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| Request for Annexation ReviewWisconsin Department of Administration |  | **WI Dept. of Administration****Municipal Boundary Review****PO Box 1645, Madison WI 53701****608-264-6102****wimunicipalboundaryreview@wi.gov**[**https://doa.wi.gov/municipalboundaryreview**](https://doa.wi.gov/municipalboundaryreview) |

**Online Submittal and Payment: Instead of this form go to** [**https://appengine.egov.com/apps/wi/dir/annexation**](https://appengine.egov.com/apps/wi/dir/annexation)

**This will speed up the process by eliminating the time it used to take to mail the check to us.**

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|  | Petitioner Information |  |
|  |  Name:  |  |
|  |  Phone:  |  |
|  |  Email:  |  |
|  |  |  |
|  | **Contact Information if different than petitioner:** |  |
|  | Representative’s Name:  |  |
|  | Phone:  |  |
|  | E-mail:  |  |
|  |  |  |
|  |  |  |
|  | 1. Town(s) where property is located:
 |  |
|  | 1. Petitioned City or Village:
 |  |
|  | 1. County where property is located:
 |  |
|  | 1. Population of the territory to be annexed:
 |  |
|  | 1. Area (in acres) of the territory to be annexed:
 |  |
|  | 1. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):

 |  |
|  |  |  |

**Include these required items with this form:**

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| 1. [ ]  Legal Description meeting the requirements of [s.66.0217 (1) (c)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%281%29%28c%29) [see attached annexation guide]

1. [ ]  Map meeting the requirements of [s. 66.0217 (1) (g)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%281%29%28g%29) [see attached annexation guide]

1. [ ]  Signed Petition or Notice of Intent to Circulate [see attached annexation guide]

4. [ ]  Check or money order covering review fee [see next page for fee calculation] |

(November 2022)

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| Annexation Review Fee ScheduleA Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats. |

#### Required Fees

## There is an initial filing fee and a variable review fee

|  |  |
| --- | --- |
| $ | **Initial Filing Fee** (required with the first submittal of all petitions)$200 – 2 acres or less$350 – 2.01 acres or more |
|  |
|  |
| $ | **Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way) |
|  |  $200 – 2 acres or less $600 – 2.01 to 10 acres $800 – 10.01 to 50 acres$1,000 – 50.01 to 100 acres$1,400 – 100.01 to 200 acres$2,000 – 200.01 to 500 acres$4,000 – Over 500 acres |

|  |  |
| --- | --- |
| $ | **TOTAL FEE DUE (Add the Filing Fee to the Review Fee)** |

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| **Include** check or money order, payable to: **Department of Administration****DON’T attach the check with staples, tape, …****THE DEPARTMENT WILL NOT PROCESS****AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED****BY THE REQUIRED FEE.****THE DEPARTMENT’S 20-DAY STATUTORY REVIEW PERIOD** **COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE** |
| Shaded Area for Office Use OnlyDate fee & form received: \_\_\_\_\_\_\_\_\_\_Payer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_Check Date: \_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_ |

**ANNEXATION SUBMITTAL GUIDE**

 [**s. 66.0217 (5)**](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%285%29) **THE PETITION**

[ ]  State the purpose of the petition: -Direct annexation by unanimous approval; OR

-Direct annexation by one-half approval; OR

-Annexation by referendum.

[ ]  Petition must be signed by: -All owners and electors, if by unanimous approval.

-See [66.0217 (3) (a)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%283%29%28a%29), if by one-half approval.

-See [66.0217 (3) (b)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%283%29%28b%29), if by referendum.

[ ]  State the population of the land to be annexed.

*[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor*

*(Village or City) in the petition.]*

 [**s. 66.0217 (1) (c)**](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%281%29%28c%29) **THE DESCRIPTION**

 [ ]  The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR

 [ ]  If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.

 [ ]  The land may NOT be described only by: -Aliquot part;

 -Reference to any other document (plat of survey, deed, etc.);

 -Exception or Inclusion;

 -Parcel ID or tax number.

 [**s. 66.0217 (1) (g)**](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%281%29%28g%29) **THE MAP**

 [ ]  The map shall be an ***accurate reflection*** of the legal description of the parcel being annexed. As such, it must show:

 -A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.

 -Bearings and distances along all parcel boundaries as described.

 -All adjoiners as referenced in the description.

 [ ]  The map must include a **graphic scale.**

 [ ]  The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

 *[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]*

[**s. 66.0217**](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217) **FILING**

 [ ]  The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.

 [ ]  If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by [s. 66.0217 (4)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217%284%29).