

## Wisconsin Municipal Records Submission Procedures

All municipal records pertaining to transfer of property between municipalities must be submitted by city and village clerks to Municipal Boundary Review (MBR) in the Wisconsin Department of Administration (DOA).

This includes annexation, attachment, and detachment ordinances. The clerk of a city or village which has passed any of these ordinances must file **immediately** with our office.

Also to be submitted by city and village clerks are boundary agreements, annual submission of municipal boundaries, and Charter Ordinances. Changes to Supervisory Districts should be submitted by county clerks.

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.

Email [mds@wi.gov](mailto:mds@wi.gov) a scanned original of required materials (Scan in color any page or map containing color. Scan large maps at full size) If not legible or incomplete, the materials will be returned for correction.

OR Mail one copy of required materials 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 608-264-6102 or email [MBR Team](mailto:MBR Team). Documents submitted to us can be viewed here: <http://mds.wi.gov>

### Submission Requirements of Municipal Boundary Changes:

#### Annexation, Attachment or Detachment Ordinances

Please use the checklist: <https://doa.wi.gov/DIR/WILandTransferOrdinanceFilingChecklist.pdf>

#### Annual Boundary Changes

Cities and Villages must submit the following information if the municipality has had any boundary changes during the current calendar year:

- A legal description of the total boundaries of the municipality as those boundaries existed on December 1<sup>st</sup> of the current year. Including a map of the boundary is very helpful.

These materials can also be scanned and emailed, or mailed as described above.