

RURAL ADDRESS APPLICATION

Application must be filled out completely and returned with payment in order for staff to review

1. THIS APPLICATION IS FOR A... (check one)	
<input type="checkbox"/>	New Address (\$50) – <i>Complete Sections 1-9</i>
<input type="checkbox"/>	Replacement Sign (\$35) – <i>Complete Sections 1-4</i> → Existing Address:

2. APPLICANT CONTACT INFORMATION	
Name	
Mailing Address	
City, State, ZIP	
Telephone	
E-Mail	

3. PROPERTY LOCATION INFORMATION (found on your tax bill)	
PIN:	Town of:
Section: ____ Township: ____ North Range: ____ East	Gov Lot ____ OR ____ ¹ / ₄ ____ ¹ / ₄
Additional Info: (Lot, Block, Subdiv, CSM, etc)	

4. PLEASE READ AND SIGN	
<p>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 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.</p> <p>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 above. 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, insurance, and subscription services.</p>	
Signature:	Date:


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

5. IMPORTANT NOTE (OPTIONAL)
<p>From the date we receive your application it may take up to 1 month for the new fire number to be assigned and up to another month for the physical sign to be available for pickup. You will be notified via USPS letter from our office when your fire number has been assigned and your sign is ready for pickup.</p> <p>For urgent cases: <input type="checkbox"/> Please call me as soon as the fire number has been assigned.</p>

6. MARKING MY DRIVEWAY
<p>My driveway is marked using: (example: red flags, wooden posts with blue tips, etc)</p>

7. NEW ADDRESS/PARCEL INFORMATION	
Is this a 2 nd address for this parcel?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the other address?:
This address is to be applied to....	<input type="checkbox"/> Existing Structure <input type="checkbox"/> New Structure <input type="checkbox"/> No Structure
What type of use will accompany this address?	<input type="checkbox"/> Dwelling <input type="checkbox"/> Outdoor Recreation <input type="checkbox"/> Business <input type="checkbox"/> Storage Building <input type="checkbox"/> Other: _____
How many addresses are using this private driveway? (including the address being applied for with this application)	

8. DRIVEWAY ACCESS PERMIT (check one)		<i>NOTE: a preexisting driveway is NOT an exemption</i>
<input type="checkbox"/>	A copy of the driveway access permit is enclosed.	
<input type="checkbox"/>	A driveway access permit is not needed (check exemption below)	
<input type="checkbox"/>	My driveway is coming off a private road	
<input type="checkbox"/>	My driveway is coming off of a Town road in a Town that does not require access permits (see FAQ)	
<input type="checkbox"/>	This driveway is already being used by another address	

9. DRAWING OR ATTACH MAP (see FAQ for example drawing)	
Make a detailed drawing in the space below showing	
<ol style="list-style-type: none"> Distance from proposed/present driveway location to nearest numbered driveway location. Adjacent property address numbers. Location of Proposed Building 	
ALTERNATELY	
<ol style="list-style-type: none"> Use the Lincoln County GIS site to highlight the new entrance location and attach that printout with your application. https://maps.co.lincoln.wi.us/GISViewer/ 	
	

THIS BOX FOR OFFICE USE ONLY		
Fee Paid: \$35 \$50	Receipt:	Application Date:
New Address Assigned:		



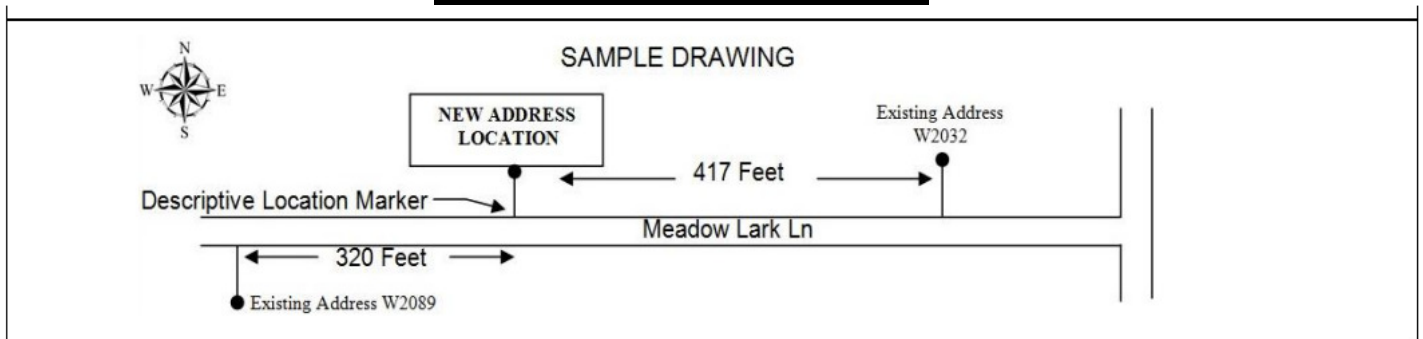
RURAL ADDRESS APPLICATION INSTRUCTIONS AND FAQ

REQUIREMENTS TO TURN IN A RURAL ADDRESS APPLICATION:

1. **COMPLETE APPLICATION** – All necessary sections must be completely filled out. If you need any assistance, please contact office staff.
2. **PAYMENT OF FEE IN FULL** – As indicated on the permit application.
3. **DRIVEWAY ACCESS PERMIT** – Please check the information under “Frequently Asked Questions” to determine if a driveway access permit is required. If it is required, our office will not be able to proceed without documentation from the appropriate agency.

Incomplete applications, including missing payment, and/or Driveway Access Permits (if applicable) will be returned to the applicant

DRAWING EXAMPLE



DRAWING EXAMPLE using the GIS Viewer

Go to: <https://maps.co.lincoln.wi.us/GISViewer/>

1. Zoom into your property
2. Use the Draw Tools to measure and locate your driveway location
3. Print the map and use it in place of a hand drawing

FREQUENTLY ASKED QUESTIONS

How Long Does it Take? Typically up to 2 months. (It can take up to 1 month for the address to be assigned and up to another month for the physical sign to be ready for pickup.)

Who puts up the sign? It is your responsibility to post the sign. Lincoln County will notify you when your sign is ready for pickup using the contact information on the application. You will also be given an instruction sheet for sign post placement in regards to roads, right of ways, and driveways.

What is included in the fee? The cost of the sign, post, and hardware is included in your application fee.

Who do I need to contact once a number has been assigned? 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, insurance, and subscription services.

How is the number determined? A number will be assigned using GPS and the Lincoln County 911 Emergency Number System. Your exact driveway location determines your number. Lincoln County issues a different address every 13.2 feet. The measurements, drawings or maps that are turned in to determine the location are important.

How do I know if I need a Driveway Access Permit? Most applicants are required to have one. If your driveway is coming off of a....

- Private Road – **IS NOT** required.
- County Road – **IS** required. Please contact the Lincoln County Highway Department at 715-539-2500
- State or Federal Highway – **IS** required. Please contact the Wisconsin DOT at 715-365-3490.
- Town Road – Refer to the chart below.

IS required	
Bradley	Kari Kiser - 715- 453-3326
Corning	Rick Hass - 715-536-3432
Harrison	Kathy Voermans - 715-453-3395
King	Georgene Linden - 715-908-0001
Merrill	Mitzi Flegner- 715-536-4383
Pine River	Amanda Herdt - 715-536-7687
Rock Falls	Diane Chambers – 715-536-5039
Schley	Becky Dallman - 715-571-1262
Scott	Bonny Graap – 715-218-5633
Skanawan	Ben Mehring - 715-493-3646
Tomahawk	Jesse Hoffman - 715-254-4651
Wilson	Jane Kaczmarek - 715-453-6090

IS NOT required
Birch
Harding
Russell
Somo

What if my driveway is pre-existing? Please contact the appropriate agency to get a copy of the already issued driveway access permit. If a driveway access permit does not exist, you may be required to get one. The *only* exemption to this rule is if another address is already using this driveway.

Where should I post my sign? Posting instructions will be given at the time your sign is picked up from our office. Before installing any sign, call Diggers Hotline at 1-800-242-8511.

If you have any questions, please contact our office at 715-539-1087.