

# DOOR COUNTY ADDRESS APPLICATION

Addresses are issued in accordance with Ordinance No. 02-00 & the Door County Uniform Addressing Manual.  
Address signs must be maintained as installed.

**Submit application and \$75 for initial sign (includes sign, post, and installation), or application and \$25 for replacement sign and/or post (includes re-installation). Applications within villages do not require the \$75 fee, nor will a physical sign be issued. Send application and check made payable to Door County Treasurer (or pay online at <https://client.pointandpay.net/web/DoorCountyPlanningDepartment>) to:**  
Door County Land Use Services Attention: Addressing  
421 Nebraska Street, Sturgeon Bay, WI 54235  
Phone: (920) 746-2391 Email: [zschwartz@co.door.wi.us](mailto:zschwartz@co.door.wi.us)

**Applicant Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Property Owner Name (if different than applicant)** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_ *(for notification of new address)*  
**Parcel Number** \_\_\_\_\_ **Municipality** \_\_\_\_\_

**Select all that apply:**  New Address  Replacement Sign  Replacement Post  Summary Sign

**The driveway is:**  Existing  New *(Address will not be assigned until a driveway location has been determined.)*  
**Is the driveway installed?**  Yes  No *(Sign cannot be installed until driveway is installed. Please call when complete.)*

*Note: If this is the fourth driveway on an existing shared driveway, this application will result in the driveway becoming a named road, with all current addresses being renamed and renumbered.*

**Please indicate the proposed use of the property:**  
\_\_\_\_\_ Residential, one dwelling unit  
\_\_\_\_\_ Residential, multiple dwelling units  
\_\_\_\_\_ Commercial, one business  
\_\_\_\_\_ Commercial, multiple businesses  
\_\_\_\_\_ Residential & commercial (i.e., home business)  
\_\_\_\_\_ Agricultural  
\_\_\_\_\_ Industrial  
\_\_\_\_\_ Public Facility  
\_\_\_\_\_ Vacant  
\_\_\_\_\_ Other (please describe) \_\_\_\_\_

**If the driveway connects to a state highway,** attach a copy of the WI Dept. of Transportation permit (920-492-0148).  
**If the driveway connects to a county highway,** attach a copy of the Door County Highway Dept. permit (920-746-2500).  
**Please contact the town** for information on obtaining a town driveway permit.

**Applications must include an attached sketch, survey, or map showing:**

- 1) the approved driveway location, including the distance from the driveway centerline to the closest property line;
- 2) the road name from which the driveway will take access; and
- 3) the location of any existing or proposed structures.

**OFFICE USE ONLY:** Date: \_\_\_\_\_ Address Grid: S/N E/W Staff Initials \_\_\_\_\_  
Property Address Assigned: \_\_\_\_\_  
Postal Community: \_\_\_\_\_ WI Zip \_\_\_\_\_  
**Notified:**  Owner/Applicant  Municipality  Highway Dept  USPS  Sturgeon Bay Fire Dept. (Sevastopol only)  
**Process:**  GCS Computer Entry  Mapped in GIS/911  Ordered  
**Cash/Credit Card/Check #:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_