**  
**Street Name and Building Numbering Ordinance**

**11.01 AUTHORITY**

Section 59.54(4), Wis. Stats., 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 Waupaca County, but are not applicable to villages and cities.

**11.02 PURPOSE AND SCOPE**

This ordinance is adopted to provide for a uniform county-wide rural addressing system that will serve the following purposes:

- A. To aid in the timely and efficient delivery of civil defense, fire protection, and emergency services to the citizens of Waupaca County.
- B. To eliminate road naming and address duplication which causes confusion for the public and private sector, citizens of Waupaca County, and persons traveling on roadways within the County.
- C. To assist public and private enterprises in the timely and efficient delivery of goods and services to the citizens of the County; for example; mail delivery, home services, and repair businesses.

**11.03 ASSIGNMENT OF ADDRESSES**

The following provisions shall apply to unincorporated rural areas unless otherwise indicated. Unique situations not described here shall be addressed on a case-by-case basis per the stated purpose and intent of this ordinance.

**A. Procedure**

- 1. Cost of address number signs shall be the responsibility of the Township. Address signs shall be posted per the specifications detailed in this ordinance. Procedures for assigning address numbers and obtaining signs are detailed as follows:
  - a. Temporary building numberplates shall be issued by the ~~Township~~ **Land Information Office** prior to the sanitary or ~~building/zoning permit~~ **land use permit approval** process, ~~with appropriate fee structure applied paid by the applicant.~~ Applicant shall provide the County with a site plan. Site plans should be drawn to a scale that precisely identifies the location of the

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~~driveway in relation to the intersection with the abutting roadway and/or the boundaries of the parcel, and/or an existing addressed principal structure. Driveway access point shall be approved by the appropriate township, County Highway Department, or Wisconsin Department of Transportation in relation to the intersection with the abutting roadway and/or the boundaries of the parcel, and/or an existing addressed principal structure. Land Information will verify the address number.~~

- b. Temporary building numberplate shall be installed, according to regulations set forth in Section 11.07 of this ordinance, before construction begins.
- c. If the Township does not issue permits locally, the County shall indicate the assigned number on or accompanying the approved permit. Applicant shall be instructed by the County to obtain the address number sign from the applicable Town by submitting the approved permit and assigned number to the Town. The Town shall issue an address number sign to the applicant based on the assigned number displayed on the permit.
- d. In those situations or areas not covered by County permit authority, the Town, as part ~~of its building permit~~ **Land use permit** process or culvert process, shall notify the applicant that he/she shall obtain an address from the ~~Town~~ **Land Information Office**. The applicant shall then obtain a permanent address number sign from the Town based on the number assigned to them **by the Land Information Office**. ~~Land Information will verify and approve all address numbers.~~
- ~~e. Land Information will verify and approve all address numbers.~~
- ~~f. The Land Information Office will communicate all new address numbers to the proper Townships.~~

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**B. Criteria**

The following criteria shall be followed when assigning address numbers.

- 1. Per the adopted Uniform Addressing System (UAS), address numbers shall be assigned in intervals of 13.2 feet. This equals 200 even numbers and 200 odd numbers per mile for both east-west direction and north-south direction. Where necessary, slight adjustments may be made to the 13.2 foot interval so as to maintain uniformity and consistency in addressing.

2. ~~Townships~~ Land Information Office will continue to number all north-south roads from the south to the north with “N” prefix and all east-west roads from the west to the east with an “E” prefix.
3. Existing ~~properties~~ principal structures addressed before the effective date of this ordinance, and required to mount new address numbers under this ordinance, shall do so within 30 calendar days from receipt of the new address sign.

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4. Diagonal roadways shall be numbered as north-south or east-west depending upon the direction of said roadway over its entirety and its relationship to nearby roadway addresses.
5. Address numbers shall be assigned on the basis of the location of the centerline of the driveway access point as it intersects the roadway. In addition, the following shall apply:
  - a. Two separate ~~properties~~ principal structures sharing the same driveway shall be addressed successively.
  - b. ~~Properties~~ Principal structures with multiple driveway access points shall be addressed based on the location of the midpoint of the two outer driveway access points. If one of the driveway access points is elongated and accesses at a significant distance from the principal structure, the ~~property~~ principal structure shall be addressed based on the location at the driveway access point closest to the principal structure. Additional provisions for multiple driveway access points for corner lots are described below.
6. If the location of the driveway access point changes, the following shall apply:
  - a. The present address number may remain unless, or until such time, the change in location disrupts the orderly and uniform sequence of the addressing system as detailed in this ordinance. The County shall make final determinations of possible renumbering.
  - b. Changing the location of the driveway to another roadway, different from which it previously accessed upon, shall require the ~~property~~ principal structure to be re-addressed within 30 days of

relocation. Extension will be permitted during winter when frost is a factor.

7. Provisions for corner lots. [StructuresPrincipal structures](#) located on corner lots shall be addressed in the following manner:
  - a. [StructuresPrincipal structures](#) with the main front entrance facing one roadway and having a driveway access point accessing upon another roadway shall be addressed based on the location of the driveway access point. The address number distributed shall face the roadway in which the driveway accesses upon as detailed in the ordinance.
  - b. [StructuresPrincipal structures](#) with multiple driveway access points accessing upon more than one roadway shall be addressed according to the following.
    1. The location of the driveway access point that accesses upon the roadway in which the direction of the [structuresprincipal structures](#) main front entrance faces shall be used for determining the address.
    2. [StructuresPrincipal structures](#) positioned in such a manner so as to make it difficult to select what roadway the front entrance faces shall be addressed based on the driveway access point which the mailbox is located.
8. Address numbers shall be assigned to each lot within a proposed subdivision plat submitted to the county for review and approval under Chapter ~~235~~ 236, Wis. Stats. Address numbers shall be clearly displayed on the face of the plat and assigned as follows:
  - a. Assignment of address numbers shall be based on the center point of the parcel boundary where it abuts the roadway to be used for ingress and egress to said parcel.
  - b. Adjustment of the assigned address number shall be made at the time of issuance of a [building/zoningland use](#) permit or sanitary permit so as to maintain uniform and consistent sequencing of address numbers per the adopted UAS.
  - c. Corner lots displayed on the plat shall be assigned two address numbers – each to reflect the two different roads the [propertyprincipal structure](#) abuts. A finalized address will be awarded at the time of issuance of the [building permitland use permit or sanitary permit](#).

- d. Issuance and mounting of address number is not required until the [building/zoning/land use permit](#) or sanitary permit is issued.
9. Assignment of even and odd numbers:
- a. Even Numbers: All [structures/principal structures](#) and uses requiring an address number located on the east side of north-south roads and located on the north side of east-west roads shall be assigned even numbers.
  - b. Odd Numbers: All [structures/principal structures](#) and uses requiring an address number located on the west side of north-south roads and located on the south side of east-west roads shall be assigned odd numbers.
  - c. Cul-de-sac and dead-end roads shall be numbered as other roads except that an even and an odd number shall abut at a point along the turning circle.
  - d. Roads that loop or circle may be addressed in a manner that keeps the even numbers on one side and the odd numbers on another side, avoiding potential “flip-flop” in the even/odd designations, unless otherwise necessary.

10. Addresses on shared driveways

- a. A driveway (principal access) that becomes principal access for a third structure, as defined in this ordinance, shall be redefined as a private roadway and, therefore, shall be named according to regulations set forth in section 11.04 of this ordinance. As such, all present [properties/principal structures](#) accessing upon the roadway shall be re-addressed to coincide with the newly named roadway. The Township will be responsible for the installation of the new road name sign. Any maintenance, upkeep, or liability still remains with the respective [property/lot](#) owners and this will remain a private road. The Township will communicate the name, location, and addresses affected by the creation of the private road to the Land Information Office immediately after the new road sign has been posted.
- b. A new structure, as defined in this ordinance, which becomes the motivation for the creation of private roadway shall be addressed according to a newly created private road. A new address will not be assigned until a private roadway is created and present [properties/principal structures](#) accessing upon the roadway have been re-addressed to coincide with newly named private roadway.

#### 11.04 ROAD NAMING

The following provisions shall apply to rural unincorporated areas:

- A. All roadways as defined in this ~~ordinance~~ ordinance shall be named. In addition, the following shall apply:
  - 1. A driveway (principal access) that becomes principal access for a third ~~property structure, as defined in this ordinance,~~ shall be redefined as a private roadway and, therefore, shall be named. ~~As such, all present properties accessing upon the roadway shall be re-addressed to coincide with the newly named roadway. The Township will be responsible for the installation of the new road name sign. Any maintenance, upkeep, or liability still remains with the respective property owners and this will remain a private road.~~
- B. Road name duplication. The following provisions shall apply when a new road name is proposed or an existing road name is proposed to be changed or extended.
  - 1. Road names shall not duplicate or sound like existing name(s) regardless of their location within the county.
  - 2. Request for road name changes or naming new roads shall be made to the County Communication Center. The County shall have the authority to approve or reject the proposed road name request based on potential duplication or similarity to existing road names.
  - 3. An individual road containing duplication in ranges shall change the name on a portion of the road to eliminate the duplication. The change in name should occur where physical breaks are present, such as intersections or directional changes. These situations usually occur with “U-shaped” roads or roads that loop and change direction often.
  - 4. Duplicate road names without duplicate address ranges existing before the adoption of this ordinance shall be allowed to remain. However, if a road extension occurs that creates duplication in both the road name and address numbers, then the road causing the duplication shall be renamed to eliminate the duplication.
  - 5. Roads forming a dead-end “T” configuration shall be posted at the junction of the direction change with signage indicating the direction of the number ranges, or the road shall be renamed at direction changes to eliminate confusion on the location of address numbers. The purpose for this is to eliminate confusion and delay on which direction an address range is located.

## 11.05 SPECIFICATIONS AND MOUNTING OF ADDRESS NUMBERS

The following provisions shall apply to unincorporated rural areas:

- A. Only address number signs approved by the County shall be used as the official address number signs for a [property principal structure](#) to be addressed under this ordinance. To maintain consistency, the County will continue to allow distribution of the same type, color and style of addressing signs previously chosen by each of the Towns as their official addressing numbers. It is recommended to purchase double-sided signs in the colors used in the respective Township. It is also recommended that the sign include the Township name along with the road name.
- B. In no case shall script numbers be allowed for use as the official addressing number.
- C. ~~Structures~~[Principal structures](#) and uses requiring an address number under this ordinance shall have the number mounted so it is clearly visible from the abutting roadway.
- D. ~~Properties~~[Principal structures](#) required to mount address numbers at the driveway access point may wish to also include an address number on the main front entrance of the principal structure, for example, reflective block letters.
- E. Address numbers shall be mounted either on or near the structure and at the driveway access point when two separate [properties principal structures](#) containing structure(s) to be addressed under this ordinance share the same driveway.
- F. The following specifications shall be followed when mounting address numbers at the driveway access point:
  - 1. Numbers shall be posted on the right side of the driveway access point when viewing the [property principal structure](#) from the roadway. The sign shall be located no more than 10 feet from the abutting road right-of-way and no more than 20 feet from the edge of the driveway. In some site-specific cases, numbers may be posted on the left side of the driveway when viewing the [property principal structure](#) from the roadway.
  - 2. The number shall be mounted on a post made of metal or other durable material and shall face the abutting roadway so as to be easily visible. The [property lot](#) owner shall maintain the sign and post in an acceptable manner after the Township has properly installed the sign.
  - 3. The height of the sign shall be between 36" and 60" from the ground.

- G. Although required by the Postal Service for mail delivery, for the purposes of this ordinance it shall not be acceptable to use mailboxes as the device for posting address numbers.

#### 11.06 SPECIFICATIONS AND MOUNTING OF ROAD NAME SIGNS

The following provisions shall apply to Unincorporated Rural and Unincorporated Metro Areas:

- A. Road names signs shall be posted for roadways only, as defined in this ordinance. No road name signage shall be allowed for driveway accesses, as defined in this ordinance, unless expressly approved by the County to maintain the stated purpose and intent of this ordinance. Any existing road name signage for driveway accesses erected before the implementation of this ordinance shall be removed by the [propertylot](#) owner(s) no later than five (5) years after adoption of this ordinance.
- B. The following minimum standards shall apply for road name signs:
  - 1. Material. Signs shall consist of engineer grade reflective sheeting on aluminum or other durable metal.
  - 2. Color. Signs shall consist of contrasting colors. White lettering on green background is recommended.
  - 3. Size and Lettering. Signs shall be reflective or illuminated. In addition, the following shall apply:
    - a. Name of Road. At minimum, use 4” Series B upper-case letters on 6” flat blade sign blank for name of road. Road name abbreviations are not acceptable.
    - b. Supplementary Lettering. At minimum, use 2” Series B upper-case letters for “Road”, “Lane”, “Street”, “North”, “South”, etc. Conventional abbreviations are acceptable, but shall be approved by the County.
    - c. Block Number. At minimum, use 2” Series B numbers positioned in the bottom right hand corner of the sign to designate the block number of the street. Arrows shall be used to indicate the direction of the number range.
  - 4. Visibility. The sign shall be free of any bushes, limbs, or other obstacles that may inhibit the clear view of the sign.

5. Placement. Signs naming all intersecting roads shall be posted at all intersections. Signs shall be placed on approved metal posts at a recommended height of 5 feet above the pavement.
6. The cost of road name signs shall be the financial responsibility of each individual Town by arrangement with developers or private landowners.

#### 11.07 ADMINISTRATION & ENFORCEMENT

The following subsection shall apply to Unincorporated Rural areas:

- A. Administration: The Waupaca County Emergency Management Committee and Sheriff's Department shall have the authority to administer this ordinance. Said departments shall have the authority to resolve disputes arising out of the provisions of this ordinance.
- B. Enforcement: The Waupaca County Sheriff's Department shall have the authority to enforce compliance with the provisions of this ordinance.
- C. Violations and Penalties: Any person who shall violate any provisions of this ordinance after the Township has properly installed the address sign, shall be subject to the penalty(s) as provided for in Section 25.04 of the Waupaca County Code of Ordinances. Waupaca County has adopted, pursuant to Sec. 66.119, Wis. Stats., the citation system of enforcement of this ordinance; and the following schedule of cash deposits as provided in Section 25.04(4) of the Waupaca County Code of Ordinances is hereby established: (1) Failing to erect the proper addressing sign in accordance with the provisions of this ordinance, \$25 plus costs; and (2) All other violations of this ordinance, \$25 plus costs. Each day of violation shall constitute a separate offense.

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#### 11.08 EFFECTIVE

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.

#### 11.09 DEFINITIONS

The following shall apply to unincorporated rural areas:

- A. Accessory Structure: A detached uninhabited structure subordinate to the principal structure and serving a purpose customarily incidental to the principal structure.
- B. Construction: For the purposes of this ordinance, construction shall include initial site grading of a property lot, the haulage and placement of construction materials

onto a [property lot](#), and the actual building of a structure on a [property lot](#) required to be addressed.

- C. County: Waupaca County or its designated appointee(s), representative(s), committee(s), or department(s).
- D. Driveway Access: A privately-owned prevailing (or principal) way of approaching or entering (ingress and egress) less than three [properties principal structures](#) required to be addressed under this ordinance.
- E. Driveway Access Point: The spot where the principal driveway access intersects with the abutting roadway.
- F. Principal Land Use: The predominant use of a particular [property lot](#) containing no accompanying structure. Typically, these uses have been created by man-made activity and are relatively permanent in nature. Principal uses may include, but are not limited to, extraction sites, landfill sites, parks and airstrips. The definition excludes such vacant uses as agriculture lands, wetland/conservation areas, woodlands and other vacant lands.
- G. Principal Structure: The predominant structure on a [property lot](#) that directly relates to the overall use of the [property lot](#) and is distinguishable from an accessory structure. For example, the principal structure for a residential use would be the inhabited dwelling unit.
- H. Roadway or Road: An open strip of land providing access for vehicles to abutting [property lot](#) and provides for intraregional and interregional routing of vehicular traffic. For the purposes of this ordinance, roadways shall include all roads dedicated to the public or purchased for public use and all private roads and easements containing principal access from three or more [properties principal structures](#) required to be addressed under this ordinance. Roadways are commonly referred to or known as streets, boulevards, highways, lanes, circles, etc.
- I. Structure: Anything that is permanently constructed or erected on the ground or which is attached to something on the ground. For the purposes of this ordinance, structures shall include, but are not limited to, buildings (such as houses, garages, sheds, warehouses, barns), mobile homes, radio and TV towers, storage facilities, electrical substations.
- J. Lot: A parcel of land, whether legally described or subdivided as one or more lots or parts of lots, and which is occupied or intended for occupancy by one principal building or principal use, together with any accessory buildings and such open spaces as required by this ordinance; and having its principal frontage upon a street or road.

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