

# 13827

Shady Grove LLC

13827	Date Sent	Reply	Status
Town Quest	2/2	2/19	
Muni Quest	2/2	2/16	
Prop. Lister	2/2	2/4	

Town of COTTAGE GROVE  
Village of COTTAGE GROVE  
02/20/2015

NO COMMENTS 2/20/15

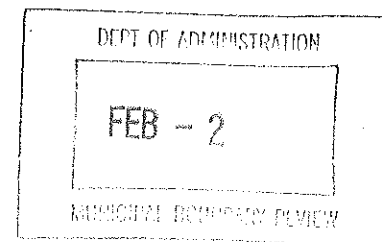
# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review **73827**  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview/>

## Petitioner Information

## Office use only:



Name: **SHADY GROVE, LLC C/O MARY SHARATA**

Address: **3326 LAKE MENDOTA DR**

**MADISON, WI**

**53705**

Email: **MSHARATA@MADSKIN.COM**

Petitioners phone:

**608-658-9049**

Town clerk's phone:

City/Village clerk's phone:

1. Town where property is located: **COTTAGE GROVE**

2. Petitioned City or Village: **COTTAGE GROVE**

3. County where property is located: **DANE**

4. Population of the territory to be annexed: **1**

5. Area (in acres) of the territory to be annexed: **38.387**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **0711-082-9140-8**

## Contact Information if different than petitioner:

Representative's Name and Address:

Surveyor or Engineering Firm's Name & Address:  
**ERIC W. SANDSNES**

**3678 KINSMAN BLVD**

**MADISON**

**WI, 53704**

Phone:

Phone: **608-274-0500 EXT 13**

E-mail:  
**ESANDSNES@ROYALOAKENGINEERING.COM**

E-mail:

## Required Items to be provided with submission (to be completed by petitioner):

- ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- ☒ Signed Petition or Notice of Intent to Circulate is included
- Indicate Statutory annexation method used:
  - ☐ Unanimous per s. 66.0217 (2), or,  
OR
  - ☒ Direct by one-half approval per s. 66.0217 (3)
- ☒ Check or money order covering review fee [see next page for fee calculation]

## 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 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 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 annexed.

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

### s. 66.0217 FILING

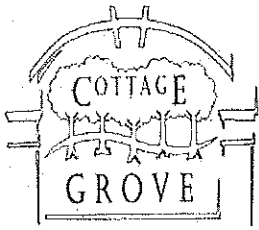
☒ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.

☒ 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).

☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

*[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]*

13827



## VILLAGE OF COTTAGE GROVE

February 13, 2015

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison, WI 53703

Mr. Erich Schmidtke,

Enclosed you will find a completed Annexation Review Questionnaire from the Village of Cottage Grove for Shady Grove LLC.

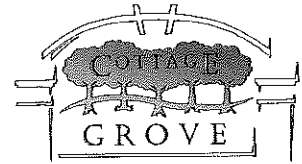
If you have any questions regarding this or need any further information, please do not hesitate to call Village Hall. You may either speak to myself or the Village Planner Erin Ruth.

Sincerely,

Deb Winter  
Clerk Treasurer  
Village of Cottage Grove

221 E. Cottage Grove Road, Cottage Grove, WI 53527

Phone: (608)839-4704 Fax: (608)839-4698 Website: [www.village.cottage-grove.wi.us](http://www.village.cottage-grove.wi.us)



January 13, 2015

Erich Schmidtke  
Wisconsin Dept. of Administration, Division of Intergovernmental Relations  
PO Box 8944  
Madison, WI 53708-8944

13827

**RE: Petition for Annexation**

Dear Mr. Schmidtke:

The Village of Cottage Grove in Dane County has received the attached petition for Direct Annexation by Unanimous Approval, as defined by Wis. Stat. 66.0217 (2).

Attached to this letter, we are forwarding the petition, legal description, and scale map to the Wisconsin Department of Administration's Division of Intergovernmental Relations as directed by state statute.

The same attachment has also been sent to the Town of Cottage Grove, in which the subject property currently resides. The subject property is Parcel #071108291408, also known as 2863 County Highway BB. The parcel is owned by Shady Grove, LLC.

No action will be taken by the Village of Cottage Grove Plan Commission or Board of Trustees until the Village receives the advice of the Division of Intergovernmental Relations. Provided the feedback is received within the 20 day limit required by statute, the petition request will be on the Plan Commission's February 11, 2015 agenda.

Sincerely,

Erin Ruth, AICP  
Village of Cottage Grove Director of Planning & Development

**Petition for Attachment of Territory to Village of Cottage Grove  
Pursuant to the Village of Cottage Grove Cooperative Plan**

13827

To: Village of Cottage Grove, a Wisconsin municipal corporation

Pursuant to Village of Cottage Grove Cooperative Plan under Section 66.0307, Wisconsin Statutes, the undersigned, being the sole owners of all of the real property ("territory") described in Exhibit A attached hereto, petitions by unanimous consent for the attachment of the territory described in said Exhibit A from the Town of Cottage Grove, Dane County, Wisconsin, to the Village of Cottage Grove, Dane County, Wisconsin.

Attached as Exhibit B to this Petition and made a part hereof is a scale map reasonably showing the boundaries of such territory and the relation of the territory to the Town of Cottage Grove and to the Village of Cottage Grove.

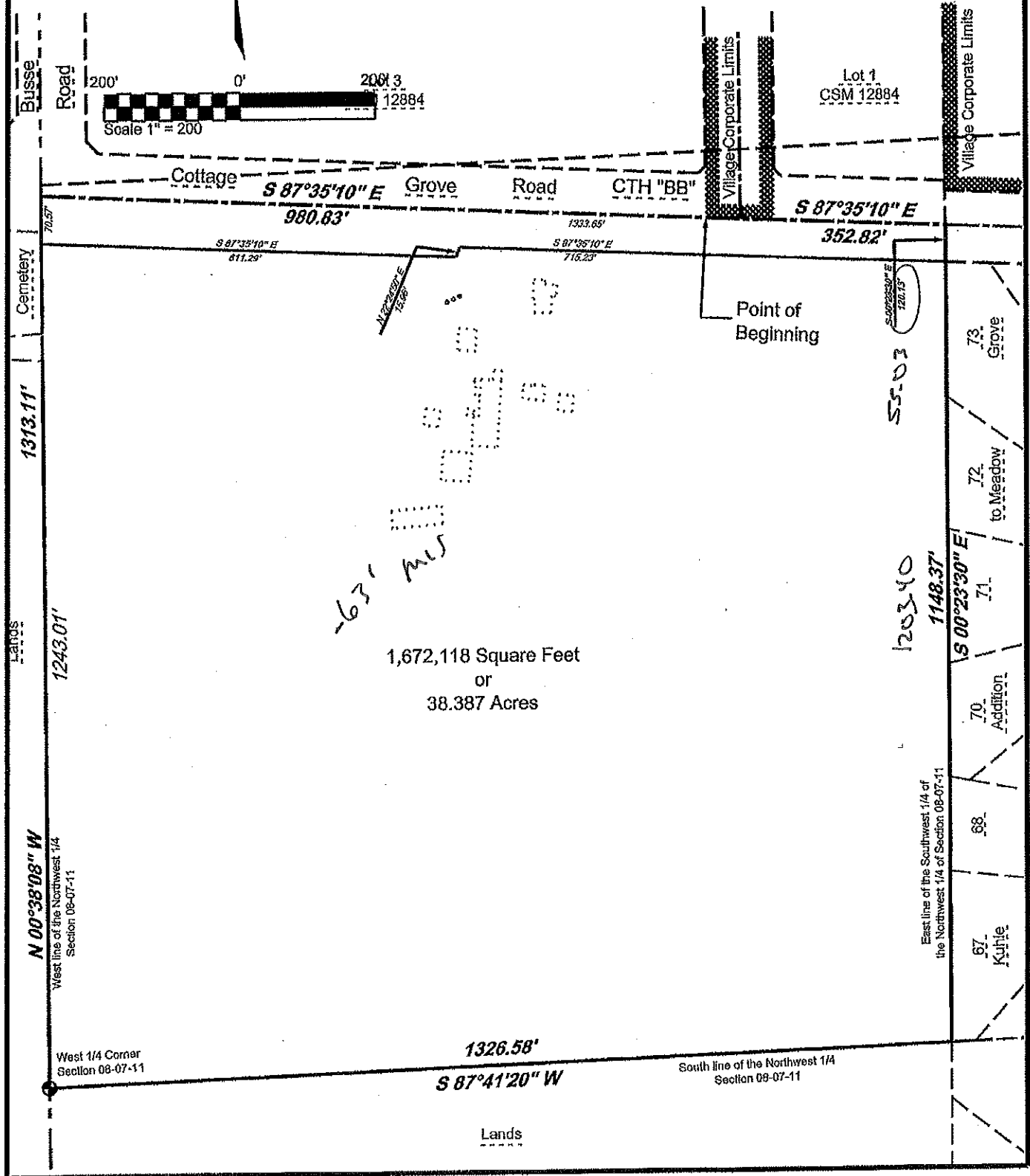
Dated this 31<sup>st</sup> day of October, 2014.

Shady Grove, LLC

By: Mary T. Sharata  
Mary T. Sharata, Shady Grove, LLC  
Authorized Member

# Attachment to the Village of Cottage Grove Exhibit "B"

13827



**Attachment to the  
Village of Cottage Grove  
Exhibit "A"**

13827

**Annexation Description:**

Part of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 08, Township 07 North, Range 11 East, Town of Cottage Grove, Dane County, Wisconsin, more fully described as follows:

Beginning at the Southerly extension of the West right-of-way and center-line of County Truck Highway "BB", also known as Cottage Grove Road;

Thence S  $87^{\circ}35'10''$  E, 352.82 feet, along said center-line, to the Northerly extension of the West line of the plat of Kuhle Addition to Meadow Grove;

Thence S  $00^{\circ}23'30''$  E, 1203.40 feet, along said West line, to the Southeast corner of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of said Section 08;

Thence S  $87^{\circ}41'20''$  W, 1326.58 feet, along the South line of the Northwest  $\frac{1}{4}$ , to the West  $\frac{1}{4}$  corner of said Section 08;

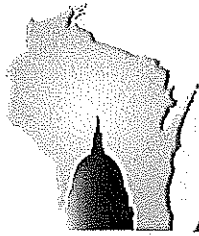
Thence N  $00^{\circ}38'08''$  (E) 1313.11 feet, along the West line of the Northwest  $\frac{1}{4}$  of said Section 08, to the center-line County Trunk Highway "BB", also known as Cottage Grove Road;

Thence S  $87^{\circ}35'10''$  E, 980.83 feet, along said center-line, to the Southerly extension of the West right-of-way and center-line of County Truck Highway "BB", also known as Cottage Grove Road and the Point of Beginning of this description;

Said Lots contain 1,589,217 square feet, 36.483 acres or 0.060 square miles.

.631  
m/s





**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR  
**MIKE HUEBSCH**  
SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview/>

February 2, 2015

PETITION FILE NO. 13827

DEBRA WINTER, CLERK  
VILLAGE OF COTTAGE GROVE  
221 E COTTAGE GROVE RD  
COTTAGE GROVE, WI 53527

KIM BANIGAN, CLERK  
TOWN OF COTTAGE GROVE  
4058 COUNTY RD N  
COTTAGE GROVE, WI 53527

Subject: SHADY GROVE LLC ANNEXATION

Section 66.0217 (6), Wis. Stats., provides that the annexation of lands to cities and villages within a county having a population of 50,000 or more shall be reviewed by the Department of Administration in order to determine if the proposed annexation is in the public interest or against the public interest. The proposed annexation from the Town of COTTAGE GROVE to the Village of COTTAGE GROVE (see attached description) must be reviewed pursuant to the statute.

To assist us in making this determination, we urge that you promptly supply the data requested on the enclosed questionnaire (where possible) and return the questionnaire to the department.

The purpose of this questionnaire is to assist the department in determining "Whether the governmental services, including zoning, to be supplied to the territory could clearly be better supplied by the town...." The statute further stipulates that the department shall study the "shape of the proposed annexation and the homogeneity of the territory with the annexing municipality." In addition, we would appreciate receiving from you any comments or information bearing on governmental services or shape and homogeneity that would indicate whether the annexation is in or against the public interest.

Please return the questionnaire as soon as possible so that the information can be reviewed prior to the department's statutory deadline of February 20, 2015. Direct any questions and comments to Erich Schmidtke at (608) 264-6102. Thank you for your cooperation.

For additional information on annexation or other land use issues, visit our web site at <http://doa.wi.gov/municipalboundaryreview/>.

Sincerely,

Erich Schmidtke

Enclosures

# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner:  
Shady Grove LLC

Petition Number:  
13827

1. Territory to be annexed: From Town of: Town of COTTAGE GROVE To City/Village of: Village of COTTAGE GROVE

2. Area (Acres): 37.27

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ 977.44

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 4887.20

c. Participating jurisdictions

d. Statutory authority (pick one)

c. Paid by: ☐ Petitioner ☐ City ☒ Village  
☐ Other:

☐ s. 66.0307

☐ s. 66.0225

☐ s. 66.0301

4. Resident Population: Electors: None Total: Unknown, but I think a family currently  
registered rents farmstead.

5. Approximate present land use of territory:

Residential: 0 %

Recreational: 0 %

Commercial: 0 %

Industrial: 0 %

Undeveloped: 100 %

6. If territory is undeveloped, what is the anticipated use?

Residential: 0 %

Recreational: 0 %

Commercial: 0 %

Industrial: 0 %

Other: Town's future land use map shows medium density  
residential, but Town has no current plans to develop

Comments:

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: \_\_\_\_\_

8. What is the nature of land use adjacent to this territory in the city or village?

In the town?: Medium Density Residential and Agriculture

9. What are the basic service needs that precipitated the request for annexation?

☐ Sanitary sewer

☐ Water supply

☐ Storm sewers

☐ Police/Fire protection

☐ EMS

☐ Zoning

Other

The Town is not aware of the reasons of  
the petitioners. The Town can/does provide

Police/Fire protection, EMS. Zoning is under  
Dane County. Water is private well,  
Septic is private Septic

10. Is the city/village or town capable of providing needed utility services?

City/Village ☐ Yes ☐ No.

Town ☐ Yes ☒ No

If yes, approximate time table for providing service:

City/Village

Town

Sanitary Sewers immediately  
or, write in number of years.

☐

☒

Water Supply immediately,  
or, write in number of years.

☐

☐

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?  
☐ Yes ☐ No.

If yes, identify the nature of the anticipated improvements and their probable costs:

11. Planning:

1. Do you have a comprehensive plan for the City/Village/Town?

☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan?

☐ Yes ☒ No

Describe: Town plan calls for medium density residential development. Development once annexed to Village is usually more dense.

2. Annual appropriation for planning? \$ 16,000 (2015 Budget)

3. How is the annexation territory now zoned? A-1 (Ex) = Exclusive Agriculture

4. How will the land be zoned and used if annexed? not up to the town

12. Other relevant information and comments bearing upon the public interest in the annexation: Petition references a Village of Cottage Grove Cooperative Plan under 66.0307. The Town has no such agreement with the Village.

Prepared by: ☒ Town ☐ City ☐ Village

Please RETURN PROMPTLY to:

Name: Kim Banigan, Clerk

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Email: clerk@towncg.net

Phone: 608-839-5021

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Date: 2/13/15

Fax: (608) 284-6104

(April 2013)

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: 38.387 acres	From Town of: Cottage Grove	To City/Village of: Cottage Grove
---	--------------------------------	--------------------------------------

2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

**Location and Position**

- ☐ Y (1) Location description by government lot, recorded private claim, ¼ - ¼ section, section, township, range and county
- ☐ Y (2) Contiguous with existing village/city boundaries
- ☐ N (3) Creates an island area in Township (completely surrounded by city)
- ☐ N (4) Creates an island area in City (completely surrounded by town)

**Petition and Map Information**

- ☐ Y (1) Identify owner(s) of annexed land
- ☐ Y (2) Identify parcel ID numbers included in annexation.
- ☐ NA (3) Identify parcel ID numbers being split by annexation
- ☐ Y (4) North arrow
- ☐ Y (5) Graphic Scale
- ☐ Y (6) Streets and Highways shown and identified
- ☐ N (7) Legend
- ☐ Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

The annexation description starts: "Beginning at the Southerly extension of the West right-of-way and center'line of County Truck Highway "BB", also known as Cottage Grove Road;" – the referenced West right-of-way line looks to be Fundamental Way as shown on Certified Survey Map No. 12884.

Prepared by: Jim Czaplicki  
 Title: Lead Land Records Spec.  
 Phone: (608) 267-3529  
 Date: 2/4/15

Please **RETURN PROMPTLY** to:  
 Municipal Boundary Review  
 101 E. Wilson Street, 9<sup>th</sup> Floor  
 Madison, WI 53702-0001

# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner: **Shady Grove LLC** Petition Number: **13827**

1. Territory to be annexed: From Town of: **Town of COTTAGE GROVE** To City/Village of: **Village of COTTAGE GROVE**

2. Area (Acres): **38.387**

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

**\$977.44**

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town  
(annual tax multiplied by 5 years): **4887.20**

c. Participating jurisdictions

d. Statutory authority (pick one)

c. Paid by: ☐ Petitioner ☐ City ☒ Village  
☐ Other:

☐ s. 66.0307

☐ s. 66.0225

☐ s. 66.0301

4. Resident Population: Electors: **2** Total: **2**

5. Approximate **present land use** of territory:

Residential: **8** %

Recreational: \_\_\_\_\_ %

Commercial: \_\_\_\_\_ %

Industrial: \_\_\_\_\_ %

Undeveloped: **92** %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: **68** %

Recreational: **16** %

Commercial: **16** %

Industrial: \_\_\_\_\_ %

Other: \_\_\_\_\_

Comments: **Based on preliminary concept plan. Final layout TBD.**

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No  
Plat Name: \_\_\_\_\_

8. What is the **nature of land use adjacent** to this territory in the city or village? **Village: vacant / 25.**

In the town?: **town: North - comm. & 250m/; East - residential; West and South: 25**

9. What are the **basic service needs** that precipitated the request for annexation?

☒ Sanitary sewer

☒ Water supply

☒ Storm sewers

☐ Police/Fire protection

☐ EMS

☐ Zoning

Other \_\_\_\_\_

10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No.

Town ☐ Yes ☒ No

If yes, approximate time table for providing service:

Sanitary Sewers immediately  
or, write in number of years.

City/Village

☐ 1

Town

☐

Water Supply immediately,  
or, write in number of years.

☐ 1

☐

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☒ No.

If yes, identify the nature of the anticipated improvements and their probable costs:

11. Planning:

1. Do you have a comprehensive plan for the City/Village/Town?

☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan?

☒ Yes ☐ No

Describe: \_\_\_\_\_

2. Annual appropriation for planning? \$ 10,000.00

3. How is the annexation territory now zoned? A-1 BX

4. How will the land be zoned and used if annexed?

NB, neighborhood business; SR-4, single family residential; MF-16, multi-family res.

12. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☐ Town ☐ City ☒ Village

Name: EPIN RUTH

Email: eruth@village.cottage-grave.wi.us

Phone: (608) 839-4704

Date: 2/4/15

(April 2013)

Please **RETURN PROMPTLY** to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

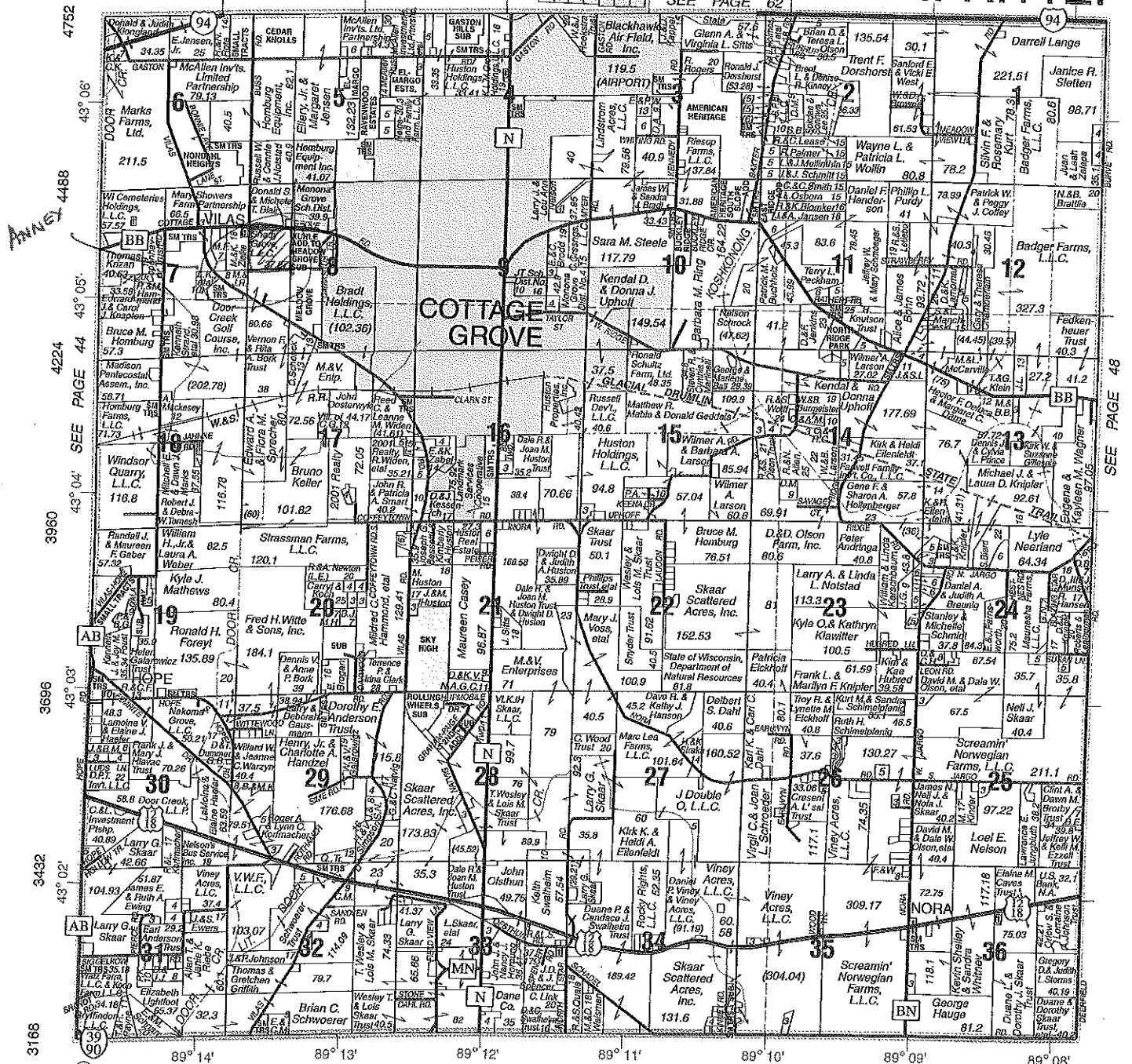
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

# COTTAGE GROVE

T.7N.-R.11E.

SEE PAGE 62



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SEE PAGE 34

Dane County, WI

3168

2904

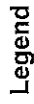
2640







2376

2112

1848

1584



-  Quarter-Quarter  
 City  
 Village  
 Civil Town  
 Rivers and Streams  
 Open Water  
 2010 Air Photos (WROC)

## Notes



**DISCLAIMER:** The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wa.gov/org/legal/>

### 0.3 Miles

0.17

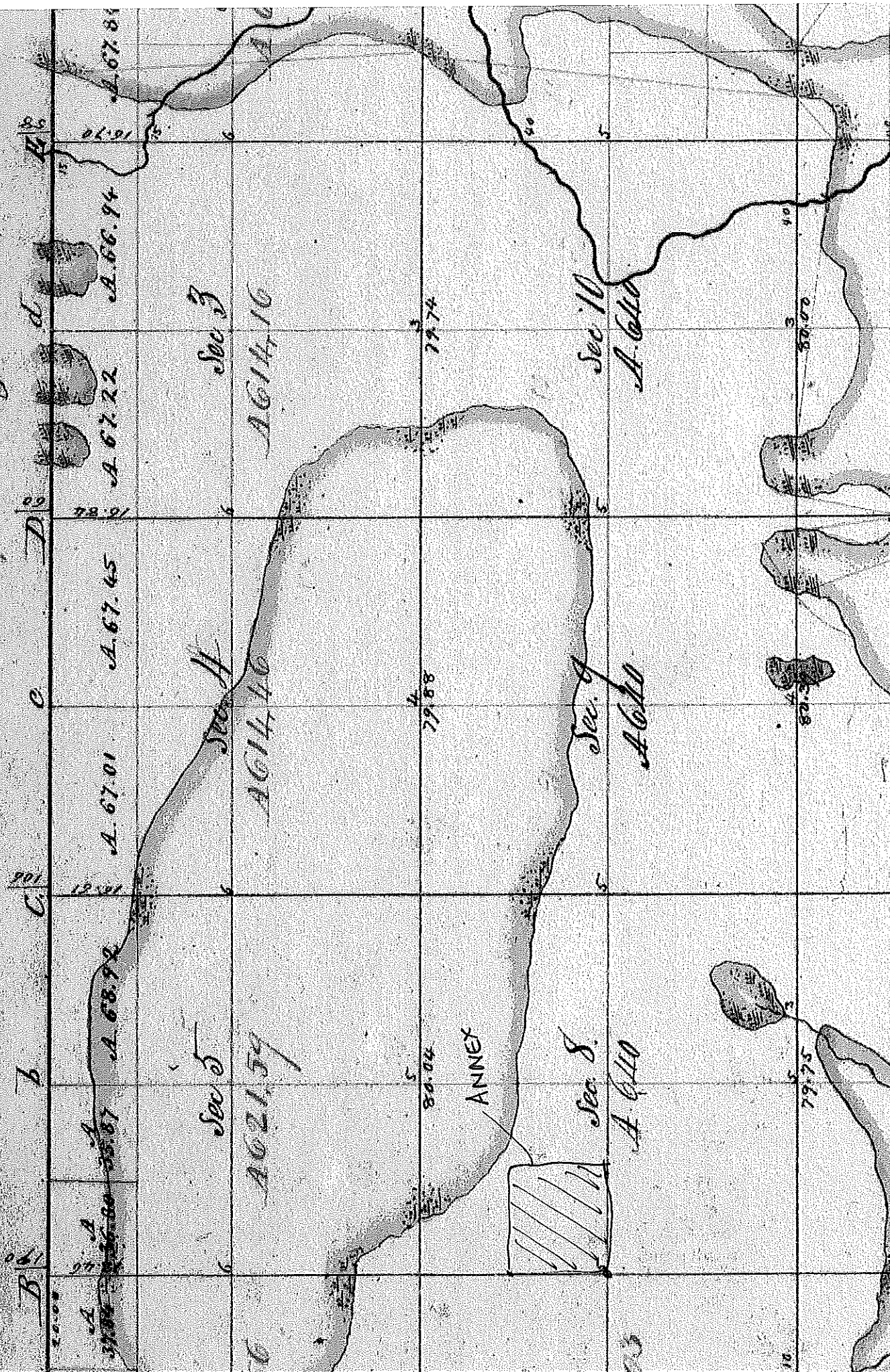
Q.

0.3

NAD\_1983\_HARN\_Wisconsin\_TM  
© Latitude Geographics Group Ltd.



Township. N.º VII. N. Range. N.º II E







**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**

GOVERNOR

**MIKE HUEBSCH**

SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview/>

February 20, 2015

PETITION FILE NO. 13827

DEBRA WINTER, CLERK  
VILLAGE OF COTTAGE GROVE  
221 E COTTAGE GROVE RD  
COTTAGE GROVE, WI 53527-9619

KIM BANIGAN, CLERK  
TOWN OF COTTAGE GROVE  
4058 COUNTY RD N  
COTTAGE GROVE, WI 53527-9503

Subject: SHADY GROVE LLC ANNEXATION

The proposed annexation submitted to our office on February 02, 2015, has been reviewed and found to be against the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow.

Although the subject petition is for territory that is reasonably shaped, contiguity to the Village of Cottage Grove is achieved only via a narrow strip of land that extends out from the main portion of the Village. This type of configuration is known as a "balloon on a string," and has been determined not to meet the minimum standard for contiguity established by the Wisconsin Supreme Court in *Town of Mt. Pleasant v. City of Racine*, 24 Wis.2d 41, 127 N.W.2d 757 (1964). In addition, the annexation of this territory will cause an adjacent parcel (Lot 1 CSM 12884) that remains in the Town of Cottage Grove to be effectively cut off from the town, connected only by the northern part of CTH "BB".

To avoid this 'balloon on a string' configuration, we suggest that the owner(s) of Lot 1 CSM 12884 join in the petition for annexation, or that the petitioner explore the use of direct annexation by one-half approval method as provided for by s. 66.0217 (3) (a), Wis. Stats. to bring Lot 1 CSM 12884 into the annexation.

Our review also found the following deficiencies in the petition that should be addressed prior to inclusion in any ordinance that annexes this territory:

- It appears that the bearing of the west boundary of the territory proposed for annexation should be shown as N 00° 38' 08" W in the legal description.
- The overall length of the east boundary of the territory should be shown on the scale map.
- The area of the territory shown on the map should match that shown in the legal description.
- There is a 0.63' misclosure of the legal description/map.
- The petition references a cooperative plan between the Town and the Village; the Department has been informed that no such plan exists. Reference to the plan should not appear in any ordinance that annexes this territory.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of state a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

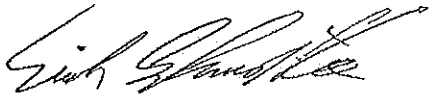
State and federal aids based on population and equalized value may be significantly affected through failure to file with the Secretary of State. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13827**

The address of the Office of the Secretary of State is:

Annexations and Railroads  
Division of Government Records  
Office of the Secretary of State  
PO Box 7848  
Madison WI 53707-7848

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Schmidtke", written in a cursive style.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner