



Walworth County Rural Building Number System

Application For A New Address

I. New Address Location (* = Required)	
* Tax Key Number:	* Town of:
* Road Name:	Section:

II. Description	
* Zoning Permit Status: <i>(We will not assign the address until the zoning permit has been issued)</i>	<input type="checkbox"/> Permit has been issued. <input type="checkbox"/> Permit has <i>not</i> been issued.
* Driveway Status: <i>(We will not assign the address if the driveway has not been constructed or staked)</i>	<input type="checkbox"/> Driveway has been constructed. <input type="checkbox"/> Driveway has been staked or marked. <input type="checkbox"/> Driveway is shared. (already constructed) <input type="checkbox"/> Driveway is <i>not</i> constructed or staked.
Type of Structure:	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Multi Family Residential <input type="checkbox"/> Utility <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/> Agricultural
Please provide the address numbers for the two nearest neighbors to this site:	
Address Number: _____ is _____ feet North – South – East – West.	
Address Number: _____ is _____ feet North – South – East – West.	

Example: N7500 Indicate approx. distance from site Circle the direction from your site

III. Contact Information		
* Applicant's Name:		
* Address:		
* City:	State:	Zip Code:
* Phone Number or Email:		
Owner's Name:		
<i>(if different than applicant)</i>		
Address:		
City:	State:	Zip Code:
Phone Number:		

* **Applicant's Signature** _____ **Date** _____

Please **mail** application and check or money order for \$75.00 to
 - No walk-ins please -

Walworth County Information Technology Department
 P.O. Box 1001
 Elkhorn, WI 53121

Check box if you would like a receipt *(Receipt will be sent with the address assignment letter.)*

Contact Walworth County at (262) 741-7811 or email at landinfo@co.walworth.wi.us if you have questions about this application.

OFFICE USE ONLY: RECEIPT# _____ DRIVEWAY ZONING PERMIT

NEW ADDRESS ASSIGNED: _____ DATE ISSUED _____

Instructions for Filling Out the Address Application

Fill in the required blanks (noted by an asterisk on the form) and the other blanks if applicable and return the application along with the \$75 fee to the Walworth County Information Technology Department. A new address will not be assigned to the property until the following conditions have been met:

- The zoning permit has been issued.
- The driveway is constructed or staked.
- The application fee has been paid.

If you have noted on the application that the driveway is not constructed, you are required to notify the county (by phone, fax, or in writing) when the driveway has been constructed. County staff will then visit the site and assign an address. If the driveway is not installed to the satisfaction of department personnel, a \$75.00 re-inspection fee will be charged. You will be notified by mail within 1 week of the site visit of the new address.

The owner of the land on which the new address is located is responsible for contacting the local municipality for installation of the address sign. Walworth County is not responsible for the installation of these signs.

Any questions about the requirements to receive an address can be answered by contacting the Walworth County Information Technology Department at (262) 741-7811 or by consulting the Walworth County Rural Building Numbering System Ordinance (Chapter 43 - Walworth County Code of Ordinances).

Walworth County Information Technology Department
1800 County Trunk NN
P.O. Box 1001
Elkhorn, WI 53121
(262) 741-7811
(262) 741-7841 (fax)
landinfo@co.walworth.wi.us