



## GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

*Amanda R Toney, Treasurer, Real Property Lister*

Phone: 920-294-4019

*Stefanie Meeker, Chief Deputy Treasurer*

Phone: 920-294-4015

Phone: 920-294-4018

Fax: 920-294-4009

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### RURAL ADDRESS ASSIGNMENT

Rural address assignments will follow Chapter 217 of the Code of Green Lake County relating to Road Names and Building Numbers.

#### GENERAL INFORMATION:

1. The landowner or their designee may obtain a rural address assignment application from the County Real Property Lister located in the County Treasurer's Office or from the local Town Board Designee.
2. Once completed, forward the form to the appropriate local Town Board Designee (listed on reverse) with a copy of an aerial image of your parcel with structure location marked. Visit the Green Lake County website at [www.co.green-lake.wi.us](http://www.co.green-lake.wi.us) to obtain an aerial image.
3. The local Town Board Designee forwards the completed rural address assignment application with aerial image to the County Real Property Lister to review all information.
4. The County Land Use Planning and Zoning Department, GIS Office will assign an address within 5 business days and return the rural address assignment form with the assigned address to the Real Property Lister.
5. The Real Property Lister will distribute copies of the completed rural address assignment form along with a letter to:
  - a) Landowner
  - b) Town Board
  - c) Sign manufacturer
6. Once received back from the Real Property Lister, the landowner will need to take a copy of the address assignment form to their local post office if planning to receive mail at the newly assigned address.

#### INFORMATION NEEDED TO ASSIGN AN ADDRESS:

- 1) Completed Rural Address Application with signatures.
- 2) A marked up aerial image from the GIS map located on the County website at [www.co.green-lake.wi.us](http://www.co.green-lake.wi.us) .

The following is a list of contacts regarding rural address assignment forms and/or measurements. In addition to the local town board designee, the forms are also available through the Real Property Lister located in the Green Lake County Treasurer's Office, 571 County Road A, Green Lake WI 54941. Phone (920) 294-4018.

**Town of Berlin**

Robert Bahn, Chairman  
N7702 County Road F  
Berlin, WI 54923  
(920) 361-3702

**Town of Brooklyn**

Michael Wuest, Chairman  
N6638 Forest Ridge Rd  
Ripon, WI 54971  
(920) 428-6690 or (920) 294-6600

**Town of Green Lake**

Jennifer Pollesch, Clerk  
N3633 Roy Creek Rd  
Markesan, WI 53946  
(920) 398-2419

**Town of Kingston**

Sonia Robson, Clerk  
W6367 E Pine St  
Dalton, WI 53926  
(920) 394-3942  
or  
Alan Hoffman  
N786 County Road H  
Dalton, WI 53926  
(920) 291-5130 or (920) 394-3293

**Town of Mackford**

Sandy James, Clerk  
W394 County Road S  
Markesan, WI 53946  
(920) 398-2693

**Town of Manchester**

Corrine Krueger, Clerk  
W2715 County Road S  
Markesan, WI 53946  
(920) 398-2295

**Town of Marquette**

Sue Leahy, Clerk  
W4691 County Rd B  
Markesan, WI 53946  
(920) 229-6360

**Town of Princeton**

Allan Weckwerth  
920-295-4057  
or  
Jill Bartol, Clerk  
W5201 Oxbow Trail  
Princeton, WI 54968  
(920) 295-2067

**Town of St. Marie**

James Karlovich, Chairman  
W3472 County Road CC  
Princeton, WI 54968  
(920) 295-3432

**Town of Seneca**

Joseph Formiller, Chairman  
W4490 Chappa Rd  
Berlin, WI 54923  
(920) 361-2693

# GREEN LAKE COUNTY APPLICATION FOR RURAL ADDRESS

## PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROPERTY INFORMATION

TOWN OF \_\_\_\_\_

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 SECTION \_\_\_\_\_ TOWN \_\_\_\_\_ N, RANGE \_\_\_\_\_ E

PLAT NAME \_\_\_\_\_ OR CSM # \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

SITE ROAD NAME: \_\_\_\_\_

**\*\*\*AERIAL IMAGE WITH STRUCTURE LOCATION MUST BE ATTACHED\*\*\***

Visit the Green Lake County website to view aerial images at [www.co.green-lake.wi.us](http://www.co.green-lake.wi.us)

\_\_\_\_\_  
Property Owner Signature Date

\_\_\_\_\_  
Town Designee Signature Date

### MAIL OR DELIVER TO:

**GREEN LAKE COUNTY TREASURER, 571 COUNTY ROAD A, GREEN LAKE WI 54941**

**EMAIL: [treasurer@co.green-lake.wi.us](mailto:treasurer@co.green-lake.wi.us)**

**FAX: 920-294-4009**

### OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ NEW NUMBER ASSIGNED: \_\_\_\_\_