

New address sign: \$50
 Replacement sign: \$25
 Make checks out to: Lincoln County Land Services

RETURN WITH PAYMENT TO:

Lincoln County Land Services
 801 N Sales Street, Suite 105
 Merrill, WI 54452



RURAL ADDRESS APPLICATION



For Replacement Signs, Fill Out Page 1 Only
 For New Addresses, Fill Out Pages 1 & 2

APPLICANT CONTACT INFORMATION		PROPERTY LOCATION INFORMATION			
		(You can find your PIN/parcel number on your tax bill.)			
NAME	_____	PIN	_____		
ADDRESS	_____	GOV LOT	_____	OR	_____ ¼ _____ ¼
CITY	_____	SECTION	_____	TOWNSHIP	_____ N RANGE _____ E
STATE	_____ ZIP _____	TOWN OF	_____		
PHONE	() _____	EXISTING FIRE NUMBER	_____		
EMAIL	(FOR REPLACEMENT SIGNS ONLY)				

****Please note: From the date we receive your application, it may take up to two weeks for a new fire number to be issued and up to a month for the sign to be available for pickup. You will be notified via a letter from our office when your fire number has been assigned and your sign is ready for pickup.****

For urgent cases: call the customer as soon as the fire number is assigned

The information that I have provided on this form is true and correct to the best of my knowledge. By signing this application, I am granting permission to Lincoln County staff to enter my property at any reasonable time for the purposes of assigning the address and assuring compliance with the addressing and road naming ordinance.

Signature _____

Date _____

IF YOU ARE APPLYING FOR A NEW ADDRESS, CONTINUE WITH APPLICATION

PARCEL INFORMATION	
Is this a 2 nd address for this parcel? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is the other address? _____
Is this address to be applied to... Existing structure <input type="checkbox"/> New construction <input type="checkbox"/>	
What type of use will accompany this address?	_____
	(single-family home, apartment building, type of business, farm storage, etc.)
How many addresses are using this private driveway?	_____
	(include address being applied for with this application)

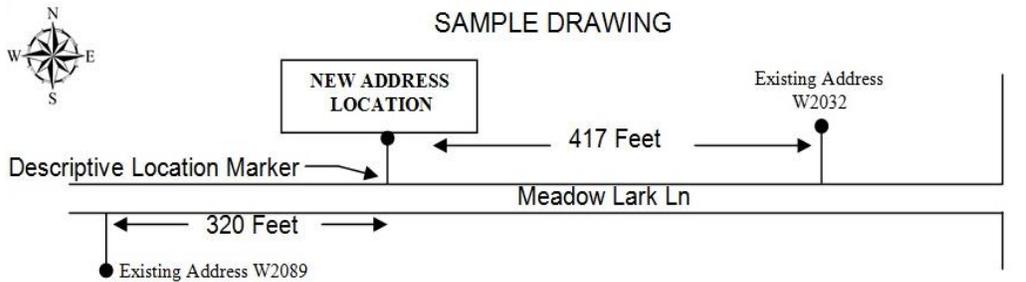
NEW ADDRESS APPLICATION INSTRUCTIONS

- Step 1 Mark the Proposed driveway or access point used to gain entry to the property. It must be marked with wooden stakes, colored flagging, spray paint, or another method, please provide this information on your drawing on page 1.
- Step 2 **Obtain "Access Permits" or approvals from WI DOT for State Roads (715) 365-3490, County Highway Department for County Roads (715) 539-2500, and Town approval for driveways accessing Town Roads, contact your local official. **WE CANNOT ISSUE AN ADDRESS WITHOUT PROPER APPROVAL****
- Step 3 Bring in your completed Rural Address Application, payment, and your supporting approval documentation from the appropriate Authority/Jurisdiction. A number will be assigned using GPS and the Lincoln County 911 Emergency Number System, a sign will be ordered with this number. The cost of the sign, post, and hardware is included in your application fee. Lincoln County will notify you when your sign is ready for pickup using the contact information on page 1. It is your responsibility to post the sign. Lincoln County will notify the Real Property Lister, United States Post Office, Local Town Officials, and all Emergency Service Providers of the new address. You must notify all your personal contacts such as banks, and subscriptions services.

DRAWING OR ATTACH MAP

<https://maps.co.lincoln.wi.us/publicaccess>

Make a detailed drawing showing proposed/present driveway location in relation to nearest numbered driveway location. Include actual distances (not guesses), adjacent property address numbers, and the location of proposed building. The more accurate information provided the easier and quicker it will be to provide you with a rural property address. Alternatively use the Lincoln County GIS site to highlight the new entrance location and attach that printout with your application. (See Sample Drawing Below.)



Complete these requirements prior to submitting application

- Driveway or Access Route staked or obviously marked
- Access Permit obtained (see Step 2); include with this application
- Property recorded in APPLICANT'S NAME or LETTER FROM RECORDED OWNER (circle one)
- Fully completed application

****FOR OFFICE USE ONLY****

Fee paid \$ _____ Receipt # _____ Application date _____

New address assigned: _____