



Dane County Planning and Development Department

Room 116, City-County Building, Madison, Wisconsin 53703

Fax (608) 267-1540

www.countyofdane.com/plandev/

Community Development

(608)261-9781, Rm. 362

Planning

(608)266-4251, Rm. 116

Records & Support

(608)266-4251, Rm. 116

Zoning

(608)266-4266, Rm. 116

Rural Address Assignment / Supplies Request Form

What is rural addressing?

The Dane County Department of Planning and Development is responsible for assigning and issuing addresses for properties located in the county's 33 unincorporated towns. Property owners seeking assignment of a rural address for new or existing parcels should complete this form. Proper rural numbering is essential for local delivery of USPS mail, private delivery services, utility providers, and emergency services. Fire, EMS, and Police responders and utility companies rely heavily on the accuracy and predictability of rural addresses.

How are rural addresses assigned?

Dane County uses a grid system to assign addresses, with the grid starting at zero, south to north, and also east to west, at the southeastern corner of the county. As addresses are charted from the zero starting point, numbers increase south to north, and east to west. The grid runs in 20 foot intervals, with each increment of this distance resulting in assignment of the next number. For meandering roads that do not fit neatly to the imaginary grid, the entire length of the road is charted as either north-south, or east-west, with addresses assigned accordingly. In some instances, addresses are charted on a case-by-case basis.

To properly chart a new address, several factors are considered. These factors include: existing addresses, provided they are properly charted; the existing grid numbers from county maps; the exact location of the driveway intersection with the named road; and existing addresses using the same driveway. As noted above, a site plan, drawn to scale, including lot lines and lot dimensions, and any approved Driveway Permit information from the Town, is essential. In subdivisions, previously assigned addresses in adjacent plats must also be considered. There are numerous duplicate road names, including some in the same general geographical area, so care must be taken to avoid confusing number duplication. All of the above factors are part of the necessary steps to properly assign rural addresses.

More information about rural addressing can be found in Chapter 76 of the Dane County Code of Ordinances, available on the Dane County website, at www.CountyofDane.com.

Please allow 1-3 weeks to process your request. A nominal fee may be assessed for the address assignment in accordance with sec. 12.05(16), Dane County Code of Ordinances.

Information Required for Rural Address Assignment

- Site plan, *drawn to a measurable scale* showing:
 - Lot lines & dimensions
 - Any existing or proposed ingress/egress to the property
 - Distance from lot lines to the existing / proposed ingress
 - Any approved Driveway Permit information from the town or county.



Dane County Planning & Development Zoning Division

Building Numbering System Address Supplies Order Form

Name: _____

Mailing Address: _____

Post Office and Zip Code: _____

Telephone Number: _____

Property address number and road name for replacement placard:

____ This is for a new assignment (complete next page).

Please Deliver to: (check one) Mailing Address Property Address
 Other, please describe (_____)

(Address supplies cannot be delivered outside of Dane County, if you would like to have your supplies shipped please contact us directly)

ADDRESSING SUPPLIES	Quantity		COST	Total
Placard, Numbers, Hardware		@	\$15.00 each	
Post		@	\$10.00 each	
Address Assignment		@	\$25.00 each	
Replacement Number(s) (indicate number(s) below)		@	\$1.00 each	
<i>Checks Payable to: Dane County Zoning</i>			Total	\$

Additional Instructions:

Requests may be made in person at the Dane County Zoning Counter Monday - Friday 8 AM to 4 PM, or mailed to:
Dane County Zoning
210 Martin Luther King Jr. Blvd Room 116
Madison WI 53703

Specific Location / Rural Address Request

(Entire form must be filled out before staff can process the request)

Property Owner: _____ Date: _____

Email Address (assignment will be provided electronically):

Township / Section of Needed Address:

Tax Parcel Number: _____ - _____ - _____ - _____

Specific Area / Nearby Roads
(e.g., road names, distance to intersection, etc.):

Additional Information: _____

IMPORTANT

Applicants must provide a **site plan**, drawn to a measurable scale showing:

- Lot lines & dimensions
- Any existing or proposed ingress/egress to the property
- Distance from lot lines to the existing / proposed ingress
- Any approved Driveway Permit information from the town or county

Applications that are **not** within a platted subdivision or certified survey map lot require approval from the municipal zoning or building permit authority. Please complete the information below or provide separate approval.

I, _____, (Building Inspector)(Clerk)(_____), for the (Town, Village, City) of _____ authorize the issuance of a rural address for the structure specified on the attached plan.

Signature: _____

Date: _____

Office Use Only Below this point:

Zoning Permit #: _____

Staff: _____

(circle below)

S→N / E→W

Odd / Even

Approved Address _____

Date _____