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CLARK COUNTY
**EMERGENCY RESPONSE/
RURAL ADDRESS
ORDINANCE**

**Created by the
Clark County Planning and Zoning Committee and the
Clark County Law Enforcement Committee**

**Adopted by the Clark County Board of Supervisors
on XX/XX/XX**

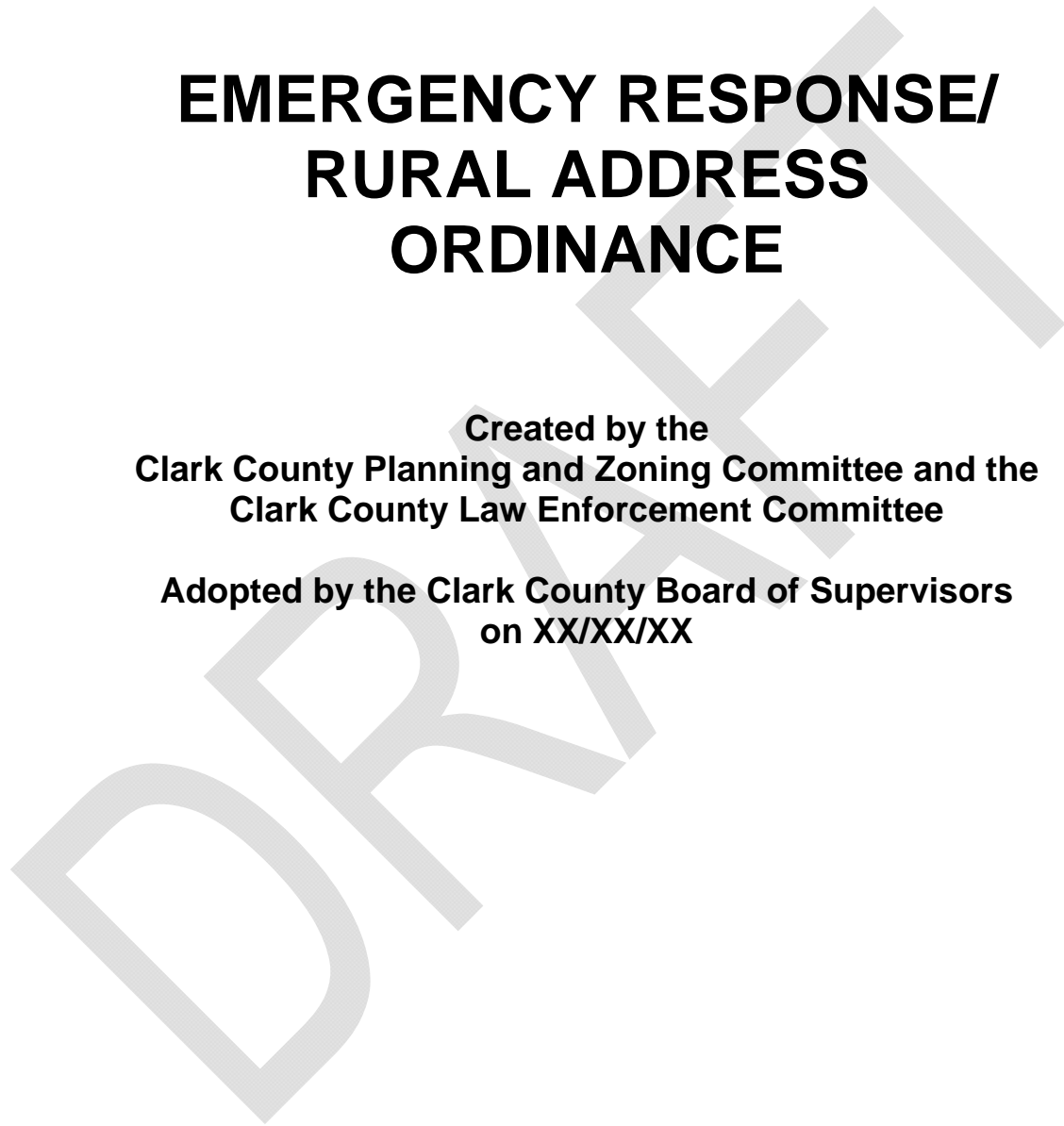


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**CHAPTER 28.00
CLARK COUNTY EMERGENCY RESPONSE /RURAL ADDRESS
ORDINANCE**

35 **28.01 INTRODUCTION**

36 **28.011 Purpose.** The purpose of this Ordinance is to promote the health, safety, comfort and
37 general welfare of the public by establishing a method for physically locating properties, which
38 is vital for providing emergency services as well as a convenience for other services that serve
39 rural properties.

40
41 **28.012 Statutory Authorization.** This ordinance is adopted pursuant to authorization in
42 Section 59.54(4) of the Wisconsin Statutes.

43
44 **28.013 Jurisdiction.** This ordinance shall apply only in the unincorporated areas of Clark
45 County, Wisconsin.

46
47 **28.014 Severability.** If any section, clause, or provision of this ordinance is adjudged
48 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance
49 shall not be affected thereby.
50

51 **28.02 DEFINITIONS**

52 **28.02.01 Address** means a physical number for each primary structure as assigned by the
53 County designee.

54
55 **28.02.02 Address sign** means an individual address plate placed on a named road or
56 driveway identifying the street or location address of a building or location.

57
58 **28.02.03 Application form** means the form required for assignment of a new address. The
59 owner or their agent shall complete and submit the form to the Clark County Planning and
60 Zoning Department.

61
62 **28.02.04 Driveway** means a private road serving not more than two primary structures.

63
64 **28.02.05 Driveway access point** means the point where the driveway or private road
65 intersects a public roadway. This location is used to determine the correct address.

66
67 **28.02.06 Primary structure** is the building used for the principal activity on the property. A
68 primary structure may be used for residential, commercial, industrial, public-semipublic,
69 recreation or other purposes. *(Note: An address may be assigned to a property without a
70 primary structure at the request of the property owner.)*

71
72 **28.02.07 Private road** means any road on private property leading to two or more driveways
73 and/or principal structures.

74
75 **28.02.08 Road** means a public road which affords primary means of access by vehicles to
76 adjacent property whether designated as a drive, easement, street, avenue, highway, road,
77 boulevard or cartway, or otherwise designated.

78
79 **28.02.09 Signpost** means a post, permanently affixed in the ground, used solely for display of
80 the address sign.
81

82 **28.02.10 Summary signs** mean where three or more address signs are placed on a road
83 intersection with a private road or driveway. The summary signs identify the range of
84 addresses located on that specific private road.
85

86 **28.03 ADDRESSING NUMBER SYSTEM**

87 (1) Addresses shall be assigned based upon the existing address grid of Clark County as
88 follows:

89
90 (a) The starting origin for address numbers running east to west begins at W100 along
91 the east boundary of Clark County; the starting origin for numbers running south to
92 north begins at N100 on the south boundary of the County along the towns Dewhurst,
93 Levis, Washburn, and Sherwood and is assigned N100 northing from the southern
94 border.

95
96 (b) There shall be 400 numbers allocated per section mile. The odd numbers are on
97 southerly and westerly side of roads, the even numbers are on the northerly and
98 easterly side.

99
100 (c) The northing and westing grid follows the PLSS (public land survey system) section
101 lines.

102
103 (d) The direction of numbers to be assigned is based on the predominant direction of
104 the entire stretch of road.

105
106 (i) Addresses along westing roads shall be prefaced with the letter W.

107
108 (ii) Addresses along northing roads shall be preface with the letter N

109
110 (e) Those roads not aligned along a linear direction shall be assigned numbers by the
111 Clark County Planning and Zoning Committee or their designee.

112
113 (2) Roads shall be designated based on their alignment:

114
115 (a) Roads aligned east/west shall be designated Roads.

116
117 (b) Roads aligned north/south shall be designated Avenues.

118
119 (c) Roads with non-linear alignment may be designated as a Road, Avenue, Court,
120 Drive, Lane, or other as approved by the Clark County Planning and Zoning
121 Department and Clark County Sheriff's Department.

122
123 (3) The principal structure shall be assigned an address based on where the driveway to the
124 structure intersects the named road.

125
126 (4) Assignment of "sub" numbers or letters shall not be permitted without the approval of the
127 Clark County Planning and Zoning Department.

128
129 (5) In unique situations where addressing will not conform to the system above, the County
130 shall have the authority to coordinate the addressing in such a manner so the stated purpose
131 of this ordinance is maintained.
132

133 **28.04 ADDRESS ASSIGNMENT**

134 (1) It shall be the duty of the Clark County Planning and Zoning Department to assign a rural
135 address number following a written request by a property owner to the Zoning Department.
136 The Zoning Department shall maintain digital maps of the rural addressing for use by
137 emergency services. The address assigned shall become the official address of the
138 property and replace any prior address.

139
140 (a) The Clark County Planning and Zoning Department shall order the sign and
141 arrange for delivery to the appropriate town official.

142
143 (b) The town shall install all new and replacement signs.

144
145 (2) Properties served by a private access shall have a sign posted at the intersection of the
146 public road and the private access indicating the range of rural addresses served by the
147 access. Each property served by the access shall have an individual sign placed at the
148 access for that property. Properties with more than one residence shall have a rural
149 address for each residence.

150
151 (3) The Clark County Planning and Zoning Department shall forward the assigned address to
152 the fire department, post office, the Sheriff, Tax Lister, County Treasurer and Town
153 Chairperson, with an update to the necessary data bases, within 30 calendar days of
154 assignment.

155
156 (4) Incorrect assignment of an address due to incomplete or incorrect information on the
157 application form or an error on the part of the person issuing the address shall be corrected
158 immediately.

159
160 (5) If the location of an existing driveway access point changes, the present address number
161 may remain unless the County determines the change disrupts the orderly and uniform
162 sequence of the addressing system. If the location of the driveway access point is moved
163 to a different roadway, the property shall be required to be readdressed.

164
165 (6) Existing addresses that are discovered to have been incorrectly assigned shall be
166 evaluated by the county and determination shall be made if the situation needs to be
167 corrected. The landowner(s) affected may be required to change their address to correct
168 the situation.

169
170 (7) The town must provide the County with the name, address and phone number of the
171 town's contact person for address or road naming coordination within the Town.

172
173 (8) Any rural address not obtained through the Clark County Planning and Zoning Department
174 under the authority of this ordinance shall be deemed in a violation of this ordinance.
175

176 **28.05 SIGN SPECIFICATIONS**

177 (1) These specifications become applicable upon publication of this ordinance.

178 (a) These specifications are not retroactive to existing signs.

179
180 (2) The sign shall be two-sided and installed perpendicular to the roadway.

181
182 (3) The address letter and number shall be a minimum of 3-1/2-inches tall.

183
184 (4) The address sign may include the street name, and/or the township name.
185

186 **28.06 SIGN PLACEMENT**

187 (1) The town shall install the address sign.

188
189 (2) The rural address sign for a property shall be installed at the intersection of the public road
190 and the access for the property.

191 (a) The sign shall be within 10 feet of the right-of-way and 20 feet of the driveway or
192 private road. (Note: Installers are encouraged to notify Diggers Hotline prior to installing
193 any sign post.)

194
195 (3) In the case of a private access road for multiple properties, a sign indicating the range of
196 addresses served by the access road shall be placed at the intersection of the public road and
197 the access road. The town may require an additional sign be installed at the intersection of the
198 private driveway and the private access road

199 **28.07 MAINTENANCE**

200 It shall be the responsibility of the property owner to maintain the installed address sign for the
201 property. Maintenance shall include clearing of vegetation and keeping the sign in a condition
202 where it is easily visible and legible at any time, and contacting the county or town to order a
203 replacement sign if the sign is damaged or destroyed.

205 **28.08 FEES**

206 The application fee for a rural address sign shall be established by the Clark County Planning
207 and Zoning Committee and may be amended by the committee when deemed necessary. A
208 property owner shall submit a completed application and the established fee to the Clark
209 County Planning and Zoning Department when requesting a rural address sign. (Note: The
210 application fee is provided in the *Clark County Planning and Zoning Department Fee*
211 *Schedule*.)

213 **28.09 ENFORCEMENT**

214 The following violations are subject to a forfeiture of not less than \$5.00 and not more than
215 \$200.00, plus court costs, for each violation. Each day of non-compliance shall constitute a
216 separate and distinct violation.

217
218 (1) Damaging, altering, disfiguring, removing, or relocating an address sign.

219
220 (2) Failure to comply within thirty (30) days after written notification to remove an address sign
221 or failing to cooperate with installation of a replacement address sign.

222
223 (3) Failure to comply within thirty (30) days to remove any address sign or numbers affixed to
224 a structure, utility pole, fence or other illegal location, or house entrance, or elsewhere, which
225 may be confused with the assigned address number.

226
227 (4) Utilizing a E911/rural address number not developed and assigned by the Clark County
228 Planning and Zoning Department.

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