



**Department of Planning and Development**  
 Eau Claire County Courthouse  
 721 Oxford Avenue, Room 3344  
 Eau Claire, Wisconsin 54703  
 (715) 839-4741  
[landuse@eauclairecounty.gov](mailto:landuse@eauclairecounty.gov)

**Office Use Only**

Application Accepted:	
Accepted By:	

**PROPERTY ADDRESS APPLICATION**

Applicant Name:		Phone#		
Owner Name:				
Email Address:				
Mailing Address:		City:	ST:	Zip:
Computer Number:		PIN:		
Subdivision:	Lot:	BLK:		
Municipality:		CSM:		
Section: _____	T _____	N, R _____	W, _____	¼ _____ ¼ _____

**ADDRESS USE**

- Residential Dwelling Unit     Commercial Building     Ag Structure     Utility/Infrastructure  
 Multi-Unit Structures. # of units \_\_\_\_\_

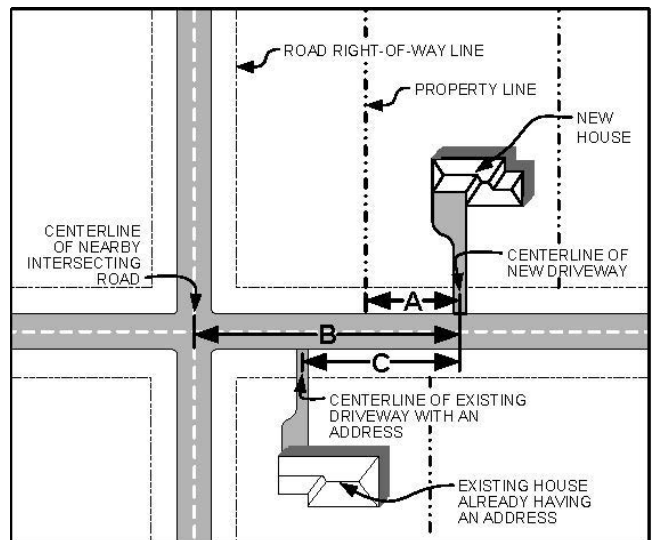
**Applicants must submit a SCALED drawing that shows the driveway location for the new residence or structure intersects with the road and an accurate measurement from the centerline of the new driveway to a property line, or an accurate measurement from the centerline of the new driveway to the centerline of a nearby intersecting road, or an accurate measurement from the centerline of the new driveway to the centerline of an existing driveway for a residence or structure that already has an address.** These measurements are explained in the illustration below. **Applicants may use an existing site plan that is available, or draw the location of the new driveway and new structures on an appropriate aerial photograph/parcel map** available in the Eau Claire County Department of Planning and Development or Beacon website [Beacon - Eau Claire County, WI - Map](#)

The drawing at right illustrates three types of measurements, any one of which is a measurement that can be used to assign a new address.

“A” is a measurement from the centerline of a new driveway to a property line on the property.

“B” is a measurement from the centerline of a new driveway to the centerline of a nearby intersecting road.

“C” is a measurement from the centerline of a new driveway to the centerline of the driveway of an existing residence or other structure that already has an address assigned.



**Each individual Municipality may have a Property Address Sign installation fee, please contact the Municipality to make arrangements. We no longer accept the fees for the Towns, Villages, and Cities.**

## APPLICATION REQUIRMENTS

- Site plan, must include location of driveway, structure, and accurate measurements (follow above instructions)
- Driveway Access Approval (from City, Town, County Highway, or State DOT)
- Floor Plans for multi-unit structures
- Make checks payable to the Eau Claire County Treasurer or for online payments:
- <https://payments.msbpay.navient.com/EauClaireCountyPlanningandDevelopment>

### **COUNTY PROPERTY ADDRESS FEE \$60.00**

MULTI UNIT STRUCTURES BETWEEN 2-12 UNITS \$60.00 BASE FEE \$20.00 FOR ADDITIONAL UNITS

MULTI UNIT STRUCTURES OVER 13 UNITS \$60.00 BASE FEE \$10.00 FOR ADDITIONAL UNITS

*Contact the office of Planning & Development prior to any driveway location changes. If the location of the driveway changes from your site plan so will the address number.*