



Fond du Lac County

160 S. Macy Street
Fond du Lac, WI 54935

Phone: (920) 929-3135
Email: land.information@fdlco.wi.gov

The procedures for the issuance of rural addresses have been established in order to accommodate the Fond du Lac County E911 Communications Center. The *E911 Rural Address Application Form* has been created to accommodate this.

The *E911 Rural Address Application Form* is made available through three options. The applicant may visit the County Land Information Department to obtain a form, or it may be mailed/emailed to the applicant or the applicant may download it from the [Land Information Department](#) section of the Fond du Lac County website at www.fdlco.wi.gov

Before a new rural address can be issued, all required permits need to be completed and approved. These permits may include, County Sanitary Permit, County Land Use Permit and Driveway Access and/or Culvert Permit. The County Code Enforcement Office issues both the Sanitary and Land Use Permits. Driveway/Culvert Permits are issued based upon the location and class of road the new proposed driveway is located on. For example, Federal and State highway access permits are issued by the Wisconsin DOT, access permits on County Highways are issued by the Fond du Lac County Highway Department while new driveway access on Town roads are issued by local Town officials

Once all required permits are completed, the applicant must then complete the *E911 Rural Address Application Form*. The applicant must measure the distance in lineal feet along the side of the road from the center of the new proposed driveway location to the center of the nearest existing addressed driveway. This can be an existing driveway on either side of the road, whichever is closest. Alternatively, if there are no existing addressed driveways on the road, then a measurement from the new driveway center to the nearest intersecting road may be used. This procedure is sometimes used in a new subdivision when the applicant is the first property being developed. A sketch should then be drawn depicting the distance between the driveways or driveway/nearest road intersection, including any pertinent road names and addresses used as reference (*see example, page 2*). 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. The measurement should be as accurate as possible, in lineal feet and not taken from the odometer of an automobile. A detailed site plan is strongly advised to supplement the *E911 Rural Address Application Form*.

Once the applicant completes the form, it must be returned to the County Land Information Department for review. The new rural address will be issued within two business days upon retrieval of all required information and completion 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 then be contacted in order to determine this information. Once all information is retrieved, the new address will be issued within the stated time period. The applicant will have four options for receiving the new address, via the completed *E911 Rural Address Application Form*. The applicant may visit the County Land Information Department to receive the completed form or it may be mailed, faxed or emailed to the applicant; however, there will be no verbal issuing of addresses over the phone. Once the applicant has received the completed *E911 Rural Address Application Form* and their new rural address, they should retain the *E911 Rural Address Application Form* in a secure place for future reference. The appropriate town officials will be notified of the new address by our office. The town will then provide an official rural address sign for your property. There may be a separate town fee for the sign, you may contact your local town officials regarding this. The official rural address sign may take several weeks to arrive at your property; as a result, we recommend that you post a temporary rural address sign at the base of your new driveway, in order to provide assistance in locating your property. This may simply be a piece of wood with the new address spray painted on it. Once the official rural 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 *E911 Rural Address Application Form*. If the information does not match or if there is a problem of any kind, please contact our office immediately.

QUESTIONS: Please contact Russ Raube in the Land Information Dept. at 920-929-3135
EMAIL: russ.raube@fdlco.wi.gov

Fond du Lac County
 160 S. Macy St Fond du Lac, WI 54935
 Phone (920) 929-3135 Fax (920) 929-7655

* **PLEASE PRINT OR TYPE***

E911 Rural Address Application

Applicant Name & Current Mailing Address	Type of use (circle one) 1-4				
	1)New Home / Business	2)New Structure (No Septic)	3)Existing Structure Not Previously Numbered		
	4)Existing Address Change	2)Type _____	3)Type _____		
Property Owner (if different)	Town Name				
Daytime Phone Number (s) Fax Number/Email (if applicable)	<u>1/4 1/4 Section</u> (NE, NW, SE, SW)	<u>1/4 Section</u> (NE, NW, SE, SW)	<u>Section #</u> (1-36)	<u>Town #</u> (13-17)	<u>Range #</u> (14-19)
CSM # (Certified Survey Map) (if applicable) or PIN Lot#	Subdivision Name (if applicable)				Lot #
Sanitary Permit # or Sanitary Sewer Service District (if required)	Land Use Permit # (if required) (Shoreland Zoning or floodplain)			Date Issued	

Please circle appropriate direction

DRIVEWAY LOCATION FOR NEW ADDRESS IS _____ FEET EAST, WEST, NORTH, SOUTH OF ADDRESS _____ LOCATED ON _____ (ROAD NAME).

Alternative method

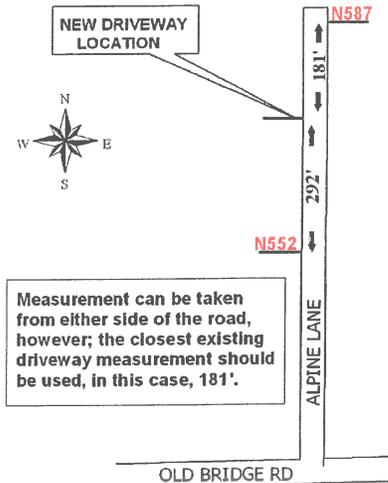
Please circle appropriate direction

DRIVEWAY LOCATION FOR NEW ADDRESS IS _____ FEET EAST, WEST, NORTH, SOUTH OF INTERSECTION WITH _____ (ROAD NAME).

Please reference North Arrow correctly



Example



FOR DEPARTMENT USE ONLY	DATE ISSUED _____
NEW ASSIGNED ADDRESS _____	
TOWN CONTACT PERSON _____	