

NEW ADDRESS APPLICATION INSTRUCTIONS

The following instructions are provided as a guide for assigning a house number for your new address. This is important because:

- It gives the emergency service (911) an exact location to your residence, in case of an emergency.
- This number is used for mail routing.

- Step 1: Please provide your name, mailing address to where this application may be sent, city, state, zip, and telephone number in case any questions may arise.
- Step 2: Please provide your legal description of property which may be found on your tax statement.
- Step 3: Please check your occupancy; whether it is a permanent residence, seasonal, or rental.
- Step 4: Indicate directions from the nearest municipality to your residence. Please indicate what side of the road you are on. (Example: Take Highway 8 West from Ladysmith. Go 2 miles and take a right on to Bell School Rd. Go north 1 mile. House is on right (east) side of the road.)
- Step 5: (A) Indicate 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, measured along the public road. (Example; 400 ft South of N555 or 500 ft East of Intersection of Hwy 8 and 27.)
- Step 6: Please indicate what your property consists of, if any.
- Step 7: Please note any circumstances about the property or occupants.
- Step 8: **It is very important to have driving directions and distance to the nearest house and intersection filled out. Without such information, your application will be returned for more information.**

We will notify you of the house 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 this form to Rusk County Land Information, 311 E Miner Ave, Suite N121, Ladysmith, WI 54848. Please call (715) 532-2165 if you have any questions.