

ARTICLE IV. REVIEW AND APPROVAL PROCEDURES

Sec. 4.1. Preliminary Consultation and Concept Plan.

(a) **General.** Prior to filing an application for the approval of a Preliminary Plat or Certified Survey Map, the subdivider shall consult with the Village, for assistance and advice regarding site suitability, general subdivision requirements, approval procedures and preliminary review of the conceptual plan for the proposed subdivision or Certified Survey Map.

(1) **Conceptual Plan.** A sketch/conceptual plan of the proposed subdivision or land divisions should be drawn on a topographic survey map or other suitable map to be submitted to the Village. The conceptual plan should identify:

- a. Property boundaries.
- b. Proposed road layout and design, lot layout and proposed dedications.
- c. General existing and proposed utility location and layout.
- d. General topography, general slopes of roads and lots.
- e. General soil conditions.
- f. Building limitations, such as wetlands, soil, floodplains, drainageways, rock outcroppings and vegetation.
- g. Current and proposed zoning.
- h. Any contiguous property owned or controlled by the subdivider; and
- i. Any additional information requested by the Village.

(2) **Village Review.** The Village may place the conceptual plan on the Plan Commission agenda for review. Conceptual plan consultation and review does not constitute approval of the Preliminary Plat or Certified Survey Map.

(3) **Filing Fee.** Upon filing the Concept Plan or Map with the Village, the subdivider shall pay a fee as set by the Village Board from time to time. The subdivider is responsible for payment of all professional fees incurred by the Village Engineer and Village Attorney for reviewing the Concept Plan or Map.

(4) **Concept Plan or Map.** Approval of the Concept Plan or Map does not constitute approval of the Preliminary Plat, Public Improvements, Plans and Specifications or Final Plat.

Sec. 4.2. Preliminary Plat Submittal Requirements.

(a) **Submission.** The subdivider shall submit the Preliminary Plat, completed application form and application fee to the Village Clerk. The subdivider shall submit ten (10) copies of the Preliminary Plat. The Preliminary Plat shall be prepared in accordance with Chapter 236 Wis. Stats. and this Ordinance and the subdivider shall file the plat and the application with the Village Clerk at least thirty (30) days prior to the meeting of the Plan Commission at which action is desired. The Village Clerk shall submit a copy of the Preliminary Plat to the Plan Commission, Village Staff and Village Engineer.

(b) **Public Improvements, Plans and Specifications.** The subdivider shall file with the Village Clerk five (5) complete sets of Public Improvements, Plans and Specifications for the construction of any public improvements required by this Ordinance, specifically addressing sewer and water service feasibility, drainage facilities, traffic patterns, typical street cross sections, erosion control plans, pavement design and other improvements necessary in the subdivision.

(c) **Property Owners Association and Restrictive Covenants.** A draft of the legal instruments and rules for proposed property owners associations, when the subdivider proposes that common property within a subdivision would be either owned or maintained by such an organization of property owners or a sub-unit of the Village pursuant to Wis. Stats. §236.293, and proposed deed restrictions or restrictive covenants, shall be submitted at the time of filing the Preliminary Plat with the Village

Clerk.

- (d) **Affidavit.** The surveyor preparing the Preliminary Plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that the plat fully complies with the provisions in Chapter 236 Wis. Stats. and this Ordinance.
- (e) **Developers Agreement.** The Plan Commission may require the submission of a Developers Agreement covering the proposed plat and public improvements.
- (f) **Off-site Easements.** The Plan Commission may require the submission of all off-site easements required for the plat.
- (g) **Supplementary Data to be Filed with Preliminary Plat.** The following shall also be filed with the Preliminary Plat:
 - (1) **Use Statement.** A statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units, types of business or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population.
 - (2) **Comprehensive Plan.** All subdivisions should be shown in relation to existing and potential subdivisions and conformity with the Village's Comprehensive Plan. The Plan Commission may require the subdivider to submit a Concept Plan and/or a Preliminary Plat for the remainder of land owned by the subdivider.
 - (3) **Zoning.** The subdivider shall show existing zoning for the proposed plat and surrounding properties. If any zoning changes are contemplated, the proposed zoning plan covering areas to be rezoned shall be submitted.
 - (4) **Preliminary Plat Checklist.** The subdivider shall submit a completed Preliminary Plat checklist provided by the Village Clerk.
- (h) **Street Plans and Profiles.** The subdivider shall provide preliminary plan and profiles showing existing elevations and the proposed and established street grades.
- (i) **Soil Testing.** The subdivider shall provide a preliminary soils report, listing the types of soil in the proposed subdivision and their effect on the subdivision. The Plan Commission may require that borings and soundings be made in specific areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table.
- (j) **Drafting Standards.** The subdivider shall submit to the Village Clerk and to those agencies having the authority to object to plats under provisions in Wis. Stats. §236.10 a Preliminary Plat based upon an accurate exterior boundary survey by a registered land surveyor which shall show clearly the proposed subdivision at a scale of not more than one (1) inch per 100 feet having two (2) foot contour intervals, except on slopes of greater than ten percent, then five (5) foot contours will be accepted, shall identify the improvements, grading, paving, facilities, dedications and easements.

Sec. 4.3. Plan Commission Review and Recommendation.

- (a) Upon receipt of the Preliminary Plat, the Village Clerk shall submit the Preliminary Plat to the Village Staff for comments and written recommendations. Staff's comments and written recommendations shall be submitted to the Plan Commission. Additionally, any public input and comments received by the Plan Commission prior to its recommendation shall be reviewed.
- (b) Within sixty (60) days of receipt by the Village Clerk of the Preliminary Plat, the Plan Commission shall recommend to the Village Board to approve, conditionally approve or reject the Preliminary Plat.
- (c) The Plan Commission shall further make a Determination of Adequacy of Public Facilities and Services for the Preliminary Plat, as herein set forth.
 - (1) A Preliminary Plat shall not be approved unless the Plan Commission and the Village Board determine that adequate public facilities and public services are available to meet the needs of the proposed land division.

(2) The subdivider shall furnish any data requested by the Plan Commission or the Village Staff, who shall transmit this information to the appropriate commissions(s) and committee(s) for review and shall act as coordinator for their reports to the Plan Commission and the Village Board on the adequacy of water, sanitary sewer, storm sewer, police service, fire service, parks and open space, transportation facilities and schools.

(3) Public facilities and public services for a proposed land division may be found to be adequate when the following conditions exist:

- a. The proposed land division is located in an urban service area where mainline interceptor sewer service is presently available, under construction, or designated by the Village Board for extension of sewer service within the current capital budget and funds are available from public or private financing. The Plan Commission shall also consider the written recommendations of the Sewer and Water Utility, Village Staff and the appropriate committee(s) on the capacity of trunk lines, wastewater treatment facilities, available 208 Sewer Service Area capacities and any master plans.
- b. The proposed land division is located contiguous to a watermain of adequate capacity for the proposed development or if the water distribution system is under construction or scheduled for construction within the current budget year. The Plan Commission shall consider the written recommendations of the Village Staff and the appropriate committee(s) on conformity to any master plans, line capacities, water sources and storage facilities as well as any other requested information.
- c. The Plan Commission shall certify to the Village Board that adequate funds are available to insure the installation of all necessary storm

water management and detention facilities.

Sec. 4.4. Village Board Review and Action.

(a) **Village Board Action.** After receipt of the Plan Commissions' recommendation, the Village Board shall, within ninety (90) days of the date the plat was filed with the Village Clerk, approve, conditionally approve or reject such plat and shall state in writing, any conditions of approval or reasons for rejection unless the time is extended by agreement with the subdivider. Failure of the Village Board to act within ninety (90) days or extension thereof shall constitute an approval of the Preliminary Plat, unless other authorized agencies object to the plat.

(b) **Effect of Preliminary Plat Approval.** Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat, except that if the Final Plat is submitted within twenty four (24) months of Preliminary Plat approval by the Village Board and conforms substantially to the Preliminary Plat, the Final Plat shall be entitled to approval. The Preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the Final Plat.

(c) **Preliminary Plat Amendment.** Any amendments to the Preliminary Plat subsequent to Village Board approval, require the Preliminary Plat to be resubmitted and comply with the procedures and requirements set forth within Sections 4.2-4.5. If any objecting authority materially modifies the Preliminary Plat, as solely determined herein by the Village Board, subsequent to approval by the Village Board, the Village Board shall have the right to review and approve any changes or modifications required by the objecting authority. If an objecting authority modifies the Village Boards approved Preliminary Plat, the Village Board may revoke its approval.

(d) **Developers Agreement.** As a condition of Preliminary Plat approval, the Village Board may require the execution of a Developer's Agreement covering the proposed plat and public improvements.

Sec. 4.5. Public Improvements, Plans and Specifications Procedure.

- (a) The subdivider shall file with the Village Clerk five (5) complete sets of the Public Improvements, Plans and Specifications for the construction of any public improvements required by this Ordinance. The Public Improvements, Plans and Specifications shall be prepared in accordance with this Ordinance, specifications required by the Village Board, the Wisconsin State Standards and any special provisions adopted by the sewer and water utility. The Village Clerk shall forward copies of the plans to Village Staff and the Village Engineer for review and approval of the Public Improvements, Plans and Specifications.
- (b) Upon filing the Public Improvements, Plans and Specifications with the Village Clerk, the subdivider shall be responsible for payment of all professional fees incurred by the Village Engineer and Village Attorney for reviewing the Public Improvements, Plans and Specifications.

Sec. 4.6. Final Plat Procedure.

- (a) **Filing Requirements.** The subdivider shall submit a Final Plat in accordance with this Ordinance. The subdivider shall submit a Final Plat not later than twenty-four (24) months after Village Board approval of the Preliminary Plat. If the Final Plat is not submitted within twenty-four (24) months, the Preliminary Plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the Village Board.
- (b) **Conformity.** The Final Plat shall conform substantially, as solely determined by the Village Board, to the Preliminary Plat as approved and to the requirements of all applicable ordinances and shall be submitted for certification by those agencies having the authority to object to the plat as provided by Wis. Stats. §236.12. Submittal of the Final Plat shall not be considered complete, nor shall the Final Plat review period commence, until all requirements of this Ordinance are filed with the Village Clerk. The Village Clerk shall refer the Final Plat to Village Staff and the Village Engineer for review and written recommendation. Recommendations from the Village Staff and Village Engineer shall be made in writing within thirty (30) days of receipt of the complete Final Plat submittal to the Village Clerk.

- (c) **Improvements.** After the required improvements are installed or a Developers Agreement and sureties insuring their installation are approved by the Village Board, and all parkland dedication fees and associated platting fees are paid in full, unless expressly provided for in the developers agreement, the Village Clerk shall cause the certificate inscribed upon the Final Plat attesting to such approval to be duly executed and the Final Plat be returned to the subdivider for recording with the Marathon County Register of Deeds. The Marathon County Register of Deeds shall not record the Final Plat unless it is offered within thirty (30) days of the last approval of the plat and within twenty-four (24) months after the first approval. The subdivider shall provide the village with a certified copy of the recorded plat within thirty (30) days of recording.

Sec. 4.7. Certified Survey Map (CSM) Procedure.

- (a) When a division of land is created which requires Village approval of a Certified Survey Map, the subdivider may consult Village Staff and Village Engineer regarding the requirements for certified surveys before submission of the final map to the Plan Commission. Following consultation, a copy of the final map in the form of a Certified Survey Map, in accordance with Wis. Stats. §236.34 and this Ordinance shall be submitted to the Village Clerk at least fourteen days prior to the regular meeting of the Plan Commission.
- (b) The Plan Commission shall, within ninety (90) days of the filing, make a determination to approve, conditionally approve or reject the Certified Survey Map. The Certified Survey Map shall be deemed rejected unless an agreement is entered to extend the review period. The subdivider shall record the map with the applicable Marathon County Register of Deeds within thirty (30) days of its approval. Failure to do so shall necessitate re-approval of the map by the Plan Commission.
- (c) The Certified Survey Map shall comply with the provisions of this Ordinance relating to general requirements, design standards and required improvements. Recorded copies of the Certified Survey Map shall be filed with the Village Clerk. Certified Survey Maps requiring public improvements shall conform to this Ordinance.

Sec. 4.8. Fees and Developers Agreement.

- (a) The subdivider shall pay the Village all fees as hereinafter required before being entitled to the recording of the Final Plat or Certified Survey Map. At the time of submitting a plat or certified survey application, the subdivider shall pay to the Village Clerk all required application filing fees as set from time to time by the Village Board.
- (b) The subdivider shall pay all engineering and legal fees equal to the actual costs to the Village for all engineering and legal work incurred by the Village in connection with the Preliminary Plats, Final Plats, Public Improvements, Plans and Specifications and Certified Survey Maps, including inspections required by the Village. The subdivider shall pay a fee equal to the actual cost to the Village for such inspection as the Village Board deems necessary to assure that the construction of the required improvements is in compliance with the Public Improvements, Plans, and Specifications and ordinances of the Village or any other governmental authority.

Sec. 4.9. Replats.

- (a) Except as provided in Wis. Stats. §70.27(1), when it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded plat as provided in Wis. Stats. §236.36 through 236.44. Replatting shall follow the procedures for Preliminary and Final Plats as required in this Ordinance.
- (b) Where lots are more than double the minimum size required for the applicable zoning district, the Plan Commission may require that such lots be arranged so as to allow resubdivision of such parcels in accordance with the provisions of this Ordinance.

Sec. 4.10. Extraterritorial Plats.

- (a) ***Subdivisions Within the Extraterritorial Jurisdiction.*** In planning and developing a subdivision in the unincorporated area of Marathon County within three (3) miles of the Village, the subdivider shall respect the procedure as described in this Ordinance.

- (b) ***Application for Preliminary Plat Filing.*** The subdivider shall prepare a Preliminary Plat of the proposed subdivision in accordance with the requirements of this Ordinance and shall file with the Village Clerk a completed, formal application for approval of the plat, accompanied by ten (10) copies of the preliminary plat, at least thirty (30) days prior to the meeting of the Plan Commission at which action is desired.
- (c) ***Review and Recommendations.*** The Preliminary Plat shall be reviewed by the Plan Commission to determine its conformity to this Ordinance and all other Village ordinances and regulations, the official map and comprehensive plan. Copies of the Preliminary Plat shall be reviewed by the Village Staff and the Village Engineer for their written recommendations. Their recommendations in respect thereto shall be transmitted to the Plan Commission.
- (d) ***Action on Preliminary Plat by the Village Board.*** Within ninety (90) days of the formal submission of a Preliminary Plat, the Village Board shall take action to approve, approve conditionally or reject the preliminary plat and shall state in writing any conditions of approval or reasons for rejection unless the time is extended by agreement with the subdivider. Failure of the Village board to act within ninety (90) days, or extension thereof, constitutes an approval of the formally submitted Preliminary Plat.
- (e) ***Filing of Final Plat.*** Within twenty-four (24) months of the date of approval or conditional approval of the Preliminary Plat, a completed, formal application for approval of the plat, accompanied by the Final Plat and ten (10) copies thereof which shall conform to the requirements of Subchapter IV of Chapter 236 Wis. Stats. Shall be submitted to the Village Clerk.
- (f) ***Final Plat Review and Recommendations.*** The Final Plat shall be reviewed by the Plan Commission to determine its conformity to this Ordinance and all other ordinances and regulations in force which affect the subdivision or platting of land, the approved Preliminary Plat and any conditions of approval and adopted local plans. Copies of the Final Plat shall be reviewed by Village Staff and the Village Engineer for their written recommendations. Their recommendations in

respect thereto shall be transmitted to the Plan Commission.

- (g) **Action on Final Plat by the Village Board.** Within sixty (60) days of the formal submission of a Final Plat, unless the time is extended by agreement with the subdivider, the village Board shall take action to approve, approve conditionally or reject the Final Plat and shall state in writing any conditions of approval or reasons for rejection. Failure of the Village Board to act within the sixty (60) days, or extension thereof, constitutes an approval of the formally submitted Final Plat.

Sec. 4.11. Assessor's Plats.

- (a) **Purpose.** There are areas in the Village where accurate location of property boundaries is difficult if not impossible. Many land owners believe their respective land parcel has been surveyed because it is shown in the Assessor or County Treasurer's plat book; however, only those land parcels which have been surveyed and recorded as a subdivision plat or certified survey map and filed in the register of deeds office, constitute a record survey.
- (b) **Benefits.** An Assessor's plat survey benefits the property owner. By clarifying boundaries, title determinations are made definite, financing is more easily obtained, transfer of title is readily accomplished, taxation and special assessments are equitably ascertained.
- (c) **Who May Order.** Wis. Stats. §70.27 grants the Village authority to order a survey of areas within the Village whenever any area of platted or unplatted land is owned by two or more persons in severalty, and when, in the judgment of the Board, the description of one or more of the different parcels thereof cannot be made sufficiently certain and accurate for the purposes of assessment, taxation or tax title procedures without noting the correct metes and bounds of the same, or when such gross errors exist in lot measurements or location that difficulty is encountered in locating new structures, public utilities or streets.
- (d) **Assessor's Plat Survey Procedures.**
- (1) The Village Engineer in cooperation with the Assessor and Zoning Administrator shall select areas which, in their judgment, require resurveying due to

evidence of deed discrepancies, lack of lot staking or boundary disputes between owners. Their written recommendations shall be referred to the Plan Commission.

- (2) The Plan Commission shall recommend to the Village Board those areas, if any, to be surveyed.
- (3) Upon approval by the Village Board, a date shall be scheduled for a public hearing. A notice of the hearing shall be mailed by certified mail to all owners of record. Where the owners of record cannot be found, the notice shall be mailed to the tenants of the property to be surveyed.
- (4) The proposed Assessor's plat survey project shall be explained by the Village Officials to those who appear at the hearing. Maps of the areas to be surveyed along with a listing of the property owners and a schedule of estimated special assessment charges shall be available for inspection by any interested person.
- (5) After report of Plan Commission adoption of a Final Resolution by the Village board, the Assessor's plat survey shall be let under contract to a registered land surveyor, for those Board approved areas.
- (6) The surveyor making the plat shall survey and lay out the boundaries of each parcel, street, alley, lane, roadway or dedication to public or private use, according to the records of the register of deeds and whatever evidence may be available to show the intent of the buyer and seller. In the chronological order of their conveyance or dedication he or she shall set temporary monuments to show the results of such survey and make a map thereof to a scale of not more than one hundred feet per inch. The owners of record of lands in the proposed plat shall be notified by registered letter mailed to their last know address, in order that they have opportunity to examine the map, view the temporary monuments and make known any disagreement with the boundaries as shown by the temporary monuments. It is the duty of the surveyor making the plat to reconcile any discrepancies revealed so the plat, as

certified to the governing body, is in conformity with the records of the register of deeds as nearly as is practicable. When boundary lines between adjacent parcels, as evidenced on the ground, are mutually agreed to in writing by the owners of record, such lines shall be the true boundaries for all purposes thereafter, even though they may vary from the descriptions previously of record. Such written agreements shall be recorded in the office of the register of deeds for Marathon County. On every Assessor's plat, as certified to the governing body, shall appear the volume, page and document number of the metes and bounds description of each parcel as recorded in the office of the register of deeds, which shall be identified with the number or letter by which such parcel is designated on the plat, except that lots which have been conveyed or otherwise acquired but upon which no deed is recorded in the office of the register of deeds may be shown on an Assessor's plat and, when so shown, shall contain a full metes and bounds description, Wis. Stats. §70.27(5).

- (7) The surveyor shall stake all lot corners, for each parcel in the Assessor's plat, with iron pipe monuments, after all discrepancies have been reconciled with the property owners involved.
- (8) After completion of the field survey, the surveyor shall prepare a final map of the Assessor's plat and forward it to the State of Wisconsin for approval.
- (9) When the State of Wisconsin returns the approved Assessor's plat map, the Village Clerk shall publish a notice in the local newspaper advising the public the plat will be displayed at the Village Hall for thirty (30) days for public inspection. During this thirty-day inspection period, the owner of any parcel within the Assessor's plat may file an objection or request for correction with the Village Clerk. The Village Board cannot approve the Assessor's plat for record until any such objections are satisfied by stipulation of the owners, or judgment of a court of record, should a suit for correction be filed by any owner.

- (10) Upon completion of the foregoing procedures and final approval of the Assessor's plat by the Village Board, the plat shall be delivered to the surveyor in order that he or she may record it with the register of deeds. A copy of the approved final plat shall be provided by the Village through the Village Engineer's office to all affected property owners without charge.

(e) **Costs of Assessor's Plat.** The Village contracts with a registered land surveyor to perform Assessor's plat surveys for a specified amount per lot or parcel. The Village shall share the cost with each property owner on a fifty-fifty basis. The Village may levy a special assessment against the property for Assessor's plat surveys. The special assessment is computed at a specific charge per one thousand dollars of land valuation excluding buildings and improvements as required by Wisconsin Statutes.

- (1) Any land parcel or lot in the Village, which has been surveyed, and recorded on a subdivision plat or certified survey map and for which monuments or stakes exist, will be included in an Assessor's plat survey without charge to the property owner;
- (2) If any land parcel or lot is a part of an old recorded subdivision plat or a certified survey map which has evident errors, lacks sufficient monuments or stakes do not exist, the lot or lots involved will be included in the Assessor's plat survey and the property owner will be charged a special assessment;
- (3) The Village will invoice each property owner involved for his share of the surveying cost as a special assessment upon the recording of the final Assessor's plat.

(f) **Responsibilities of the Certified Land Surveyor.**

- (1) It is the primary responsibility of the surveyor performing the Assessor's plat survey to locate property corners in conformity with record deeds wherever possible. If any property corners or lines

located by deed description do not fit existing property improvements, the surveyor must cooperate with the adjoining owners to locate a property line which is acceptable by mutual agreement between them. After completion of the staking of each land parcel, the surveyor prepares an Assessor's plat or map of his or her survey. This plat or map is then recorded in the Marathon County register of deeds office as an official record document after it has been approved by the State of Wisconsin and the Village. After recording, each land parcel contained within the plat or map is referred thereafter by a lot number of such plat, notwithstanding some other description on the deed for the parcel. The record deeds are cross-referenced on the recorded plat for each parcel surveyed.

- (2) Chapter 59, Wis. Stats. provides any land surveyor, retained by an individual or corporation to perform a survey, must file a true and correct map or plat of such survey in the office of the county surveyor within sixty (60) days of its completion. Such law also provides that while engaged in surveying, the land surveyor and his assistants shall not be liable for trespass upon any private property, but shall be liable for any actual damage done to the land or property, such as cutting of trees, without the permission of the owner.

Sec. 4.12. Condominium Developments.

- (a) The Village Board hereby acknowledges that certain issues arise in condominium developments that require limited applicability of this Ordinance to condominium developments. The State Legislature has recognized that subdivision ordinances may apply to condominiums, but that subdivision ordinances shall not impose burdens upon condominiums that are different from those imposed on other property of a similar character not subject to a declaration of condominium.
- (b) A condominium development is the creation of multiple, distinct property entities at or near the ground surface, subject to property taxation as separate "parcels," with each property entity having different ownership and management in accordance with Chapter 703 Wis. Stats. The

Village determines that this factor makes a condominium development dissimilar, both physically and in ownership, from developments in which the land and improvements are under unitary ownership, management and control.

- (c) The Village Board finds that new condominium developments can place impacts on community resources in the same manner as other new developments, which are characterized by division of land into lots. These impacts include:
 - (1) Additional population density.
 - (2) Possibility of use of particular land in a manner unsuitable to the land's characteristics.
 - (3) Additional demands upon Village parks, recreation areas, utility facilities and schools.
 - (4) Additional traffic and street use.
- (d) Condominium developments shall comply with Chapter 703 Wis. Stats., the provisions of this Ordinance, including plat approval, and where appropriate, the Village of Kronenwetter Zoning Ordinance.

Sec. 4.13. Cemetery Plats.

- (a) Cemetery Plats shall comply with Wis. Stats. §157.07, the provisions of this Ordinance, and where appropriate, the Village of Kronenwetter Zoning Ordinance.

Sec. 4.14. Standardized Address System.

- (a) **Purpose.** The purpose of this section is to assist the ambulance, fire and police departments to quickly locate correct addresses at which to provide emergency services by requiring numbers to be placed in prominently visible locations on buildings.
- (b) **Specifications.**
 - (1) *Display Requirement.* The standard assigned number shall be placed on every house and building in the Village.
 - (2) *Number Assignment.* Street numbers for dwelling units and places of business on all public and private streets shall be

assigned by the Village Zoning Administrator in accordance with the Village address guide.

- (3) *Address Baselines.* The baseline for north-south streets is the Kronenwetter-Knowlton-Guenther Townline. Address numbers increase to the north. The baseline for east-west streets is the Wisconsin River. Address numbers increase to the east.
- (4) *Address Range.* Each address 100-block shall be the quarter mile or a change in address for every 26 feet.
- (5) *Even-Odd Street Numbers.* Even numbers shall be assigned for addresses on the north and east side of the street. Odd numbers shall be assigned for addresses on the south and west side of the street.