

# RUSK COUNTY NEW ADDRESS APPLICATION

**\$50.00 FEE WHEN SUBMITTED, MAKE PAYABLE TO "RUSK COUNTY LAND INFORMATION"**  
**NOTE: TOWNSHIPS MAY CHARGE AN ADDITIONAL FEE FOR SIGN AND POST**

APPLICANT NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ALTERNATE PHONE (OPTIONAL): \_\_\_\_\_ EMAIL(OPTIONAL): \_\_\_\_\_  
NAME OF PROPERTY OWNER (IF DIFFERENT THAN APPLICANT NAME) \_\_\_\_\_

## LEGAL DESCRIPTION OF PROPERTY

PARCEL ID NUMBER: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_  
\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 OR GOV'T LOT#: \_\_\_\_\_ IN SECTION \_\_\_\_\_, TOWN \_\_\_\_\_ N, RANGE \_\_\_\_\_ W,  
LOT#: \_\_\_\_\_, BLK#: \_\_\_\_\_, SUBDIVISION or CSM#: \_\_\_\_\_, VOLUME#: \_\_\_\_\_, PAGE#: \_\_\_\_\_

## OCCUPANCY

PERMANENT RESIDENCE  SEASONAL  RENTAL  BUSINESS

## DRIVEWAY INFORMATION

IS THE DRIVEWAY NEW OR EXISTING? NEW  EXISTING

IF NEW, HAS THE DRIVEWAY BEEN APPROVED AND PERMITTED BY YOUR TOWNSHIP OR THE COUNTY HIGHWAY DEPARTMENT? YES  NO

\*\*\*\* NEW DRIVEWAYS MUST BE APPROVED BY YOUR TOWNSHIP IF YOU ARE ACCESSING OFF OF A TOWN \*\*\*\*  
ROAD OR BY THE RUSK COUNTY HIGHWAY DEPARTMENT IF YOU ARE ACCESSING OFF OF A COUNTY ROAD.  
STATE AND FEDERAL ROADS REQUIRE PERMITTING THROUGH THE WI DEPT. OF TRANSPORTATION.

INDICATE IDENTIFYING FEATURES AT DRIVEWAY AND **HOW DRIVEWAY IS MARKED**. (FLAGS TO MARK DRIVEWAY ARE AVAILABLE AT THE RUSK COUNTY LAND INFORMATION OFFICE): \_\_\_\_\_

NAME OF ROAD PROPERTY IS LOCATED ON: \_\_\_\_\_

THE NEAREST ROAD INTERSECTION AND DISTANCE FROM IT:  
INTERSECTION \_\_\_\_\_ MILAGE: \_\_\_\_\_

DRIVEWAY IS ON WHAT SIDE OF THE ROAD? (circle one): NORTH SOUTH EAST WEST

CLOSEST NEIGHBORS ADDRESS IS: \_\_\_\_\_

PROPERTY CONSISTS OF: (EXAMPLES; HOUSE, CABIN, TRAILER, GARAGE, SHED, BARN, VACANT PROPERTY, ETC.) \_\_\_\_\_

PLEASE LIST ANY SPECIAL CIRCUMSTANCES THAT YOU MAY HAVE (EX. SHARED DRIVEWAY): \_\_\_\_\_

I (the applicant) declare that the above information provided on this application to be true, correct and complete to the best of my knowledge. I allow county officials access to the above described premises for fire number assignment. I have read, understand, and agree to the instructions, general information, and conditions associated with this application on page two.

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

PAID:  Online  Cash  Check # \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

FIRE NUMBER ASSIGNED: \_\_\_\_\_ STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ FIRE: \_\_\_\_\_ AMBULANCE: \_\_\_\_\_

**\*PLEASE REVIEW PAGE 2 ON BACK SIDE\***

# NEW ADDRESS APPLICATION INSTRUCTIONS AND INFORMATION

## INSTRUCTIONS:

- STEP 1: Please provide your mailing address; name, city, state, zip, to where fire number report may be sent after it is issued. Also provide a telephone number and/or email in case any questions may arise.
- STEP 2: Please provide your legal description of your property, which may be found on your tax statement, deed, or county GIS website (<https://beacon.schneidercorp.com>).
- STEP 3: Please check your intended or expected occupancy. Note: hunting, camping, or recreational usage falls under the "Seasonal" category.
- STEP 4: Indicate if your driveway is new or existing. Township approval is required for access off of town roads. County, roads are regulated by the Rusk County Highway Department and State and Federal roads require a Wisconsin Department of Transportation connection permit. **This step must be completed before you apply for a new fire number.** During this process, the Township or Highway Dept will also determine if a culvert is necessary for your driveway.
- STEP 5: Please **CLEARLY MARK YOUR DRIVEWAY** and indicate **HOW YOUR DRIVEWAY IS MARKED**. This is the most important step. We need to be able to find your driveway in order to assign you a fire number. Flags to mark your driveway are available at the Rusk County Land Information office.
- STEP 6: Please provide: a) The name of the road your property is on. b) The nearest road intersection and approximate distance from that intersection. c) What side of the road your property is on. d) Nearest neighbor's fire number.
- STEP 7: Please indicate if your property consists of any structures or identifiable feature. Please include any structures to be erected or brought on to the property in the near future ex. land is currently vacant but building a cabin.
- STEP 8: Please note any special circumstances about the property or occupants that may be of assistance to emergency services. Other special circumstances include if a driveway is shared with another parcel or residence.
- STEP 9: After reading the agreement at the bottom of the application, please sign and date the form before returning it to the Rusk County Land Information Office with the \$50 application fee.

## ADDITIONAL INFORMATION:

- When more than two or more residences, parcels, or driveways are accessing off of a shared access point, a new road must be created and named to comply with Rusk County road ordinance Chapter 36, Article 2, Sec. a-c. This ordinance is intended to establish a uniform code for addressing that is compatible with the county's computer aided dispatching (CAD) system for 911 and emergency services.
- Please expect a minimum of 2-4 weeks processing time to issue a new fire number. Electrical and plumbing services often need an assigned fire number before they will begin work. Please keep this in mind when applying.
- Additional permitting may be required through the Rusk County Zoning Office if you are filling for grading to create your driveway. Driveways may not be permitted through wetlands unless written approval is granted by the appropriate jurisdiction over that area. In most cases, this is the Wisconsin Department of Natural Resources.
- It is required that your driveway be entirely on your property unless access is granted via a recorded document which in most cases is an easement.
- We will notify you of the fire number when it has been assigned via mail. Please contact your Township Clerk once you have received your letter to order and place your sign. While you are awaiting your new sign to be placed, feel free to erect your own temporary sign.
- Please return the address application form to Rusk County Land Information, 311 E. Miner Ave., Suite N121, Ladysmith, WI 54848. Please call 715-532-2165 or 715-532-2164 if you have any questions.