



Vilas County Land Information

330 Court Street • Eagle River, WI 54521

715-479-3655 • www.vilascountywi.gov/landinfo

Addressing Frequently Asked Questions in Vilas County

Note: Links and contact information referenced in this document are available on the last two pages.

I need a new address/fire number; how do I apply for one?

Apply online using the Uniform Address Application, which is a step-by-step fillable form. This is available from either the Land Information Department website, or the VilasGEO page. Make sure all prerequisites are met before proceeding with an address application.

How much does it cost to get an address?

Vilas County does not charge for an address assignment, but most towns *do* require an addressing fee be paid to cover the cost of signs and installation. Fees vary by town.

Do I need to get approval to access a Town, County or State road?

Yes. In most cases a town will require a driveway or access permit to establish a new driveway along a Town road (Town of Lac du Flambeau excluded). To request access to a County Highway, contact the County Highway Department and/or fill out their access permit. To request access on a state or federal highway, contact the WI DOT, visit their website, and/or complete their permit form DT1504.

What do I need to do before applying for an address?

1. **Contact your town** to see if you need to obtain an access/driveway permit. If your driveway accesses directly from a highway, you'll need to contact the County or State. Vilas County does not assign addresses in the City of Eagle River – contact them directly for your addressing needs.
2. **Get a permit** from the County Planning & Zoning Department for either a sanitary or structure permit. The towns of Land O' Lakes and St. Germain may require additional permits. Permits for Manitowish Waters and Presque Isle are handled by the County within 1,000ft of shore, and by the Town outside of that area. The County does not administer permitting on Tribal lands.
3. Know and mark the exact location where your driveway will enter the named road. Addresses are assigned based on this location, and your town needs to know where to install the address sign.

Which types of County permits are required prior to applying for an address?

Sanitary or **structure** permits are required before the Land Information Department will process an address application. Site clearing, site prep, and driveway permits do not satisfy the requirements of the address application, nor do stand-alone soil/perk tests.

Can I apply for an address without a zoning permit or an existing structure?

No. Vilas County does not address vacant land without the intention of immediate development – obtaining a sanitary or structure permit demonstrates the intent to develop a property soon. Applicants on Tribal lands should contact Tribal officials to determine the need for a permit.

I only need an address for utilities – can I apply for an address without getting permits?

No. Running power to a site is not a sufficient reason to issue an address, regardless of any utility company requirements. Furthermore, an additional address will not typically be assigned to an accessory building unless it has a dedicated driveway.

What happens after I submit a Uniform Address Application?

You will receive your new number by email after the County Addressing Coordinator has finished processing your application. Your town will also be notified of your new address assignment, and you will need to pay their address fees. The Town will order and install all signs. Per the addressing ordinance, they have 90 days to install the signs, and 14 days to notify the Land Information Department of installation, after which your new address will go into effect.

How long does it take to get my new address?

Please allow **at least two weeks** to receive your new address assignment. Needing to assign a name to a shared driveway, discovering nonconforming addressing in the area, or receiving an incomplete address application could extend the time needed to properly assign an address.

When does my new address go into effect?

An address assignment/reassignment goes into effect after the County receives notice from the Town that they have installed the new sign(s). If the landowner so desires, they may post a temporary sign for their new address prior to the Town installing the permanent official sign; no old official signs may be removed except by the Town.

I want to get mail using my new address – how do I do that?

This is a US Postal Service issue; please contact your local postmaster for more information. Although all new address assignments are communicated to the USPS on a monthly basis, your new address may not show up in the USPS database (which is commonly used for address validation online) unless you sign up for mail delivery.

Will I still receive mail at my old address?

Yes. The US Postal Service generally takes around two weeks for new addresses to be recognized. Your old address will still be recognized for mail delivery for a year or two. It is recommended that you wait at least two weeks before updating your address with other entities. Slowly changing your address as mailings arrive is a less overwhelming approach than trying to do everything all at once.

Online map services do not recognize my new/reassigned address – can this be fixed?

To an extent. County-provided online maps are updated automatically as County records change. Websites and apps such as Google Maps, Apple Maps, MapQuest and Open Street Maps are third-party systems that the County has no control over, but many of these services allow users to submit edits for the company to review and implement.

A company I do business with does not recognize my new address – how can I fix this?

If you're not signed up to receive mail from the US Postal Service at your new address, your address will typically not be included in the USPS database, which is used by many companies to validate addresses. If you *did* sign up to receive mail, the process of a new address propagating into third-party systems takes time.

If your address was reassigned and your old address is listed in old paperwork, most companies (such as financial lenders, utilities, etc.) can update their records after receiving a copy of your readdressing letter. If you no longer have your readdressing letter, contact the Vilas County Addressing Coordinator to get a new copy.

Will the County pay for the expenses required to change my address?

No. In the event of an address reassignment, it is the responsibility of the affected person(s) to update their address information in any of their personal accounts.

Who do I need to notify about my new address?

The County updates all of its own records – including for emergency response – and notifies many other companies/agencies about new and reassigned addresses, such as the US Postal Service, delivery companies, utility companies, Digger's Hotline, appraisal companies, and the Wisconsin Elections Commission. Do not submit a change of address form to your postmaster.

It is the addressed person's responsibility to update all other personal accounts and documents. Some examples may include but are not limited to:

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|------------------------------------|------------------------------|--------------------------------------|
| • Cable/Satellite Provider | • Employer | • Magazines |
| • Cell Phone Carrier | • Fire/Burglar Alarm Company | • Mortgage Company/Banks |
| • Credit Cards | • Insurance Companies | • Social Security |
| • Driver's License | • IRS | • Voter Registration |

Addressing-Related Contacts and Links

Municipal Contacts/Links

Town of Arbor Vitae www.townofarborvitae.org

Clerk: (715) 356-3120, clerk@arborvitae.wi.gov | Postmaster: (715) 356-5577¹

Town of Boulder Junction www.townofboulderjunction.org

Clerk: (715) 385-2220, clerk@townofboulderjunction.org | Postmaster: (715) 385-2110

Town of Cloverland www.townofcloverland.wi.gov

Clerk: (715) 479-3434, clerk@townofcloverland.wi.gov | Postmaster: (715) 479-8981²

Town of Conover www.townofconover.com

Clerk: (714) 479-8688, conoverclerk@gmail.com | Postmaster: (715) 477-1354

Town of Lac du Flambeau www.tn.lacduflambeau.wi.gov

Clerk: (715) 588-3358, clerk@tn.lacduflambeau.wi.gov | Postmaster: (715) 588-3122

Town of Land O' Lakes landolakeswi.gov

Clerk: (715) 547-3255, clerk@landolakeswi.gov | Zoning: (715) 337-5256 | Postmaster: (715) 547-3640

Town of Lincoln townoflincolnvilas.com

Clerk: (715) 479-7000, townoflincoln@hotmail.com | Postmaster: (715) 479-8981²

Town of Manitowish Waters mwtown.gov

Clerk: (715) 543-8400, clerk@mwtown.gov | Zoning: (715) 543-2855 | Postmaster: (715) 543-8322

Town of Phelps phelpswi.gov

Clerk: (715) 545-2270, townclerk@phelpswi.gov | Postmaster: (715) 545-2548

Town of Plum Lake www.plumlakewi.gov

Clerk: (715) 542-4531, office@plumlakewi.gov | Postmaster: (715) 542-3360

Town of Presque Isle presqueislewi.gov

Clerk: (715) 686-2473, clerk@presqueislewi.gov | Zoning: (715) 686-2313 | Postmaster: (715) 686-2240

Town of St. Germain www.townofstgermain.org

Clerk: (715) 542-8024, felicia.szott@stgermainwi.gov | Zoning: (715) 542-8024 | Postmaster: (715) 479-4091

Town of Washington town-of-washington.org

Clerk: (715) 479-8886, clerk@townofwashington@gmail.com | Postmaster: (715) 479-8981²

Town of Winchester winchesterwi.com

Clerk: (715) 686-2123, clerk@winchester.wi.gov | Postmaster: (715) 686-2240³

City of Eagle River eagleriverwi.gov

Administrator: (715) 479-8682 x227, rcginner@eagleriverwi.gov | Postmaster: (715) 479-8981

¹Woodruff office ²Eagle River office ³Presque Isle office

Vilas County Contacts/Links

This Document	tinyurl.com/nhhnbcy4
Land Information Department	
Addressing Coordinator Kyle Larson	kylars@vilascountywi.gov (715) 479-3755
Department Main	www.vilascountywi.gov/landinfo (715) 479-3655
VilasGEO	geo.vilascountywi.gov
Uniform Address Application	arcg.is/0uqKTS0
Uniform Addressing System Ordinance	tinyurl.com/uypmxh2n
Planning & Zoning Department	tinyurl.com/yu3x8ucz (715) 479-3620
Highway Department	tinyurl.com/4ycvss49 (715) 479-4641

Other Contacts/Links

Lac du Flambeau Tribal Land Management	www.ldftribe.com (715) 588-4445
Wisconsin Department of Transportation (DOT)	
Department Main	wisconsindot.gov
State Highway Permit Application	tinyurl.com/3ar7ccrz
Connection Permits	kelly.nicolaus@dot.wi.gov (715) 421-8051
Rhineland Office (North Central Region)	(715) 365-3490
Department of Motor Vehicles (DMV)	tinyurl.com/ycr7zbke (608) 264-7477
US Postal Service Online Help	www.usps.com/help/contact-us.htm
IRS Address Change FAQ	tinyurl.com/mv788hca
Social Security Update Contact Information	tinyurl.com/3kc4s26
MyVote Wisconsin	myvote.wi.gov