

Cooperative Boundary Plan Approval Checklist

The checklist below is used to quickly assess whether a cooperative boundary plan submitted to the Department for its review under [s. 66.0307 Wis. Stats.](#) is complete and meets the statutory criteria. This checklist by itself is not definitive or legally significant. However, Municipal Boundary Review staff use it to determine whether to approve the proposed plan, recommend that it be resubmitted with changes, or deny it. For more information, see the Department of Administration's Cooperative Boundary Plan website at: doa.wi.gov/MunicipalBoundaryReview

Authorizing/Approving Resolutions

Present	Not Present	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town(s) Authorizing Resolution s. 66.0307(4)(a) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City or Village(s) Authorizing Resolution s. 66.0307(4)(a) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affidavit that authorizing resolutions were sent to DOA, DNR, DOT, DATCP, County Clerk, County Planning, RPC, and other jurisdictions within 5 miles such as municipalities, school districts, vocational districts, sewer or sanitary districts. s. 66.0307(4)(a) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town(s) Approval Resolution s. 66.0307(4)(d) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City/Village(s) Approval Resolution s. 66.0307(4)(d) Wis. Stats.

Public Hearing

Present	Not Present	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence that class 3 notice was published s. 66.0307(4)(b) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary or transcript of public comments s. 66.0307(4)(c) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of any changes made in response to public comments s. 66.0307(4)(d) Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comment letters from the county and RPC s. 66.0307(4)(c) Wis. Stats.

Extraordinary activities

Present	Not Present	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request for super-majority vote s. 66.0307(4)(d)2 Wis. Stats.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request for advisory referendum s. 66.0307(4)(e) Wis. Stats.

Cooperative Plan

Present	Not Present	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do either one or both of the participating municipalities have an adopted comprehensive or master plan? <u>s. 66.0307(3)(c) Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan describe how it is consistent with participating municipality's comprehensive or master plan? (note: cooperative plans may be based on, or duplicate, existing plans). <u>s. 66.0307(3)(c), Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan identify boundaries that may, or may not, be changed? If certain boundaries shall or may change, are any conditions that must be met clearly identified? Is there a schedule for when changes will or may occur? <u>s. 66.0307(3)(d)1,2,3, Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan describe how the proposed boundaries are compact? <u>s. 66.0307(3)(d)4, Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan describe how services will be provided to the plan territory, who will provide them, and when? <u>s. 66.0307(3)(d)5,6,7 Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan describe how it is consistent with current state and federal laws, county shoreland zoning ordinances, and any local ordinances or rules that apply to the plan territory? <u>s. 66.0307(3)(e), Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan specify the planning period? If over 10 years, is justification given? <u>s. 66.0307(3)(f), Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan include a zoning ordinance specifically developed for the territory? <u>s. 66.0307(3)(g), Wis. Stats.</u>

Department Approval Criteria

Present	Not Present	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the cooperative plan sufficiently detailed for the Department to make a finding that the criteria have been met? <u>s. 66.0307(5)(c)1 Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the cooperative plan consistent with each participating municipality's comprehensive plan and with current state laws, municipal ordinances and rules that apply to the territory affected by the plan? <u>s. 66.0307(5)(c)2 Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the cooperative plan adequately provide for service delivery to the territory? <u>s. 66.0307(5)(c)3 Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the proposed plan boundaries compact, and not the result of arbitrariness? <u>s. 66.0307(5)(c)5, Wis. Stats.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the cooperative plan exceeds 10 years in duration, is there justification provided? <u>s. 66.0307(5)(c)6, Wis. Stats.</u>