

New Municipal Records Submission Procedures

The 2015-2017 State Executive Budget changed Wisconsin Secretary of State duties. All municipal records pertaining to transfer of property between municipalities are no longer submitted to the Secretary of State. **They must now be submitted to Municipal Boundary Review (MBR) in the Wisconsin Department of Administration (DOA).** This includes annexation ordinances, detachments, cooperative boundary agreements, and annual submission of municipal boundaries. Certificates of Incorporation will also be processed and issued by the DOA. The process for submitting petitions for annexation is unchanged and should continue to be submitted to MBR.

These changes bring most municipal property related filing requirements to our MBR team, who have the knowledge and resources to make document submittal, processing, and distribution timely and efficient.

One copy of required materials should be mailed to:

Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645
Madison, WI 53701-1645

Should you have any questions regarding submission of these materials, please contact MBR Staff at 608-266-1927 or email [MBR Team](#)

Submission Requirements of Municipal Boundary Changes to the Wisconsin Department of Administration:

Annexation or Detachment Ordinances

Submit the following items:

1. Clerk's certification that the documents are true and correct copies of originals. The certification must bear the clerk's signature.
2. Copy of the ordinance. The ordinance must include:
 - a. The population of the property being transferred,
 - b. Scale map of the property showing its proximity to the current municipality boundary
 - c. Legal description of the property being transferred
 - d. Ordinance effective date

Annual Boundary Changes

Submit the following items if the municipality has had any boundary changes during the current calendar year:

1. A legal description of the total boundaries of the municipality as those boundaries existed on December 1st of the current year.