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
https://doa.wi.gov/municipalboundaryreview

Online Submittal and Payment: Instead of this form go to https://wi.accessgov.com/public/Forms/Page/doa-dir/dir-annexation/
This will speed up the process by eliminating the time it used to take to mail the check to us.

Petitioner Information

Name: _____

Phone: _____

Email: _____

Contact Information if different than petitioner:

Representative's Name: _____

Phone: _____

E-mail: _____

1. Town(s) where property is located: _____
2. Petitioned City or Village: _____
3. County where property is located: _____
4. Population of the territory to be annexed: _____
5. Area (in acres) of the territory to be annexed: _____
6. 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:

1. ☐ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☐ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☐ 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]

(Feb 2026)

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

$_____ **Initial Filing Fee** (required with the first submittal of all petitions)
$300 – 2 acres or less
$525 – 2.01 acres or more

$_____ **Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)
$300 – 2 acres or less
$900 – 2.01 to 10 acres
$1,200 – 10.01 to 50 acres
$1,500 – 50.01 to 100 acres
$2,100 – 100.01 to 200 acres
$3,000 – 200.01 to 500 acres
$4,000 – Over 500 acres

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

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) 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), if by one-half approval.
-See 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) 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) 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 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).