LAFAYETTE COUNTY RURAL RESIDENTIAL ADDRESS APPLICATION

Submit Application to: Lafayette County Land Information **FEE $75.00**
PO Box 170, Darlington, WI 53530
Or Email: landrecords@lafayettecountywi.org

TO BE COMPLETED BY APPLICANT

NAME & MAILING ADDRESS
Applicant (Agent): _____
Street Address: _____
City:_____ State:_____ Zip:_____
Phone 1:_____ Phone 2:_____
Email: _____

PROPERTY DESCRIPTION
Tax Parcel Number:_____
Section:___ Town:___ N, Range:___ E ___¼___¼
Subdivision or CSM:_____ Lot:____
Municipality: Town of_____

New Address Request ☐ Replacement Sign Request ☐ Address of Replacement_____

New Address will be located on the: North
of the following road:_____
(Name of Road, Avenue, Highway)

Type of Structure Proposed:_____
(i.e. Residential Home, Commercial Building, Mobile Home, Accessory Building, Campsite, etc)

PLOT PLAN
Please sketch on the back of this application or print off a map from the County GIS site with the driveway location clearly marked.
Before an address number can be issued, the applicant must provide a measurement from the centerline of the new driveway to the center of the nearest driveway that has an address along the same side of the road. A sketch should be drawn showing the distance between the driveways, any pertinent road names and the address number of the structure used as reference. The measurement can also be from an intersecting road. The number you will be issued is based on the location at which your driveway meets the main road and has nothing to do with the location of your house. When you are filling out information on your plot plan, an accurate measurement between driveways is needed to insure a uniform numbering system and quick emergency service. Inaccurate/incomplete address information could result in additional fees and address number changes.

CERTIFICATE
I, the undersigned applicant, understand that my residential address will be used by local ambulance, fire and law enforcement services to locate my residence in case of an emergency, and by the U.S. Postal Service for the delivery of mail, and when installed, I will not move the sign and will maintain the sign in such a way that it is clearly visible from the public thoroughfare. The information provided above is true and correct to the best of my knowledge.

Applicant's Signature: _____ Date:_____

PLEASE CONTACT ME BY: Email ☐ Postal Mail ☐

FOR COUNTY USE ONLY

GIS Coordinator Signature: _____ Date Assigned:_____
Address Number:_____ **Road:**_____
City:_____ State:____ Zip:_____

Copy Distribution: E-911 ☐ Zoning ☐ Clerk ☐ Applicant ☐ Land Information ☐
Sign Ordered By:_____ Date Ordered:_____ Sign Installation By:_____ Date Installed:_____
Paid ☐ Check #_____ Cash ☐

ADDRESS APPLICATION WORKFLOW

1) The Land Owner completes the application and includes a plot plan or GIS map with their driveway location clearly marked.
2) The applicant submits the application along with the associated fee to the Lafayette County Land Information Department.
3) The Land Information Department assigns the rural address and forwards the new address on the property owner and all other affected departments including E911.
4) The Land Information Office orders the new sign. Sometimes new sign orders can take several months before they are installed. The Land Owner is encouraged to erect a temporary sign until the new sign is installed. Please remember to call *811 to check with Digger's Hotline prior to installing sign posts.
5) Lafayette County or a vendor of its choosing will install the new sign and sign post if necessary.

PLOT PLAN

N