



W482 Clifton Road
P. O. Box 279
Sherwood, WI 54169-0279

Tel: 920-989-1589
Fax: 920-989-4084
www.villageofsherwood.org

August 18, 2016

Re: Village of Sherwood – Emergency Street Identification Numbers

Welcome to the Village of Sherwood. Your new home will need to have an Emergency Street Identification number. An E-number is required to be installed in front of all building structures per Village of Sherwood Municipal Code (Chapter 23-7 through 23-11). ***There is no charge for the first sign ordered.***

To order your sign, please complete and return the enclosed postcard indicating your choice of emergency street identification number sign. This card may be returned to the Village Office via U.S. mail or placed in our utility bill drop box beside the entrance to the Village Office at W482 Clifton Road.

Please respond by May 1. Please be sure to include a contact number. A representative will notify you when the sign is available for pick-up at our office. After you have been contacted that the sign is available, you may pick-up the sign at the office Monday through Friday, excluding holidays, 8:30 a.m. to 4:30 p.m. If you have any questions, please call the office at 989-1589.

For further information on sign regulation specifics, please refer to the text below:

The emergency identification number sign and mounting signposts, if required, shall be a design determined by the Village and will be provided by the Village (initial order per structure, only). *If the property owner designates no design option, the Village will obtain a vertical emergency street identification number sign for placement on the premises.* **The emergency street identification number sign shall be installed on the same side of the abutting roadway as the residence, business, or primary building.** The emergency street identification number sign shall be visible from both directions from the abutting public right-of-way and shall not be concealed by vegetation or other obstruction.

Emergency street identification number signs shall be installed in the positions indicated below (Fig. 1, 2, 3, No. 5, or No. 6) or in certain instances shall be installed as in No. 4 (see details). **BEFORE** digging a hole for your sign post and/or mailbox post remember to contact **DIGGER'S HOTLINE at 1-800-242-8511.**

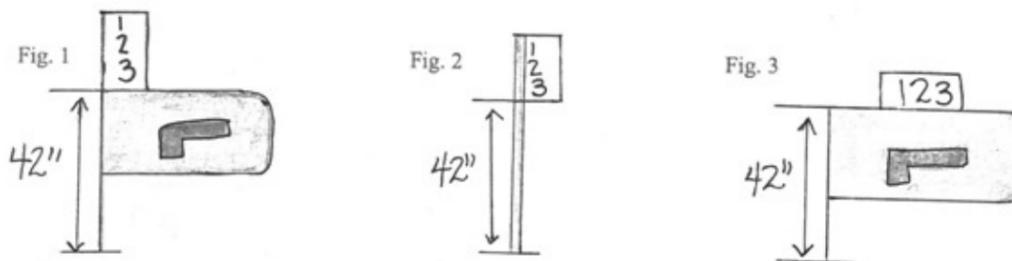


Fig 1 (shown): vertically above mailbox on a post at a position such that the bottom of the emergency street identification number sign shall be at least 42 inches above the driving surface of the abutting driveway. No. 6 (not shown): vertically below mailbox on a post at a position such that the bottom of the emergency street identification number sign shall be at least 42 inches above the driving surface of the abutting driveway.

Fig 2 (shown): vertically (or No. 5: horizontal, not shown) on signpost: On rural street or road, the signpost shall be placed at least two (2) but no more than three (3) feet back from the edge of the driving surface of the street or road. On an urban street having curb and gutter, the signpost shall be placed within two (2) feet of the back of the curb. *In all cases of signpost installation, the bottom of the emergency street identification number sign shall be at least 42 inches above the driving surface of the abutting roadway.*

No. 4 (not shown): if the residence, place of business, or other primary building structure has sidewalk covering the entire space between the building and the abutting paved roadway, the emergency street identification number sign may be placed horizontally or vertically on, above, or beside the doorway. The bottom of the emergency street identification number sign shall be at least 42 inches above but no more than 84 inches above the driving surface of the abutting roadway.

The property owner is responsible for proper installation and maintenance of the emergency street identification number sign. The property owner assumes all responsibility for improper installation of the emergency street identification number sign. Anyone refusing to comply with this Ordinance or maintain proper installation and visibility may be subject to penalties. If you have questions concerning the placement of your mailbox please contact the Sherwood Post Office at 989-1999. **Reminder: If the post office states that you shall place your mailbox directly across from your residence, business, or primary building for delivery, remember that by ordinance the emergency street identification number sign shall be installed on the same side of the abutting roadway as the residence, business or primary building.**

If a decorative post is desired, you may purchase one at most home improvement or hardware stores.

Should you choose to install your emergency street identification number sign on the top of your mailbox, Fig 3 (shown), it is advised that you place a small amount of silicone or some other weather proof sealer around the holes prior to installation to prevent water from leaking into your mailbox. To aid installation, holes have been predrilled on each sign. Please ensure that any other numbers affixed to your mailbox are complete and legible to avoid confusion.

In the event you are physically unable to install your emergency street identification number sign due to a medical condition or other serious impediment, the public works department will assist you.

Please complete and return the enclosed post card indicating your choice of emergency street identification number sign. This card may be returned to the Village office via U.S. mail or placed in the utility bill drop box beside the entrance to the Village of Sherwood office. *(If this is a second or third request for response, an additional card will not be included.* Contact the Village office with your choice)

Please respond promptly. Allow at least three months (may be sooner) for the order to be complete. If you have already ordered and received your emergency street identification number sign, we apologize for the duplication.

Please be sure to include a contact number. A representative will notify you when the sign is available for pick-up at the Village office. After you have been contacted that the sign is available, you may pick up the sign at the office Monday through Friday, excluding holidays, 8:30 a.m. to 4:30 p.m.

Regards,

Valerie Neuman
Office Coordinator