

**CHAPTER 76  
NAMING ROADS AND NUMBERING  
BUILDINGS**

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**[History:** cr., 08/25/73 sub nom. ch. 19; renum. 03/10/78.]

**State Law Reference:** Sections 59.01, 59.07(64), 59.07(65) and 60.18(23), Wis. Stats.

**76.01 PURPOSE AND AUTHORITY.** The purpose of this chapter is to establish a rural road naming and numbering system and a rural building numbering system for Dane County, to create and establish regulations for such system and to provide for its administration, control and enforcement. This chapter is created, adopted and amended pursuant to the authority granted in s. 59.54(4) and (4m), Wis. Stats.

**[History:** am., Sub. 1 to OA 32, 1999-2000, pub. 06/27/00.]

**76.02 ROAD NAME ADMINISTRATION.** Oversight of the rural road naming system shall be provided by the committee and shall be administered by the department. Costs to the county for rural road naming shall be limited to necessary administrative costs, including the costs of developing and maintaining a master index of road names and preparation of an annual official road naming map. The cost of securing, erecting and maintaining rural road naming signs shall be the responsibility of the towns.

**[History:** am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90.]

**76.025 DEFINITIONS.** As used in this chapter, the following words and phrases shall have the meanings indicated:

- (1)** *Committee* refers to that committee of the Dane County Board of Supervisors which is designated to act as the county's zoning agency under sec. 59.69(2)(a)1., Wis. Stats.
- (2)** *Department* refers to the Dane County Department of Planning and Development.
- (3)** *Private road* means a lane, street or other improved surface on privately owned lands which is designed and ordinarily used for vehicular travel within a commercial, business, industrial, apartment or condominium development.
- (4)** *Rural numbering system* refers to the system created by this chapter for the numbering of parcels in the unincorporated areas of Dane County.
- (5)** *Rural numbering system components* refers to the numbers, letters, frames and posts used in the rural numbering system, as specified in sec. 76.07(2).

**[History:** cr., Sub. 1 to OA 26, 1989-90, pub. 06/01/90; (1) and (2) am., Sub. 1 to OA 32, 1999-2000, pub. 06/27/00.]

**76.03 ROAD NAMING SELECTION.** There is hereby established a uniform system of names for all roads in the unincorporated areas of Dane County as follows:

- (1)** U.S. and state trunk highways which are presently designated by number by the State of Wisconsin Department of Transportation, Division of Highways shall retain such designation. New U.S. and state trunk highways shall be numbered by the State Division of Highways.
- (2)** All county highways which are presently designated by letter by the county board's standing transportation committee shall retain such designation. New county highways shall be named by the county board's standing transportation committee.
- (3)** All other public roads shall be designated by name according to the following procedure:
  - (a)** All roads named on the official road naming map prepared by the Dane County Surveyor and approved by the committee on March 20, 1973, shall retain their names.
  - (b)** Town boards may, by resolution, name new town roads and submit the name and a map showing its location to the committee for comparison of existing road names to avoid conflicts with other roads with a similar or identical name. Should there be a conflict with

other road names, the committee shall cooperate with the town board in the selection of a name which does not conflict with other road names. Should there not be any conflict or a name selected jointly and upon approval by the committee, the name shall be added to the master index of road names for inclusion on the next official road naming map.

**(c)** Those roads within new subdivisions of land shall be named in accordance with section 75.19(1)(t) of the land division and subdivision regulations of Dane County. Upon approval of the subdivision by the committee and recording in the Dane County Register of Deeds Office, the road names thereon shall be added to the master index of road names for inclusion on the next official road naming map.

**(d)** Those roads which are included in the town road maintenance system program, but which are dead-end roads and serve only one farm or set of buildings, need not be included in the road naming program.

**(e)** The Dane County Zoning Administrator shall submit to the Dane County Surveyor the names of all roads added to the master index of road names upon approval by the committee of such names as provided for in subsections (b) and (c) above for inclusion on the official road naming map. Those roads which because of their length or location cannot be legibly located on the map shall be listed on the key index of the map with the letters NS preceding the road name. However, the general location of the road on the map by the grid locator system shall be shown. The scale of the official road naming map shall be not smaller than 1" = 1 mile. Upon completion of the official road naming map by the county surveyor, the original shall be submitted to the committee for its approval.

**(f)** When consistent with the public interest in providing government and emergency services and on application of the owner, the department may name private roads following the same process that is used in naming public roads, provided that the owner or owners of the lands on which any such private road is located agree by written instrument to maintain approved signs displaying the road name or names assigned by the department. An owner or owners, together with heirs, successors and assigns, shall not thereafter change the name of any such road without written consent of the department.

[**History:** (3)(f) cr., Sub. 1 to OA 26, 1989-90, pub. 06/01/90; (2) am., Sub. 1 to OA 32, 1999-2000, pub. 06/27/00.]

**76.04 ROAD NAME SIGNS. (1) General requirements.**

Road name signs shall be erected at the intersections of all roads, showing the names of the roads in accordance with the official road naming map. All intersection signs shall be four-way unless a multiple intersection requires a larger sign. Signs shall be so erected as to be clearly visible to the road using public and shall be of a uniform design and color, mounted on suitable posts in a uniform manner throughout the county. The furnishing of name plates for U.S., state and county highways at intersections with the town roads shall be at the discretion of the town boards. Road name signs are the responsibility of the town in which the road is located except that road name signs within private commercial, business, industrial, apartment and condominium complexes shall be the sole responsibility of the property owner.

**(2) Specifications.** The type of lettering, composition, material, color, mounting posts and accessories shall be according to the standard design manufactured by the Wisconsin Prison Industries or their equivalent and are specifically described as follows:

**(a)** Green background, white letters and white border embossed.

**(b)** 16 gauge Paintlok Steel. 6" wide, catalog No. 904.

**(c)** Main letters 4" in height with 7/16" stroke, smaller letters 3" in height with 5/16" stroke.

**(d)** Mountings and accessories as designed and provided by the Wisconsin State Prison Industries.

**(e)** Mounting post 2" diameter, 10 feet long galvanized pipe or tubing, set so that the lower part of the bracket is 7 feet above ground level. They may be purchased from the state prison by the Dane County Purchasing Department.

**(3) Restrictions.** No other signs except those specified above shall be erected or used under the road naming plan established by this chapter. In those towns which have erected road naming signs prior to passage of this chapter, such signs may be used until replacement is necessary, at which time the signs prescribed herein or their equivalent shall be erected. This exception shall not apply where signs must be replaced because of changes in road names established by the official road naming map.

[History: (1) am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90.]

**76.05 BUILDING NUMBERING ADMINISTRATION.**

(1) Oversight for the rural numbering system shall be provided by the committee and shall be administered by the department.

(2) *Costs.* The costs of administering the rural numbering system shall be included in the budget of the department.

(3) *Official numbering maps.* The official numbering map shall be maintained by the department on a scale of not less than 1 inch = 1,000 feet, showing the location of all numbers assigned. Copies of official numbering maps for each town shall be furnished to all rural fire departments responsible for fire protection in that town, the Dane County Sheriff's Department, the clerk of the town, the Dane County Public Safety Communications Department, the Dane County Emergency Management Department and any other department or organization providing emergency services in the town. Thereafter, on a biennial basis, all numbers assigned for new buildings shall be placed on the map and copies thereof be provided as above. Maps of subdivisions shall be provided on map sheets measuring 18 inches square and the location of the subdivision shall be shown on the official numbering map.

(4) *New buildings.* When a zoning permit is issued for any new residential, or any new commercial, business or industrial location, a number shall be assigned to that location.

(5) *Rules.* The committee may make reasonable rules necessary to provide for the orderly and speedy implementation of the rural numbering system.

[History: (1), (2), (3) and (4) am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90.]

**76.06 BUILDING NUMBERING SYSTEM. (1)**

*Roads in general east-west or north-south directions.* There shall be established an east base line and a south base line. The east base line shall be the east county line and the number shall begin at zero. All roads lying in a general east-west direction shall be from the east base line. There shall be 264 numbers assigned to each section of land measured from the east base line; the north side of an east-west road shall be assigned even numbers and the south side shall be assigned odd numbers. The south base line shall be the

south lines of the towns of Albion, Dunkirk and Rutland which shall begin at zero; the southline of the towns of Oregon, Montrose, Primrose and Perry shall begin at 56. All roads lying in a general north-south direction shall be numbered from the south base line. There shall be 264 numbers assigned to each section of land measured from the south base line; the east side of the north-south road shall be assigned even numbers and the west side shall be assigned odd numbers.

(2) *Angle roads.* Roads which change direction at an angle of more than 75 shall be numbered by adjusting the numbers a sufficient distance before and after the change of direction to allow for one number for each 100 feet along each side of the road.

(3) *Numbers.* Numbers shall be assigned on a basis of one number on each side of the road for each 20 feet of distance from the section line. On unplatted lands the number shall be assigned at the intersection of the centerline of the driveway and right of way line of the public road. On platted lands, the number shall be assigned at the center of the front lot line.

[History: (3) am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90.]

**76.07 BUILDING NUMBERING. (1) General.**

(a) The sign shall be installed so that the numbers are perpendicular to the roadway and the post shall be located not more than ten (10) feet from the right of way of the road and not more than ten (10) feet from the driveway serving the building. A parallel placement option may be allowed by the Town. The sign shall be installed to be not less than 3½ feet nor more than 4½ feet from ground level and shall not be concealed from view of the road.

(b) For buildings which are located sixty (60) feet or less from the right of way of a public road, the sign shall be erected on the post in the manner provided for in paragraph (a).

(c) Buildings which are located on dead-end town roads and which are included in the town road system for maintenance purposes shall be assigned a number at the intersection of the dead-end road and another public road unless there is more than one principal building served.

(d) A complex of commercial, business or industrial buildings or an apartment or condominium complex served by private roads may be assigned one number, the location being the intersection of the driveway with a public road. At the discretion of the department,

a separate specific number may be assigned to each building under the procedure set forth in sec. 76.03(3)(f).

**(e)** Addresses shall be assigned on those private roads which are named pursuant to this ordinance. Each private road shall be shown on the Dane County Rural Number and Surveyor Maps and be labeled as a private road.

**(f)** Private drives, easements or other access agreements which provide access to multiple building sites shall be required to have all parcel address numbers for all building sites posted at the intersection of the public roadway and the private drive or access point in accordance with sub. (1)(a). In addition to the signs required at the public roadway, individual building sites having a driveway accessing onto the private drive roadway shall have a parcel address sign installed at the intersection of the building driveway and the private roadway. If there are additional intersections of the private drive, parcel address signs shall be installed at each of the intersections of those private drives that service multiple building sites. The sign shall be located not more than ten (10) feet from the edge of the building driveway and not more than ten (10) feet from the private roadway. The implementation and maintenance of such sign shall be the responsibility of the property owner.

**(2) Specifications. (a)** Numbers and letters. The numbers and letters shall be white and applied on a green six (6) inch by twelve (12) inch sign. For the perpendicular placement the numbers and letters shall be applied to both sides of the sign so as to be visible from oncoming traffic in either direction. Every sign that is installed is to be placed on a new post in a location as described in sub. (1). These signs and posts shall be obtained from Dane County Planning and Development.

**(b)** Exception. The Town of Christiana may continue, at its sole expense, the use of those similar reflective red signs with white letters which are in place as of June 28, 2000 for a period ending on June 28, 2010.

**(c)** Sign bolts. A minimum of two (2) 3/8" diameter galvanized steel bolts with nuts must be used to secure the sign to the steel posts.

**(3) Restrictions.** No building numbering system components shall utilize signs, numbers or posts other than those specified in this chapter.

**(4) Costs. (a)** The expense of the changeover to the system required by sub.

(2)(a) shall be at the expense of the affected towns.

**(b)** Rural numbering system components for new construction which requires a county zoning permit shall be furnished by the department and included free of additional charge as part of the zoning permit.

**(c)** Individuals may purchase replacement rural numbering system components, after the changeover to the system required by sub. (2)(a), from the department at a charge not to exceed the cost to the county.

**(5) Compliance. (a)** All towns are required to conform to the signage as described in sub. (2)(a) by June 28, 2003.

**(b)** Notwithstanding paragraph (a), the Town of Christiana is required to conform to the signage described in sub. (2)(a) by the date set forth in sub. (2)(b).

[**History:** (1) am., (2)(c) and (d) rep., (2)(e) renum. as (c), and (4) am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90; s. 76.07 am., Sub. 1 to OA 32, 1999-2000, pub. 06/27/00; (1)(f) cr., OA 36, 2007-08, pub. 12/20/07.]

**76.08 EXTRATERRITORIAL ZONING JURISDICTION AREAS.** Existing buildings in a municipality's extraterritorial zoning jurisdiction area shall be numbered as provided for in section 76.05(4). For new buildings, Dane County shall furnish numbers, plates, frames and posts upon application by the building inspector of the village or city responsible for issuing zoning permits in the extraterritorial areas. The application shall include a legal description of the parcel of land on which the building is located and if unplatted land, the location of the driveway serving the building.

**76.09 USE OF URBAN NUMBER SYSTEM FOR BUILDINGS. (1) Areas not annexed.** The committee, with the concurrence of the town board, may authorize the extension into areas immediately surrounding cities and villages of the urban numbering system used by those municipalities.

**(2) Areas annexed.** Annexation by municipalities of areas subject to this chapter shall automatically terminate the jurisdiction conferred by this chapter on the annexed area if such election is made by the annexing municipality and subject to the adjustment of assets and liabilities, it being understood that ownership of building numbering and road

naming signs remain the property of Dane County and of the respective towns.

**76.10 DAMAGE TO SIGNS. (1) *Willful damage.*** It shall be unlawful and a violation of this chapter to wilfully disturb, remove, deface or damage any sign erected or maintained under the provisions of this chapter. Any person violating this section shall be subject to a forfeiture of not to exceed two hundred dollars (\$200.00) and costs, and, on default of payment of such forfeiture and costs by imprisonment in the county jail until such forfeiture and costs are paid but not to exceed thirty (30) days.

**(2) *Accidental damage.*** Any person who accidentally disturbs, removes, defaces or damages any sign or the owner of any land whose sign is disturbed, removed, defaced or damaged shall immediately report the same to the Dane County Zoning Department. Willful failure to report such damage shall be a violation of this chapter and shall be subject to a forfeiture of not to exceed fifty dollars (\$50.00) and costs, and, on default of payment of such forfeiture and costs, by imprisonment in the

county jail until such forfeiture and costs are paid but not to exceed thirty (30) days.

**(3) *Owner's responsibility.*** The owner of the land on which a numbering sign is located shall be responsible for the installation and maintenance of the rural numbering system components in the manner required by this chapter. Dane County shall furnish signs and parts to the owner at its cost.

[**History:** (3) am., Sub. 1 to OA 26, 1989-90, pub. 06/01/90.]

**76.11 EFFECT ON OTHER ORDINANCES.** Provisions of other ordinances of Dane County inconsistent herewith are repealed and superseded.

**76.12 COOPERATION.** The county shall cooperate with the towns in the county in the implementation of this chapter.

END OF CHAPTER