

# Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

(This form is NOT the statute, it is a guide to the filing requirements in the statute.)

Email a **legible PDF** of required materials to [mds@wi.gov](mailto:mds@wi.gov)

If scanning use color for pages and maps containing color. Also, scan large maps at full size.

*If emailing a pdf of materials is not possible,  
mail one copy of the required materials to the address below.  
Please do not send both pdf and mailed materials.*

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

## Please include the following information with your ordinance filing.

(Missing items may cause a delay in filing. Contact us if you have questions)

List type of Land Transfer and associated statute number on your submittal:

### **See Section 1:**

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

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

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

### **See Section 2:**

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

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

Annexation/Attachment resulting from Cooperative Boundary Plan [s. 66.0307 Wis. Stats.](#)

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

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

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

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

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

- Clerk's certification** of documents with original signature. (see example )
- Copy of the ordinance and Ordinance 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.
- Complete Legal Description** which includes the following:
  - 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.
- Map.** The scale 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 parcels/land 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.]*
- See Section 3 for additional filing requirements for all land transfers.**

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

- Municipal Boundary Review (MBR) Number** assigned to petition when reviewed by DOA.
- 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)

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**Section 2**

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

- Clerk's certification of documents with original signature. (see example \*link\*)
- Copy of the ordinance and Ordinance 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.
- Map of the territory** being transferred that reflects the legal description.
- See Section 3 for additional filing requirements for all land transfers.

**Please include the following information with your filed 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)

**Section 3**

The following items **MUST** be also be filed:

**Additional filing requirements for all land transfers:**

**Wisconsin Elections Commission Requirements**

- Will the annexation 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](#))