

TABLE OF CONTENTS
STREET NAME AND BUILDING NUMBERING ORDINANCE

105.01	PURPOSE.....	105-1
105.02	BUILDING NUMBER IDENTIFICATIONS	105-1
105.03	STREET NAMES.....	105-3
105.04	PENALTY	105-3
105.05	EFFECTIVE	105-3

**WOOD COUNTY ORDINANCE #105
STREET NAME AND BUILDING NUMBERING ORDINANCE**

Chapter 105 .01 PURPOSE

Authority: Wis. Stats. s. 59.54(4), authorizes 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 set forth after them.

- A. Building Number Identification (BNI) is an address or other emergency identification number.
- B. Municipality means a township.
- C. Road means all public and private roads, streets, alleys, boulevards, cul-de-sacs, and highways.

Chapter 105 .02 BUILDING NUMBER IDENTIFICATIONS

- (1) A municipality shall notify the Wood County Emergency Government Office within seven (7) working days of being made aware of any need for a building number for any building, structure or other facility requiring:
 - A. A building number identification;
 - B. Correction of an existing number;
 - C. Replacement of an existing number;
 - D. Reassignment of an existing number;
 - E. Elimination of an existing number within the jurisdiction of the stated municipality.
- (2) A municipality shall make a building number identification request by providing the following information to the Wood County Emergency Government Office:
 - A. The type of service that necessitates the BNI.
 - B. The sanitary permit number (if applicable).
 - C. The existing BNI for the property, if for a replacement.

- D. Town Section Number.
 - E. Street or Road the property is located on.
 - F. The type of building(s) on the property.
 - G. A description of location markers.
 - H. The building's owner.
 - I. The building's present occupant.
 - J. The building's former occupant.
 - K. Directions to the property.
- (3) A municipality shall provide a written yearly review of all BNI record changes, on forms provided by the Emergency Government Office.
- (4) A municipality will not authorize or allow BNI determinations and installation to be performed except in conformity with this ordinance.
- (5) The Wood County Emergency Government Office will, upon receipt of an appropriate building number identification request and proof of possession of the necessary sanitary permit:
- A. Make an on-site determination and installation of the building identification number within seven (7) working days of the request.
 - B. Place the building numbering identification as set forth pursuant to the standards maintained by the Emergency Government Office which includes:

More than 75 feet from the center of the roadway -

Numbers will be installed with red and white or blue and white reflectorized plates with metal support posts, approximately 12 feet on either side of a driveway when the house, mobile home, trailer, or other type of structure to be numbered is more than 75 feet from the center of the roadway or full view of the structure is obstructed by foliage or fencing.

Less than 75 feet from the center of the roadway -

Numbers will be installed with black and white tiles (2-1/4 by 3-1/2") in metal frames on the building or structure, in close proximity to the front door providing the greatest visibility, when the home, mobile home, trailer, or other type of structure to be numbered is less than 75 feet from the center of the roadway.

- C. Update master listings and maps which are kept in the Emergency Government Office of the new building number identification.
 - D. Notify, in writing, the designated municipal officials, fire departments, ambulance services, post offices, telephone companies and public safety answering points (PSAPs) of the building number identification.
 - E. Within sixty (60) days after permanent installation of the building identification number, will bill the municipality according to the fees set forth by the Wood County Emergency Government Office.
- (6) A municipality shall maintain and modify its Building Identification Numbering system in accordance with the policies established by the Emergency Government Office.

Chapter 105 .03 STREET NAMES

- (1) The Emergency Government Office shall be informed, in writing, by a municipality of any proposed name changes to existing roads or new names for new roads for review and approval or denial.
- (2) The Emergency Government Office shall, upon approval of any new road or name change to an existing road, notify the following:
 - A. The Wood County Telephone Company so that they may identify the correct PSAP.
 - B. The Wood County Treasurer so that the maps maintained in that office may be updated accordingly.
 - C. The Wood County Planning & Zoning Office so that the computerized maps maintained in that office may be updated accordingly.

Chapter 105 .04 PENALTY

Any municipality or person in violation of this section shall forfeit to Wood County, upon conviction thereof, an amount not less than \$25.00 nor more than \$250.00 per violation. Each day of violation shall constitute a separate offense.

Chapter 105 .05 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.