

# RUSK COUNTY NEW ADDRESS APPLICATION

**\$25.00 FEE WHEN SUBMITTED, MAKE PAYABLE TO "RUSK COUNTY LAND INFORMATION"**

**NOTE: TOWNSHIPS MAY CHARGE AN ADDITIONAL FEE FOR SIGN AND POST**

NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PHONE NUMBER AT SITE OR ALTERNATE PHONE NUMBER IF AVAILABLE: \_\_\_\_\_

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## LEGAL DESCRIPTION OF PROPERTY

PARCEL ID NUMBER: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, SECTION \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W, ACRES: \_\_\_\_\_, GOV'T LOT#: \_\_\_\_\_

LOT#: \_\_\_\_\_, BLK#: \_\_\_\_\_, SUBDIVISION or CSM#: \_\_\_\_\_, VOLUME#: \_\_\_\_\_, PAGE#: \_\_\_\_\_

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## OCCUPANCY

PERMANENT RESIDENCE  SEASONAL  RENTAL  BUSINESS

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## DRIVING DIRECTIONS

**\*\*\*DRIVEWAY MUST BE IN PLACE OR VISIBLY MARKED BEFORE ADDRESS CAN BE ASSIGNED\*\*\***

INDICATE IF DRIVEWAY IS IN OR HOW IT IS MARKED: \_\_\_\_\_

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

PLEASE GIVE IN DETAIL THE MOST DIRECT DRIVING DIRECTIONS (INDICATE WHAT SIDE OF THE ROAD YOUR PROPERTY IS ON) ALSO INDICATE NEAREST INTERSECTION AND FIRE NUMBER TO YOUR PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

SPECIAL CIRCUMSTANCES ABOUT THE PROPERTY OR OCCUPANTS: (EXAMPLES; HAZARDOUS MATERIALS ON SITE, HANDICAPPED OR MEDICALLY IMPAIRED OCCUPANTS) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## FOR OFFICE USE ONLY

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

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

# NEW ADDRESS APPLICATION INSTRUCTIONS

The following instructions are provided as a guide for filling out the address application for a fire number for your property. This is important because:

- This number gives the emergency service (911) an exact location to your property in case of an emergency.
- This number is also used for mail routing and delivery services.

STEP 1: Please provide your mailing address; name, city, state, zip, to where this application may be sent. Also provide a telephone number in case any questions may arise.

STEP 2: Please provide your legal description of your property, which may be found on your tax statement.

STEP 3: Please check your occupancy; whether it is a permanent residence, seasonal, rental or business.

STEP 4: Indicate if the driveway is in or how it is marked, and provide the name of the road the property is located on.

STEP 5: (A) Indicate the directions from the nearest municipality to your property. Please indicate what side of the road you are on. (Example: From Ladysmith take HWY 8 west, go 2 miles and take a right onto Bell School Rd., go north 1 mile. House is on the right (east) side of road). Also provide the distance and direction from the centerline of the driveway next to the nearest fire number sign to the center of your driveway, measured along the public road.

(B) Indicate the distance and direction from the nearest public road intersection to the center of your driveway, measure along the public road.

STEP 6: Please indicate if your property consists of any structures or identifiable features or land marks.

STEP 7: Please note any special circumstances about the property or occupants that may be of assistance to emergency services.

We will notify you of the fire number when it has been assigned. Please contact your Township Clerk to have them order a sign, which will be placed at the entrance to your property. It is suggested that you put up a temporary sign while one is being ordered.

Please return the 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.

Note: On east/west roads numbers increase going west, even numbers will be on the north and odd numbers will be on the south. On north/south roads numbers increase going north, even numbers will be on the east and odd numbers will be on the west