

ADDENDUM TO CHAPTER 8.08
UNIFORM PROPERTY NUMBERING SYSTEM

- (1) **PURPOSE AND INTENT** This ordinance is adopted to provide for a uniform countywide addressing system that will serve the following purposes:
 - (a) To aid in the timely location of citizens in need of emergency services and efficient delivery of civil defense, fire protection, and other emergency services to the citizens of Outagamie County via the E911 system.
 - (b) To eliminate road naming and addressing duplication which causes confusion for the public and private sector, citizens of Outagamie County, and persons traveling on county roadways.
 - (c) To assist public and private enterprise 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.
- (2) **APPLICABILITY** This ordinance shall be applicable as follows:
 - (a) Addressing of all unincorporated areas of Outagamie County, except for the Town of Grand Chute. This ordinance also applies in the villages of Shiocton and Nichols.
 - (b) Street naming in all municipalities in Outagamie County.
- (3) **ABROGATION AND GREATER RESTRICTIONS** Hereinafter where this ordinance imposes greater restrictions than any local ordinances, the provisions of this ordinance shall apply.
- (4) **SEVERABILITY AND NONLIABILITY** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.
- (5) **GENERAL PROVISIONS**
 - (a) **Background** In 1990 Outagamie County implemented a countywide enhanced emergency telephone system (E-911) to better serve residents. This more sophisticated E-911 system required the county to change from the former system of rural routes to a more logical grid system that is currently in use.
 - (b) **Address Provisions**
 1. All properties east and north of a roadway shall be even, and all properties west and south of a roadway shall be odd. All addresses shall contain a prefix of either N (on roads running north/south) or W (on roads running east/west).
 - a. A street does not have to be perfectly straight to fit this standard; only a general but clear pattern should be visible.
 - b. One road name shall not switch between addresses containing N and addresses containing W, even when the road changes direction.
 2. Each principle building shall bear the number assigned to the frontage on which the primary driveway is located. When the principle building is a

duplex or similar structure, each separate driveway shall bear a separate number. Apartment buildings or other similar multi-unit structures shall have one address assigned to the entire structure with unit numbers assigned to the individual spaces. Outagamie County is not responsible for numbering the individual unit spaces.

3. Numerals indicating the official numbers for each principal building or each driveway entrance to the building shall be posted in a manner so as to be visible from the road on which the property is located. Those buildings more than 60 feet from the roadway shall have numbers mounted on a post visible from the roadway and to the left of the driveway when facing the front of the principle building.
4. Address posting material shall be no smaller than the basic address tiles available from Outagamie County.

(c) Street Name Guidelines.

1. Street names shall only change at intersections whenever possible.
2. The only time a street name shall change between intersections is if the adherence to these standards becomes difficult or impossible and a change in street name would alleviate the problem.
3. The road shall not change names (and thus prefixes) to reflect a change in direction. The prefix may only reflect the primary (overall) direction a road travels. Multiple names for different sections of one continuous road will unnecessarily inundate the E-911 database.
4. Curvilinear roads may be exempt from these standards for short stretches provided the addresses are in compliance with respect to the primary direction of the street throughout its length. When compliance with this standard is difficult or impossible, it shall warrant a change in the street name at the point where its direction changes.
5. A street shall not have a new name at every 90-degree turn. The exception would be when using the same street name causes problems with other addressing guidelines or when the potential exists for the continued extension of that street in the future.
6. Street signs shall be used at every street name change and clearly indicate where the change begins.
7. To avoid future duplicate street names, all new street names shall be submitted to the Planning Department prior to approval of subdivision plats and Certified Survey Maps or municipal resolution. The Planning Department shall maintain a master street list.
 - a. At the time that a street name is requested, the Planning Department will determine whether the name is duplicate and will approve or disapprove the requested name. All approved names will be reserved on a requested list until the plat/CSM/town resolution is recorded in the Outagamie County Register of Deeds office. At this time the name will be moved to the official street list maintained by the Planning Department. Street names will be held on the requested list for a maximum of two years at the discretion of the Planning Department.
 - b. The Planning Department reserves the right to approve and disapprove

street names in the event of similar or duplicate road names.

- c. Natural or man-made barriers to road extensions shall be factored in when naming a street.
 - i. Potential for future road extension (within the next ten years) is an important criterion for determining when a street segment should take on a unique name.
 - ii. In the case of a road extension that is undecided or will not occur for more than ten years the street name will change only when the extension is forthcoming.

(d) Non-grid Street Design Guidelines. Streets that change direction several times or form circles or squares present problems for the current grid-based standards. Along with the preceding guidelines, the following guidelines apply to all new and existing roads and subdivisions.

- 1. A preliminary plat or CSM of the area shall be submitted with each new street name request to ensure the most logical address assignment possible.
- 2. Cul-de-sacs shall be numbered as other roads except that an even and an odd number shall abut at a point along the turning circle.
- 3. Roads that loop or circle shall be addressed in a manner that keeps the even numbers on one side and odd numbers on another side, avoiding potential “flip-flop” in the even/odd designations, unless otherwise necessary
 - a. Numbering shall occur in a counterclockwise pattern, except where a clockwise pattern would be more logical.
- 4. In unique situations where addressing will not conform, in practicality, with the adopted Outagamie County specifications detailed in this ordinance, the county shall have the authority to coordinate the addressing in such a manner so that the stated purpose and intent of this ordinance is maintained.

(e) Private Roads Unnamed private roads present considerable problems in growing communities. If a house is addressed to a primary public road and is located on a private road without an official name and sign, locating the residence is difficult in an emergency situation.

- 1. A driveway (principle access) that becomes a principle access for a third detached principle structure shall be redefined as a private roadway and, therefore, shall be named. As such, all present properties accessing upon the private roadway shall be readdressed to coincide with the newly named private roadway. Naming of private roadways shall be at the discretion of the Planning Department.

(f) Annexation and Existing Addresses For the sake of consistent and logical addresses, annexations may require an address change.

- 1. Upon the acquisition of town land or land otherwise under jurisdiction of the county by any jurisdiction with a separate addressing scheme (any city or village except for the villages of Shiocton and Nichols), the addresses based on the county grid of the annexed land shall be changed based on the jurisdiction in which it is incorporated in order to maintain consistency

throughout the village or city.

(g) Municipality Cooperation Communication and cooperation with municipalities in Outagamie County that have a separate addressing system is imperative for maintaining logical addressing countywide.

1. All municipalities shall supply address range data no more than one week after time of recording of plat, Certified Survey Map, or municipal resolution.

(h) FoxComm (911) Considerations Software used for the FoxComm (911) emergency system requires that addresses on a particular street follow in numerical order. This order is easy to determine when applied to a grid pattern, but when it is applied to a non-grid pattern, variables come into play that were not issues with grid patterns. This causes confusion within the system as to how addresses should be assigned.

1. In cases of non-grid street patterns, emphasis shall be on address number continuity rather than strictly to the grid-based addressing practices based on the physical location of the primary structure and the direction of the street on which it is located.

(6) ADMINISTRATION AND ENFORCEMENT

(a) Administration The Outagamie County Planning Department shall have the authority to administer this ordinance. Said department shall have the authority to resolve disputes arising out of the provisions of this ordinance.

(b) Designated Official Each designated official from the towns under County Addressing Jurisdiction including the incorporated villages of Nichols and Shiocton, but excluding Town of Grand Chute, will send the necessary information to the County Planning Department. This information shall be submitted on forms provided by the Planning Department.

(c) Assignment and Issuance of Numbers The County Planning Department will assign the number and forward the information and number tiles (if requested) to the Designated Official for issuance to the property owner. The County Planning Department shall issue only numerals or letters for the number assigned to the building under the provisions of this section provided, however, that said department will have replacement tiles available for purchase in the event the original tiles need replacement.

(d) Enforcement Compliance with the provisions of this chapter shall be enforced by appropriate forfeitures and penalties. Compliance may also be enforced by injunction suit of the County or by the owner or owners of real estate within the district affected by the regulation.

1. If the Administrator finds that any of the provisions of this chapter are being violated, he shall notify in writing by registered or certified mail the person responsible, indicating the nature of the violation and ordering the action necessary to correct the violation. Whenever a person shall have been notified in writing that he is in violation of the provisions of this chapter, such person shall commence correction of all violations within 10 days of notice and shall correct all violations within 45 days of notice. If such corrections are not commenced within

10 days of written notice or not corrected within 45 days of written notice, each day that a violation continues shall be considered a separate offense.