



## Marathon County Uniform Site Address Application

The procedures for the issuance of uniform addresses have been established in order to accommodate Marathon County E911 Communication Center.

The Uniform Address Application Form is made available through two options. The applicant may visit the Conservation, Planning, and Zoning (CPZ) Department to obtain a form or the applicant may download it from the Geo Services (Geographic Information System) section of the Marathon County website at <https://www.marathoncounty.gov/services/property-land-information/county-addressing>

Before a new address can be issued, all required Driveway/Access Permits need to be completed, approved, and a copy shall be attached with the application. The actual Address issuance is dependent upon the exact location of the driveway. Therefore, before a new Address can be issued, the exact driveway location must be known. Depending on the class of road the new driveway will be located on, along with any site-specific physical limitations that may exist, there may be different restrictions affecting the driveway location. Please contact the appropriate office regarding this prior to completing the Uniform Site Address Application.

If the driveway will be located on a Town Road, local Town officials may approve the driveway location and issue any relevant Town permit. Please contact the appropriate [Town Clerk](#) for specific information.

If the driveway will be located on a County Road, the [Marathon County Highway Department](#) must approve the driveway location. Please contact the County Highway Department for specific information.

If the driveway will be located on a State or Federal Highway, the Wisconsin Department of Transportation must approve the driveway location. [Wisconsin DOT](#).

If you are accessing your property from an easement, a copy of the easement shall be included in the application. If you will be sharing an existing driveway with another residence or business, please show the exact location of the existing and future structures in relation to the driveway.

Once all the required permits are completed, the applicant must then complete the Uniform Address Application Form. The applicant must measure the distance in lineal feet to any of the 3 measurement styles; Centerline of the new driveway to a property line, Centerline of the new driveway to the centerline of a nearby intersecting road, or Centerline of driveway to the centerline of a neighboring driveway with an existing address. All measurements should be as accurate as possible, in lineal feet and not taken from the odometer of an automobile.

A detailed site plan is needed to supplement the Uniform Addressing Application Form.

Send the completed address application to Marathon County Conservation, Planning, and Zoning Department for review along with a \$75.00 application fee (make checks payable to: **Marathon County**). The new address will be issued within 5 business days upon retrieval of all required information, fee is paid in full, and completions of all required permits during normal staffing conditions. There may be additional questions that may arise that will need to be answered by the applicant, if the form does not completely contain all required information.

The applicant will have three options for receiving the new address, via the completed Uniform Address Application Form. The applicant may visit the Marathon County Conservation, Planning, and Zoning Department to receive the completed form, or it may be mailed or emailed to the applicant; however there will be no verbal issuing of addresses.

CPZ will order and mail the address sign to the Town. Once the town receives the official address sign they will then install the sign. Sign placement will be on the left side of the driveway when entering. It will be placed approximately within 10 feet of the driveway and road right of way. We understand there will be exceptions such as utilities and visibility that would grant placement on the right side. There may be a separate town fee for the installation. The official address sign may take several weeks to arrive at your property; as a result, we recommend that you post a temporary address sign at the base of your driveway, in order to provide assistance in locating your property. This may simply be a piece of wood with the new address spray painted in it. Once the official address sign arrives at your property, please discard the temporary sign and verify that the address information on the sign matches the information indicated on your Uniform Address Application Form. If the information does not match or there is a problem of any kind **please contact our office immediately.**



# Marathon County Uniform Site Address Application

Required per the General Code of Ordinances for Marathon County

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name (if different): \_\_\_\_\_ Email: \_\_\_\_\_ \* for notification of new address

Mailing Address (to send property address): \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Pin ID # (from tax statement, 3 digits, 4 digits, 3 digits, 4 digits): \_\_\_\_\_ \*required field\*

Town Name: \_\_\_\_\_ Location: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼, Sec: \_\_\_\_\_, Town \_\_\_\_\_ North, Range \_\_\_\_\_ East Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

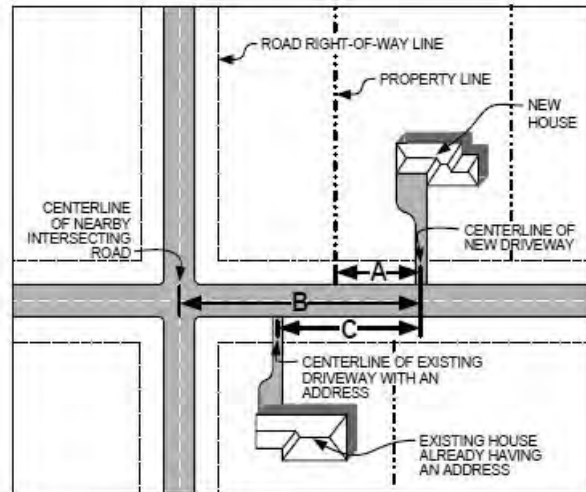
Driveway Permit # (State, County or Town) Date Issued (required for new access on State Highways and County Roads) / Towns (if required)

The drawing to the right illustrates three types of measurements, **any one of which is a measurement that** can be used to assign a new address.

“**A**” is the measurement from the centerline of a new driveway to a property line on the property.

“**B**” is the measurement from the centerline of a new driveway to the centerline of a nearby intersecting road.

“**C**” is the measurement from the centerline of a new driveway to the centerline of the driveway of an existing residence (or other structure) that already has an assigned address.



**Please read carefully.**

**INACCURATE INFORMATION MAY RESULT IN SITE ADDRESS CHANGES.**

\*Applicant must submit a **detailed drawing\*** showing proposed /present driveway and building location, if applicable, in relation to A, B, or C. Include actual distances (not guesses) from property lines, road intersection, or the closest neighbor’s driveway which is addressed. The more accurate the provided information the easier and quicker it will be to provide you with an accurate site address. Applicants may use the reverse of this page to create a **scaled plan**. Parcel mapping and aerial photographs are available at Conservation, Planning and Zoning Department or on the County [on-line mapping webpage](#):

Description of any **current or future structures** located on the property. (examples include, but are not limited to, house, cabin, mobile home, pole shed, garage, barn, cell tower.) Structure type(s): \_\_\_\_\_

Road Name that the new/existing driveway will access: \_\_\_\_\_

A. The driveway is \_\_\_\_\_ feet from the (check one) North South East West property line.

B. The driveway is \_\_\_\_\_ feet from intersection of \_\_\_\_\_ Road Name

C. Driveway location for new address is \_\_\_\_\_ Feet (check one) North South East West of Address \_\_\_\_\_ Located on \_\_\_\_\_

Fee: \$75.00 please make payable to: **Marathon County**

Note: An additional charge of \$30.00 will be assessed for shared driveways for an additional sign.

### OFFICE USE ONLY:

New Property Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Issued By: \_\_\_\_\_ Date \_\_\_\_\_