MONROE COUNTY
PLANNING & ZONING DEPARTMENT
777 S. Black River Street, Suite #2, Sparta WI 54656

Alison Elliott, Administrator
608-269-8939

Jeremiah Erickson, Land Information Officer
608-269-8698

MEMO

DATE: 10/03/2024

TO: All Towns in Monroe County

FROM: Jeremiah Erickson

SUBJECT: New Rural Address Sign Procurement Policy Set to Begin in 2025

I am reaching out to let you know that we are set to make some adjustments to the address assignment and sign purchasing processes. Starting in January of 2025 all address sign orders will be placed by Monroe County. We are going with flat fees for the address assignment, signs, and posts. Individuals will be responsible to make arrangements to pick up their sign, sign hardware, and when necessary sign posts, directly from our office, and they will be responsible for installing it. All applicants will be provided installation instructions and advised to call digger's hotline one-call center at 811 before they dig. If they are not capable of installing it themselves, I will suggest they ask their contractor, seek a third party to do so, or at worst to contact the town considering that most towns have an employee that was installing the signs in the past, of course for a fee determined by the town.

As part of this process when access is via a town road, I will require a signature by a town official to confirm that the driveway is approved or the applicant will need to attach a copy of the driveway permit, unless it is a replacement sign.

If you have any questions or concerns about this new process we will take them into consideration as there is still some time before we will be implementing this change. I can be reached by phone at the number above. I have included a new application for use beginning in 2025 which includes the new fees. You may begin circulating these shortly before January 1st in anticipation of when they will reach my office.

Sincerely,

Jeremiah Erickson

Jeremiah Erickson
Land Information Officer/GIS Coordinator
Monroe County

CC: