

Request for Annexation Review

Wisconsin Department of Administration

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

Petitioner Information

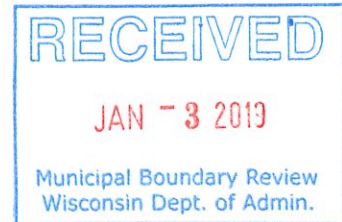
Name: **RICHARD O. AND SUSAN K. LARSON
REVOCABLE TRUST**

Address: **166 VILLA DRIVE**

NEENAH, WI 54956

Email: **RLARS166501@GMAIL.COM**

Office use only:



1. Town where property is located: **NEENAH**

2. Petitioned City or Village: **NEENAH**

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

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **0.8501**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **010042501**

Petitioners phone:

(920) 850-9793

Town clerk's phone:

(920) 725-0916

City/Village clerk's phone:

(920) 886-6101

Contact Information if different than petitioner:

Representative's Name and Address:
BRAD SCHMIDT

211 WALNUT STREET

NEENAH WI 54956

Phone: **(920) 886-6126**

E-mail: **BSCHMIDT@CL.NEENAH.WI.US**

Surveyor or Engineering Firm's Name & Address:
NA

NA

NA

NA

Phone: **NA**

E-mail: **NA**

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

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 is included
4. Indicate Statutory annexation method used:
 - ☒ Unanimous per [s. 66.0217 \(2\)](#), or,
 - OR
 - ☐ Direct by one-half approval per [s. 66.0217 \(3\)](#)
5. ☒ Check or money order covering review fee [see next page for fee calculation]

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

\$200 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$200 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$400 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Attach check or money order here, payable to: **Department of Administration**

**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**

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.]

RECEIVED

DEC 19 2018

CITY OF NEENAH

PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE CITY OF NEENAH

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southeast 1/4 of the Northeast 1/4 of Section 34, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 37,029 Square Feet (0.8501 Acres) of land described as follows:

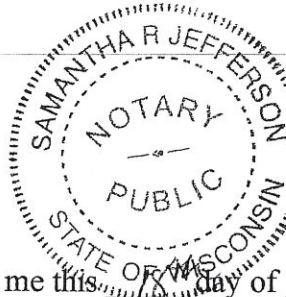
Commencing at the East 1/4 corner of Section 34; thence N00°33'21"W, 800.90 feet along the east line of the Northeast 1/4 of Section 34 to the Point of Beginning; thence S89°52'39"W, 322.00 feet; thence N00°33'21"W, 115.00 feet; thence N89°52'39"E, 322.00 feet to the east line of the Northeast 1/4 of Section 34; thence S00°33'21"E, 115.00 feet along said east line to the Point of Beginning.

The current population of such territory is 0.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
Property Owner:			
Richard O. & Susan K. Larson Revocable Trust Trustees:			
<u>Richard O. Larson</u>	<u>12-18-18</u>	RICHARD O. LARSON	166 Villa Drive Neenah WI 54956
NAME			
<u>Susan K. Larson</u>	<u>12-18-18</u>	SUE K. LARSON	166 Villa Drive Neenah WI 54956
NAME			

STATE OF WISCONSIN)
)SS.
COUNTY OF WINNEBAGO)



This instrument was signed and sealed before me this 18th day of December, 2018.

SUNSHINE LANE

BAYVIEW ROAD

CITY OF NEENAH

N89°52'39"E

322.00'

115.00'

N00°33'21"W

Pacel 1

ID: 010042501

37,029 square feet (0.8501 Acres +/-)

115.00'

S00°33'21"E

S89°52'39"W

322.00'

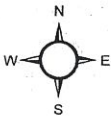
Point of Beginning

TOWN OF NEENAH

CITY OF NEENAH

800.90'

N00°33'21"W



1 inch = 67 feet



East 1/4 Corner
Section 34-20-7



SCOTT WALKER
GOVERNOR
ELLEN NOWAK
SECRETARY

Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: wimunicipalboundaryreview@wi.gov
Web: <http://doa.wi.gov/municipalboundaryreview>

January 03, 2019

PETITION FILE NO. 14183

PATRICIA STURN, CLERK
CITY OF NEENAH
PO BOX 426
NEENAH, WI 54957-0426

ELLEN SKERKE, CLERK
TOWN OF NEENAH
1600 BREEZEWOOD LN
NEENAH, WI 54956

Subject: LARSON REVOCABLE TRUST 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 NEENAH to the CITY OF NEENAH (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 January 23, 2019. 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
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Larson Revocable Trust**

Petition Number: **14183**

1. Territory to be annexed: From **TOWN OF NEENAH**

To **CITY OF NEENAH**

2. Area (Acres): **0.85**

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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

a. Title of boundary agreement City of Neenah/Town of Neenah
Boundary Agreement

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

b. Year adopted 2003

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

c. Participating jurisdictions City of Neenah/Town of Neenah

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☒ s.66.0301

4. Resident Population: _____ Electors: _____ Total: _____

5. Approximate present land use of territory:

Residential: _____% Recreational: _____% Commercial: _____% Industrial: _____%
Undeveloped: 100 %

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

Residential: 100 % Recreational: _____% Commercial: _____% Industrial: _____%
Other: _____%

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?

Residential north, east and west

In the town?: undeveloped south in town

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 timetable for providing service:

Sanitary Sewers immediately

or, write in number of years.

City/Village

☒

Town

☐

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 & Zoning:

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

☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan?

☒ Yes ☐ No

b. How is the annexation territory now zoned? R-1, Rural Residential District

c. How will the land be zoned and used if annexed? R-1, Single-Family Residence District

12. Elections: ☐ New ward or ☒ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

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

Prepared by: ☐ Town ☒ City ☐ Village

Name: Brend Schmidt

Email: Bschmidt@ci.greenh.wi.us

Phone: (920) 886 6126

Date: 1-8-19

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

Real Property Lister Annexation Review

Wisconsin Department of Administration

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

Petition Number: 14183

1. Territory to be annexed:	From Town of: Neenah	To City/Village of: Neenah
-----------------------------	-----------------------------	-----------------------------------

2. Is the annexation location described by government lot, recorded private claim, ¼ section, section, township & range?

☒ Yes ☐ No

3. Is the annexation contiguous with the existing city/village boundaries?

☒ Yes ☐ No

4. Will the annexation create an island area in the town (completely surrounded by the city/village)?

☐ Yes ☒ No

5. Will the annexation create an island area in the city/village (completely surrounded by the town)?

☐ Yes ☒ No

6. Does the owner(s) of record match the owner(s) listed on the petition?

☒ Yes ☐ No

7. Other relevant information and comments about the annexation:

The legal description states that the parcel is "Part of the Southeast 1/4 of the Northeast 1/4 of Section 34, Township 20 North, Range 17 East, City of Neenah..." It should state that it is in the "..., Town of Neenah..."

Prepared by:

Name: **Diane Culver**

Email: **dculver@co.winnebago.wi.us**

Phone: **(920) 232-3335**

Date: **1-8-2019**

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

See Page 32 - MENASHA

See Page 16 - OSHKOSH

2500 2100 1700 1300 900

The map is a historical land survey showing sections of the Fox River and Little Belte des Morres Lake. The sections are labeled with numbers and acreage values. A red crosshair is drawn on the map, with a red arrow pointing to a specific location labeled 'ANNEX' in red text. The map includes a grid with letters A through F and numbers 1 through 36.

Key features and labels on the map include:

- Sections:** Sec. 5, Sec. 8, Sec. 9, Sec. 10, Sec. 16, Sec. 17, Sec. 20, Sec. 21, Sec. 22, Sec. 27, Sec. 28, Sec. 33, Sec. 34.
- Acreage values:** A. 80.00, A. 160, A. 574.76, A. 49.40, A. 40.00, A. 35.12, A. 40.00, A. 42.70, A. 32.20, A. 40.00, A. 31.75, A. 63.16, A. 51.20, A. 21.75.
- Geographical features:** Fox River, Little Belte des Morres Lake, Blackwater Lake, Farm House, Bridge, Cor. to Sec. 22 & 23.
- Grid:** Letters A through F, numbers 1 through 36.
- Red Annotation:** A red crosshair is drawn on the map, with a red arrow pointing to a specific location labeled 'ANNEX' in red text.

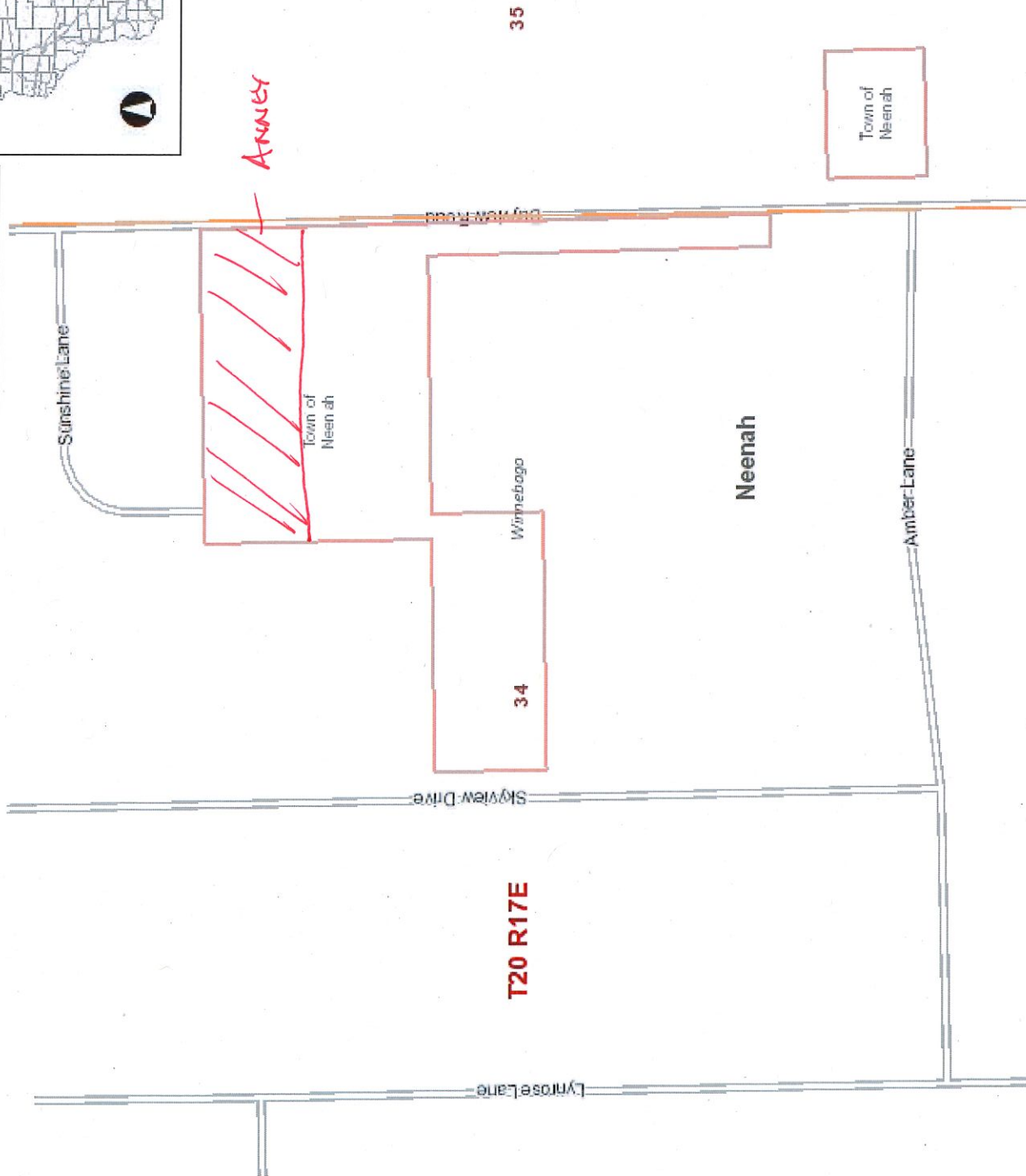


14183



Legend

- Township
- Section
- Quarter-Quarter
- County Boundary
- Cities, Towns & Villages
- City
- Village
- Civil Town
- Municipality
- State Boundaries
- County Boundaries
- Major Roads
- Interstate Highway
- State Highway
- US Highway
- County and Local Roads
- County HWY
- Local Road
- Railroads
- Tribal Lands
- Rivers and Streams
- Intermittent Streams
- Lakes and Open water



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.wi.gov/legal/>

0.1 Miles

0.03

0

NAD_1983_HARN_Wisconsin_TM

1: 1,980



14183



Legend

- Township
- Section
- Quarter-Quarter
- County Boundary
- Cities, Towns & Villages
- City
- Village
- Civil Town
- Municipality
- State Boundaries
- County Boundaries
- Major Roads
- Interstate Highway
- State Highway
- US Highway
- County and Local Roads
- County HWY
- Local Road
- Railroads
- Tribal Lands
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- Lakes and Open water

Notes

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0.0 0.02 0.0 Miles



NAD_1983_HARN_Wisconsin_TM

1: 990



TONY EVERS

GOVERNOR

JOEL BRENNAN

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

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

Email: wimunicipalboundaryreview@wi.gov

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

January 18, 2019

PETITION FILE NO. 14183

PATRICIA STURN, CLERK
CITY OF NEENAH
PO BOX 426
NEENAH, WI 54957-0426

ELLEN SKERKE, CLERK
TOWN OF NEENAH
1600 BREEZEWOOD LN
NEENAH, WI 54956

Subject: LARSON REVOCABLE TRUST ANNEXATION

The proposed annexation submitted to our office on January 03, 2019, has been reviewed and found to be in 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...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF NEENAH**, which is able to provide needed municipal services.

Note: the legal description incorrectly states that the annexation territory is located within the City of Neenah. Were this the case, annexation would not be necessary nor permitted. The annexation ordinance should correct this by stating that the territory is currently located within the Town of Neenah.

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 administration 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 Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14183 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2256>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner