

# Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

(This Checklist is a DOA guide for preparing statutorily compliant filing submittals pursuant to Wis. Stats. s.66.0217(9)(a).)

Email a **legible PDF** copy of the 3 required filing documents to **either**:  
[mds@wi.gov](mailto:mds@wi.gov) or [wimunicipalboundaryreview@wisconsin.gov](mailto:wimunicipalboundaryreview@wisconsin.gov)

All land transfer ordinance filing submittal packets must contain the following 3 documents: 1) a certified copy of the ordinance document, 2) a separate clerk's certificate document, and 3) a plat/scale map page document. For detachment ordinances adopted pursuant to Wis. Stats. 66.0227, a copy of the associated attachment ordinance adopted by the municipality accepting the territory must also be submitted by the clerk from the detachment municipality.

If the official documents use color, the scanned documents submitted to the DOA should also contain color. Also, scan large plat/scale map documents at full size. **The Map's required component parts must all be legible.**

If email/scanning technology is not available to you, mail one copy of the required filing documents to the address below. **Please do not send the same filing submittal via both email and the US Mail.**

Wisconsin Department of Administration  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701-1645

**Please include the following information within your ordinance filing documents.**

(Missing items or component parts will cause a delay in filing. Contact us if you have questions.)

Using the list below, make a statement of the specific "statute number" **and** its associated "type of land transfer" within your ordinance document and/or the clerk's certificate document:

**Section 1 Statutory Options:** "Ordinance No. \_\_\_ is adopted pursuant to ..."

[Wis. Stats. s.66.0217\(2\)](#); Direct Annexation By Unanimous Approval

[Wis. Stats. s.66.0217\(3\)\(a\)](#); Direct Annexation By One-half Approval

[Wis. Stats. s.66.0217\(3\)\(b\)](#); Annexation By Referendum

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

[Wis. Stats. s.66.0225](#); Annexation Resulting from Court Stipulation or Order

[Wis. Stats. s.66.0227](#); Detachment/Attachment of City or Village Territory

[Wis. Stats. s.66.0301](#); Attachment Resulting from Boundary Agreement

[Wis. Stats. s.66.0307](#); Attachment Resulting from Cooperative Boundary Plan

(Proceed to **Section 1** on page 2 for further details on required filing submittal component parts.)

**Section 2 Statutory Options:** "Ordinance No. \_\_\_ is adopted pursuant to ..."

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

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

(Proceed to **Section 2** on page 3 for further details on required filing submittal component parts.)

**See Section 3 for additional filing requirements for all land transfers:**

Wisconsin Elections Commission Requirements

Filing with County Clerk Requirements

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## **Section 1**

In addition to the statement of the “statute number” and its associated “type of land transfer,” the following documents and their component parts listed below **MUST** be included with your ordinance filing packet submittal:

- A copy of the adopted ordinance, including a statement of the ordinance’s “Effective Date.”**
- A Statement of Territory’s “Population”:** Include a statement of the “population” within the territory transferred. If transferring territory from more than one municipality, include a statement of the population for each affected municipality.
- A Complete Legal Description: As defined in [Wis. Stats. s.66.0217\(1\)\(c\)](#):** The ordinance or one of its cited “Exhibits” must include a complete legal description of the specific land being transferred. A typical description begins with a statement of the Quarter-Section, Section, Township, Range, Municipality, County, and State. Then being more particularly described in one of the following ways:
  - A territory of land as described by metes and bounds commencing at a section or quarter section corner to the point of beginning along the territory’s boundary. Thence continuing with the metes and bounds description around the territory’s boundary back to the point of beginning.
  - Alternatively, by metes and bounds commencing at the end of a boundary line of a recorded private claim or federal reservation in which the annexed land is located.
  - The above two methods must include reference to either a government lot, a recorded private claim, or by the quarter-section, section, town, and range in which the land lies.

### **OR:**

- If the land is wholly within a lot or lots in their entirety being part of a recorded subdivision plat or certified survey map, it must be described by reference to the specific lot(s) and/or specific block(s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map. No metes and bounds description is needed in this case. However, if the parcel is only part of a platted lot, CSM lot, or government lot, then there is no established description and a specific metes and bounds description tied to the USPLS is needed as described above.
  - The land may NOT be described only by:
    - Aliquot part;
    - Reference to any other document (plat of survey, deed, etc.);
    - Parcel ID or tax number.
  - Exception or Inclusion cited within a legal description without a specific description of the exclusion or inclusion by metes and bounds or whole lots or blocks as described above are not statutorily compliant for filing purposes.
- A Map Page Document.** The required plat/scale map must ***accurately reflect*** the text of the complete legal description of the parcel being transferred as described above. As such, it must clearly show the following 5 component parts to be statutorily compliant:
1. Identification the monumented corner of commencement at the cited section or quarter-section corner, or the monumented end of a recorded private claim or federal reservation boundary in which the parcel lies.
  2. A metes and bounds tie-line from the monumented corner of commencement to the identified point of beginning. Thence continuing with metes and bounds (bearings and distances) data along all the territory’s boundaries back to the point of beginning as described.
  3. Identification of all adjoining parcels and other land, recorded documents or road right-of-way as referenced in the description.
  4. The map must include a graphic scale.
  5. **The map must show and identify the existing municipal boundary in relation to the boundary of the parcel being transferred.**

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

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- Clerk's Certificate Document:** Municipal Clerk's document with original signature certifying that the documents submitted for filing at the DOA is an official copy of the adopted documents. ([See Examples](#))

**Please include the following information within your filed ordinance and/or clerk's certificate:**

- Municipal Boundary Review (MBR) Number assigned to petition when reviewed by DOA.** (MBR #s are only assigned by the WI DOA MBR for annexation reviews conducted in counties with populations over 50,000.)
- Square feet or acres:** Acreage is preferred. 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 that base number.)

See [Section 3](#) for additional filing requirements for all adopted land transfer ordinances.

## Section 2

**In addition to the type of land transfer, the following items MUST be included with your filed ordinance:**

- A copy of the adopted ordinance, including a statement of the ordinance's "Effective Date."**
- 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
- Accurate Legal Description** of the territory being transferred. (See **Complete Legal Description** text in [Section 1](#) above.)
- A Map Page Document.** As described in [Section 1](#), the plat/scale map must be an accurate reflection of the territory's accurate/complete legal description and include the 5 required component parts.
- Clerk's Certificate Document:** Municipal Clerk's document with original signature certifying that the documents submitted for filing at the DOA is an official copy of the adopted documents. ([See Examples](#))

See [Section 3](#) for additional filing requirements for all adopted land transfer ordinances.

**Please include the following information with your filed ordinance:**

- Square feet or acres:** Acreage is preferred. 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 that base number.)
- Parcel Number(s):** A statement of the Ward data assigned to the territory transferred.

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## **Section 3**

The following documents **MUST** be also be filed pursuant to Wis. Stats. s.66.0217(9)(a):

**Additional filing/recording requirements for all adopted land transfer ordinances:**

- Wisconsin Elections Commission Requirements:** Will the transferred territory join an existing ward or necessitate the creation of a new ward? For more information, please contact the Wisconsin Elections Commission at (608) 266-8005 or [elections@wi.gov](mailto: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](#))
  
- Annual Updated Municipal Boundary Legal Description Requirements:** The clerk shall certify annually to the secretary of administration and record with the register of deeds a legal description of the total boundaries of the municipality as those boundaries existed on December 1, unless there has been no change in the 12 months preceding.