

**MOTOR VEHICLE TOWN ROAD  
ACCESS PERMIT APPLICATION  
and/or  
FIRE NUMBER REQUEST  
TOWN OF ST. GERMAIN, WI**

**Instructions:** Complete and submit with fee to:  
June Vogel, St. Germain Zoning Administrator  
P. O. Box 7  
St. Germain, WI 54558  
E-mail: [june.vogel@stgermainwi.gov](mailto:june.vogel@stgermainwi.gov)  
Phone: 715-891-0699  
Office hours: Call for appointment

A Town permit is required to create a **\*motor vehicle** access point, from **\*private land** onto a **\*town road**. Town permits are not required for access onto private roads. Access onto County or State highways may require a permit from those entities, but not from the Town.

**\*See definition on page 2.**

**Town road being accessed** \_\_\_\_\_ **Parcel #24-**\_\_\_\_\_

**Site address or GPS coordinates if no fire number has been assigned** \_\_\_\_\_

Provide a sketch of the proposed access including property line and building setbacks, grade, slopes, and proximity to any cutoffs or dead-end turnarounds. Mark trees to be removed if possible. The Town will determine the location of the access point if an adequate sketch is not provided.

Permitted accesses shall be constructed in accordance with the approved permit. Access is subject to Town inspection. If after two inspections the access installation is found non-compliant with the permit, a new application fee will be required.

A fee of \$75.00 must accompany this application (make check payable to Town of St. Germain). The fee will be refunded if the access as proposed is denied.

Applicant name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Applicant signature \_\_\_\_\_

**Obtaining a fire number (address):** Addresses (fire numbers) are not issued to vacant parcels. Improvements such as a building or electricity are required to issue an address to the parcel. Apply for an address when there are immediate plans to improve the parcel.

Fire numbers may be applied for from the Vilas County Address Coordinator (the St. Germain Zoning Administrator (ZA) will assist if needed). Notice of the assigned fire number will be sent by the County to both the applicant and the Town ZA. The ZA will confirm receipt of \$130 fee for the sign before forwarding the notice to the St. Germain Department of Public Works. Public Works will obtain and install the sign in the location indicated by the County Address Coordinator.

Apply on-line: <https://survey123.arcgis.com/share/5393e700543c4dc2b48a023bf9f6c8f1>

**Zoning Administrator use**

**Motor Vehicle Town Road Access:**

Approved as proposed \_\_\_\_\_ Approved with following conditions \_\_\_\_\_

Permit # \_\_\_\_\_ Check \_\_\_\_\_ This permit is valid for one year from this date. Construction of the access must occur during this one year period.

**See St. Germain Code of Ordinances, Chapter 8—Emergency Vehicles Access for further access requirements.**

**Fire Number (address):**

Number assigned \_\_\_\_\_ Fee payment received Yes \_\_\_\_\_ No \_\_\_\_\_

Date approved \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**DEFINITIONS:**

**Motor vehicle:** A vehicle which, when in use, requires State registration; includes but not limited to any automobile, truck, bus, boat, aircraft, motorcycle, moped, snowmobile or All-Terrain or Utility Terrain vehicles.

**Private road:** A road not dedicated for public use and not owned and maintained by the Town.

**Town road:** A road owned and maintained by the Town.

**Town:** The Town of St. Germain, Vilas County, Wisconsin.