



**ADDITIONAL NOTES: We will contact you when the address sign is available for pickup!**

Installation instructions will be provided with sign posts. **CALL 811 for digger's hotline BEFORE YOU DIG!** Monroe County is not responsible for your actions during installation. The sign post should be installed outside the public road right of way, but still be reasonably visible to people traveling by and placed so as not to interfere with ingress/egress to the property. If you or your designee are not able to install the sign, you will need to hire someone. Some municipalities may provide that service for a fee, but it will be you or your designee's responsibility to contact them and arrange for that service.

If your sign fades prematurely it may be covered by the manufacturer warranty. This will be based on the sign's age vs. the percentage of retroreflectivity. Do not peel off any clear coating on the sign as this will allow the sign to fade quicker and it will void the warranty. At this time the single sided signs, non-flag style, are no longer under warranty.

After the rural address number is determined the information will be shared with designated local town representatives and emergency response agencies, other county departments and additional governmental agencies and in some cases the local postmaster.

In some situations multiple signs will be necessary to help responders locate the addressed location via a private road, you or your responsible designee will need to install additional signs, near the intersection of your respective driveway and the private shared road. CALL 811 for digger's hotline BEFORE YOU DIG!

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**Monroe County Ordinance Ch. 11 Art. IV Sec. 11-72:** *All properties assigned a rural address accessed by a shared private driveway shall be required to be marked with multiple rural address signs: one sign to be placed at the location where the shared private driveway intersects the public road; one sign to be placed where the shared private driveway branches to more than one addressed location; and a final time before the addressed structure or location. In lieu of multiple individual address signs an address number range sign may be ordered and installed. All sign locations shall be consistent with specifications provided by the zoning department as specified by section 11-71. It shall be the responsibility of the property owner to purchase said signs.*

More information on addressing procedures can be located at <https://www.co.monroe.wi.us/departments/land-information-office>.

A connection permit to a State Trunk Highway or Federal Highway is required when constructing a new connection, removing an existing connection, relocating an existing connection, validation of an existing unpermitted connection (if legal) or an alteration of an existing connection which includes a change of use. Alteration means anything beyond routine maintenance and a change of use would include subdividing the property to accommodate additional usage or a change from residential to commercial use or from agricultural use to residential. A full explanation and wealth of information on the subject of highway connections as well as all necessary permits can be found at <https://wisconsindot.gov/Pages/doing-bus/real-estate/permits/sth.aspx>.

For questions about driveway access on State or Federal Highways can be directed to [Joe Rox](#), (608-785-9033), the Connection Permit Contact for the Southwest Region of WisDOT.

For questions regarding County Trunk Highway driveway permits call (608-269-8740).

For questions regarding Town Road driveway permits contact your local [town officials](#).

**Any additional questions can be directed to the [Land Information Office](#) at 608-269-8698 or [jeremiah.erickson@co.monroe.wi.us](mailto:jeremiah.erickson@co.monroe.wi.us).**