

**TOWN OF GREENVILLE  
STREET ADDRESS ORDINANCE**

**AN ORDINANCE ESTABLISHING REQUIREMENTS FOR THE PROVISION,  
PLACEMENT AND MAINTENANCE OF STREET ADDRESS SIGNS IN THE TOWN  
OF GREENVILLE**

The Town Board of the Town of Greenville, Outagamie County, Wisconsin, does ordain as follows:

**SECTION 1 INTRODUCTION**

**1.1. Authority.** This ordinance is adopted pursuant to authority conferred by Sections 59.94(4) and 60.2395) Wis. Stats.

**1.2. Resolution and Purpose:**

**WHEREAS:** The Town Board has received concerns from the Outagamie County Sheriff's Department, Gold Cross Ambulance Service, the Greenville Fire Department and Emergency Medical Services that it is difficult to locate some residences or businesses in Greenville due to inadequate or non-reflective street address sign numbers;

**WHEREAS:** The Town Board has determined that without adequate and reflective street address numbers emergency service response could be slower, thus potentially aggravating emergency situations;

**THEREFORE:** The Town Board has established uniform requirements for the provision, placement and maintenance of street address signs to facilitate the timely location of citizens and properties in need of emergency services.

**SECTION 2 APPLICABILITY.**

**2.1. Single Buildings and Structures.** Each parcel with a principal building shall have a street address sign bearing the number assigned to the frontage on which the structure is located.

**2.2. Other Buildings and Structures.** When the principal building is a duplex or similar structure, each unit shall bear a separate street address number. Apartment buildings or similar structures shall have one street address sign for the entire structure, with unit numbers assigned to individual units. The Town of Greenville is not responsible for numbering individual units.

**2.3. Private Roads.** Any driveway that now serves as a principal access for a third property may be redefined as a private road and named if agreed to by the Town and County. All names shall end with either the word "drive" or "trail." All present properties accessing upon the private road shall be readdressed to coincide with the newly-named private road.

## SECTION 3 GENERAL PROVISIONS

**3.1. Sign Specifications.** Every street address sign must have a green background with white numbers/letters listed horizontally. The numbers/letters must have high intensity prismatic grade reflectivity (HIP). For number size, the Town shall be divided into three areas. Area 1, outside the Town of Greenville Sanitary District where speed limits are greater than 25 mph, the numbers/letters must be three and one half (3 ½ ) inches in size with a one (1) inch Town of Greenville on top of the numbers. Area 2, outside the Town Sanitary District where speed limits are ~~under 40 mph~~, 25 mph or less the numbers/letters must be (2 1/2) inches in size with Greenville in (1) inch letters above the numbers.. Area 3, inside the Town Sanitary District, the numbers/letters must be (2 1/2) inches in size with Greenville in (1) inch letters above the numbers. All numbers/letters shall meet the HIP standard.

**3.2. Maintenance.** Every owner shall be responsible to maintain the area around the street address sign free from obstructions, including but not limited to, structures, trees, bushes, shrubs and accumulations of ice or snow.

**3.3. Damaged, Missing or Worn Signs.** Every owner shall be responsible for maintaining the integrity and function of the street address sign. Any damaged, missing or worn sign shall be replaced within 30 days.

## SECTION 4 STREET ADDRESS SIGN INSTALLATION AND PLACEMENT OUTSIDE THE SANITARY DISTRICT

**4.1 Installation.** All street address signs outside the Sanitary District shall be installed by the Town of Greenville.

### 4.2. Placement Standards.

- (1) The sign shall be installed so that the numbers are perpendicular to the road on which the property is located.
- (2) The post shall be located on the building side of the driveway when facing the front of the principal building.
- (3) *In Area 1* the posts shall be located uniformly *at the back of the Town right of way. In Area 2 or 3* the posts shall be located uniformly not more than 25 feet from the edge of the street pavement and not more than 10 feet from the edge of the driveway serving the building except in subdivisions which qualify under (5) below where posts and signs may be placed directly behind the mailbox. *The top of* the sign shall not be less than 40 inches nor more than 50 inches from ground level.
- (4) The Town may select an alternative placement option where topography, road maintenance requirements, or other circumstances require.

(5) If all mailboxes within an Area 2 or 3 subdivision are located in front of, and on the same side of the street as the residence then the sign can be placed behind the mailbox on a post. If all mailboxes in an Area 2 or 3 subdivision do not meet the above criteria, they must comply with regular Area 2 or 3 post location requirements listed in (3) above.

## SECTION 5 OPTIONAL STREET ADDRESS SIGNS

**5.1. Designated Areas.** Any subdivision, through its residents or homeowners' association, or any discreet definable area within the Town, may request a different street address sign design option consistent with the purpose and intent of this ordinance. The design option (numbers/letters/color) must be uniform throughout the subdivision or definable area.

**5.2. Approval Required.** Any optional street address sign must be approved by the Town of Greenville as to the design and geographic area. Any approved design will be noticed for the geographic area.

**5.3 Cost.** The cost for any approved optional street address signs will be the same as those installed in other parts of the Town unless the signs are more expensive and then the extra cost will be borne by the subdivision or definable area.

## SECTION 6 ENFORCEMENT AND PENALTIES

**6.1. Enforcement.** Compliance with the provisions of this ordinance shall be enforced by appropriate forfeitures and penalties. Compliance may also be enforced by injunction.

**6.2. Notice of Violation.** If the Town finds that any of the provisions of this ordinance are being violated, it shall notify the owner in writing by registered or certified mail, indicating the nature of the violation and ordering the action necessary to correct the violation. Whenever a person shall have been notified in writing, such person shall commence correcting within 10 days and shall correct all violations within 30 days. If such corrections are not commenced within 10 days or corrected within 45 days of notice, the owner shall incur a forfeiture it shall be *\$100 for the 1<sup>st</sup> offense, \$175 for the 2<sup>nd</sup> offense and \$250 for the third offense with a maximum fee of \$250.* Each day that a violation continues shall be considered a separate offense.

Adopted this \_\_\_ day of \_\_\_\_\_, 2010.

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ATTEST:

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Randy Leiker, Town Chair

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Deborah Wagner, Town Clerk