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| Request for Annexation Review Wisconsin Department of Administration |  | **WI Dept. of Administration****Municipal Boundary Review** **PO Box 1645, Madison WI 53701**  **608-264-6102**  [**wimunicipalboundaryreview@wi.gov**](mailto: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(1)(c)) [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(1)(g)) [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 Schedule  A 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

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| $ | **Initial Filing Fee** (required with the first submittal of all petitions)  $200 – 2 acres or less  $350 – 2.01 acres or more |
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| $ | **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 |

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| $ | **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 Only  Date 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(5)) **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(3)(a)), if by one-half approval.

-See [66.0217 (3) (b)](https://docs.legis.wisconsin.gov/frame/document/statutes/66.0217(3)(b)), 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(1)(c)) **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(1)(g)) **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(4)).