

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

Please include the following information within the ordinance. Missing items may cause the ordinance to be returned.

List type of Land Transfer and associated statute number:

Annexation by: Unanimous Approval ([s. 66.0217 \(2\) Wis.Stats.](#)),

One-half Approval ([s. 66.0217 \(3\) \(a\) Wis.Stats.](#)), or Referendum ([s. 66.0217 \(3\) \(b\) Wis.Stats.](#))

Annexation of Territory Owned by a City or Village ([s. 66.0223 Wis.Stats.](#))

Detachment ([s. 66.0227 Wis. Stats.](#))

Annexation or Attachment resulting from [s. 66.0307 Wis. Stats.](#) Boundary Agreement

Annexation or Attachment resulting from [s. 66.0301 Wis. Stats.](#) Boundary Agreement

Annexation resulting from judicial stipulations and orders ([s. 66.0225 Wis. Stats.](#))

Annexation by City or Village Initiated Referendum ([s. 66.0219 Wis.Stats.](#)) (rare)

Annexation of Town Islands ([s. 66.0221 Wis. Stats.](#)) (very rare)

Ordinance Effective Date (Provide publication date if known in the ordinance)

Municipal Boundary Review (MBR) Number assigned when reviewed by DOA:

Annexation Petitions by Unanimous or One-Half approval require review by the Wisconsin Department of Administration (DOA) for land in counties having a population greater than 50,000.

When requested DOA also reviews annexations in counties having a population less than 50,000.

Record the MBR number in the ordinance transmittal letter or within the clerk's certification of the ordinance.

Square feet or acres- please list the area of the land transferred. If land comes from multiple municipalities show separate areas for each.

Parcel Number(s), if available (if only part of a tax parcel is being transferred, include the number of that parcel)

Clerk's certification of documents with original signature

Population: Include the number of all people living on the transferred land. If transferring from more than one municipality, include population for each affected municipality

Map

The map shall be an *accurate reflection* of the legal description of the parcel being transferred. 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 adjoining 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 transferred.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

Continued on next page.

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Complete Legal Description

The ordinance must include a legal description of the land to be transferred. 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.

Wisconsin Elections Commission Requirements

Will the annexation territory join an existing ward or necessitate creation of a new ward? For more information, please contact the Wisconsin Elections Commission at (608) 266-8005 or elections@wi.gov or see their annexation checklist here: [WEC Annexation Checklist http://elections.wi.gov/forms/el-100](http://elections.wi.gov/forms/el-100).

Filing with County Clerk Requirements

The city or village shall also file with the county clerk or board of election commissioners the report required by s.5.15(4)(b). ([s.66.0217\(9\) Wis. Stats.](#)) [See s.5.15(4)(b) below.]
[Within 5 days after adoption or enactment of an ordinance or resolution under this section or any amendment thereto, the municipal clerk shall transmit one copy of the ordinance or resolution or the amendment to the clerk of each county in which the municipality is contained, accompanied by the list and map specified in par. (a), together with a report confirming the boundaries of the municipality and all of the wards in the municipality.] ([s.5.15\(4\)\(b\) Wis. Stats](#))

Email legible scanned copy of required materials to mds@wi.gov
Scan in color any page or map containing color. Scan large maps at full size.

OR mail one copy of required materials to:
Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701-1645