

VILLAGE OF DOWNING, WISCONSIN ADDRESSING ORDINANCE NO 11-10-2025

Each property owner is responsible for displaying proper address identification on the principal building or land on each addressed parcel, in accordance with the Village Of Downing Ordinance, and as assigned or approved by the Department.

The Department shall document address assignments for the village's address database; notify the property owner in writing using the latest Dunn County Land Records property information; and notify Area Fire and Emergency Response (S.A.F.E.R.), Police Department, E911, the County, the local office of the U.S. Postal Service Office, and other agencies as the Department determines necessary.

For Village Town Residences. Each such dwelling unit shall have address numbers, not less than four inches high, placed on the exterior wall of the principal building that faces closest to the street or service drive providing access to the building. Each such unit shall also have street numbers placed on its respective mail box, except as otherwise allowed below. Property owners constructing buildings located more than 75 feet from nearest edge of street pavement shall order a flag/fire sign by the village at the time of issuance of the building permit, with the village posting such sign but the expense of such sign borne by the person to whom the building permit is issued as provided for in the village fee schedule. Fire/flag sign specifications. At the property owner's request and full expense, the Village of Downing may approve display of addresses on an alternative structure. If the mailbox is on a different street from the dwelling unit's address, the address and street name must also be inscribed on the mailbox.

For E911.

Placing your E911 Rural Address Sign:

Proper placement of your rural address sign is important in so many ways. Place your post and sign near the end of the driveway (access), easily visible by emergency personnel

Place your sign perpendicular to the road, so it can be seen by vehicles traveling in either direction.

Suggested height is 4 ½ feet, so the sign will not be covered by snow. Keep

The post out of the legal road right of way (usually 33 feet from the center of the road). Maintain the visibility of the sign. Prune obstructive tree limbs, bushes and

Trim weeds that may obscure the fire number.

E911 signs can be ordered through Industrial Safety, Inc 360 4th street P.O Box 68 Clear Lake WI 54005.

Telephone 1-800-822-1633 at your cost.

Order form can be found on Village website or contact Village clerk and email form to nicole@industrialsafetystore.com

Timing of Address Installation. Each permanent address sign required under this section shall be in place as soon as reasonably possible during construction. In the case of new houses or other new principal buildings, the address and building permit shall be placed on a temporary post or tree in front of the construction where it is visible from the street, and removed when the building is completed.

Address Assignments—Generally. The following are the general protocols that the Department, through its Zoning Administrator or designee, shall use in assigning addresses:

For effective and efficient emergency services and enhanced 911, the Department shall provide for consistent and uniform addressing in coordination with the County.

A building (commercial, industrial, office, residential, or combination thereof) with common entrance(s) shall be assigned one address, with the building owner providing assigned individual unit or suite numbers inside the building at unit or suite entrances.

Each multi-family residential building with common entrance(s), manufactured home park, and campground shall be assigned one address based on the addressing system coordinates. The owner shall be responsible for providing designated numbering of each individual unit before the Department assigns such address.

For multiple buildings in a development (commercial, industrial, office, residential or combination thereof), it may be appropriate to establish a private street centerline for addressing purposes. Buildings would then be addressed using the established street centerline in accordance with numbering procedures in this ordinance.

Vanity site addresses that do not conform to the Village's addressing grid shall not be permitted. Projects requiring site plan review shall be assigned addresses as part of the site plan review process. The arrangement of buildings and vehicular travel aisles and the implications to addressing shall be considered when preparing and reviewing site plans.

The Village Board may adopt by resolution additional addressing guidelines, which the Village shall utilize to provide solutions for situations not adequately covered by this Section.

Address Assignments—with Relation to Streets. The following are the general protocols that the Department, shall use in assigning addresses with relation to streets:

Even address numbers shall appear on the north and west sides of streets and odd numbers on the south and east sides, unless the street changes direction and then the numbering shall follow the grid for the majority of the direction the street runs.

Streets that have a definite north-south directional course shall be addressed using the north-south address grid. Streets that have a definite east-west directional course shall be addressed using the east-west address grid. Streets which do not have a definite directional course shall utilize the grid of the prominent street direction, as approved by the Department.

A diagonal or meandering street shall be assigned numbers depending upon the address baseline that it most favors.

For circle streets, the numbering shall start at the intersection point of the street closest to the address origination point and shall proceed in a clockwise direction using a consecutive numerical order with the odd/even numbers based on the starting point of the circle street as if the street were straight.

For loop streets, the beginning of the street is designated by the closest intersection to the origination point, with addresses increased numerically to that point that is furthest from the origination point.

Each property with a driveway shall be assigned an address based on a primary access point on a named street or common driveway, except in unique circumstances as determined by the Department.

Each property that has multiple driveways shall have a primary access point designated by the property owner that the Department will be used for addressing. If the property owner does not designate this primary access point, the Department shall make the determination.

For each property accessed by a common driveway, the Department shall assign a primary access point, which shall be used to assign an address.

All developments produced as a result of subdivision plat, certified survey map, or condominium plat, and that otherwise require the establishment of driveways to streets shall have primary access points designated during the development approval process. These points shall be utilized to assign addresses to the associated lots.

Changes and Corrections to Existing Addresses. The Village of Downing/Dunn County may approve or direct changes or corrections to existing addresses, using the protocols in this section, in one or more of the following circumstances. The Village of Downing/County has identified an addressing error. Site address is out of sequence or there is an odd/even error on the street segment. Site where addresses of one or both neighboring parcels were assigned in such a way that there is no address available for a vacant lot(s). Change of access point for the building or parcel, Street name change, Any other reason that the Village of Downing/County determines provides just cause.

