

# Request for Annexation Review

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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

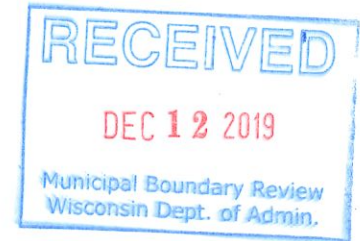
Name: **MARY G. BREUNIG, ET AL.**

Address: **6210 SCHUMACHER ROAD**

**WAUNAKEE, WI 53597**

Email:

Office use only:



1. Town where property is located: **TOWN OF WESTPORT**

2. Petitioned City or Village: **VILLAGE OF WAUNAKEE**

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

4. Population of the territory to be annexed:

5. Area (in acres) of the territory to be annexed: **86.907**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel):  
**006/0809-043-8500-4, 006/0809-043-9000-7**

Petitioners phone:

Town clerk's phone:  
**608-849-4372**

City/Village clerk's phone:  
**608-850-2827**

## Contact Information if different than petitioner:

Representative's Name and Address:

**ROBERT PROCTER**

**AXLEY BRYNELSON, LLP**

**2 EAST MIFFLIN STREET, SUITE 200**

**MADISON, WI 53703**

Phone: **608-283-6762**

E-mail: **RPROCTER@AXLEY.COM**

Surveyor or Engineering Firm's Name & Address:

**DANIEL N. DAY**

**D'ONOFRIO KOTTKE & ASSOCIATES**

**7530 WESTWARD WAY**

**MADISON, WI 53717**

Phone: **608-833-7530**

E-mail: **DDAY@DONOFRIO.CC**

## 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

**\$350 Initial Filing Fee** (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

**\$1000 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

**\$1350 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

Shaded Area for Office Use Only

Date fee received: 12-12-19

Payee: Axley Brynolson

Check Number: 180072

Check Date: 12-9-19

Amount: \$1350

## 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 only 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.]*

PETITION FOR DIRECT ANNEXATION  
BY UNANIMOUS CONSENT  
(Wis. Stats. § 66.0217(2))

TO:	Village of Waunakee	Town of Westport
	Attn: Village Clerk	Attn: Town Clerk
	500 W. Main Street	Kennedy Administration Building
	Waunakee, WI 53597	5387 Mary Lake Road
		Waunakee, WI 53597

The undersigned electors residing in the Territory and the owners of all of the real property in the Territory do hereby unanimously petition the Village of Waunakee for the purpose of annexing the Territory from the Town of Westport to the Village of Waunakee.

The "Territory" proposed for annexation from the Town of Westport to the Village of Waunakee is shown on the scale map attached as Exhibit A, and is more particularly described on the attached Exhibit B. The Territory is located in Dane County, Wisconsin.

The undersigned do hereby request that this annexation be approved and take effect in the manner provided for by law.

There is one elector residing in the Territory. The population of the Territory is one person.

This Petition for Annexation is filed pursuant to Wis. Stats. § 66.0217(2).

[SIGNATURES NEXT PAGE]



**BEING ALL OF THE ELECTORS AND OWNERS**

MARY G. BREUNIG, individually

By: Mary G. Breunig  
Mary G. Breunig

THE KURT J. BREUNIG AND PEGGY A HILL-  
BREUNIG REVOCABLE TRUST DATED  
SEPTEMBER 7, 2007

By: Kurt J. Breunig  
Kurt J. Breunig, Trustee

Date: 12-5-19

By: Peggy A. Hill-Breunig  
Peggy A. Hill-Breunig, Trustee

Date: 12-5-19

MARY G. BREUNIG INDIVIDUAL REVOCABLE  
TRUST DATED APRIL 6, 2016

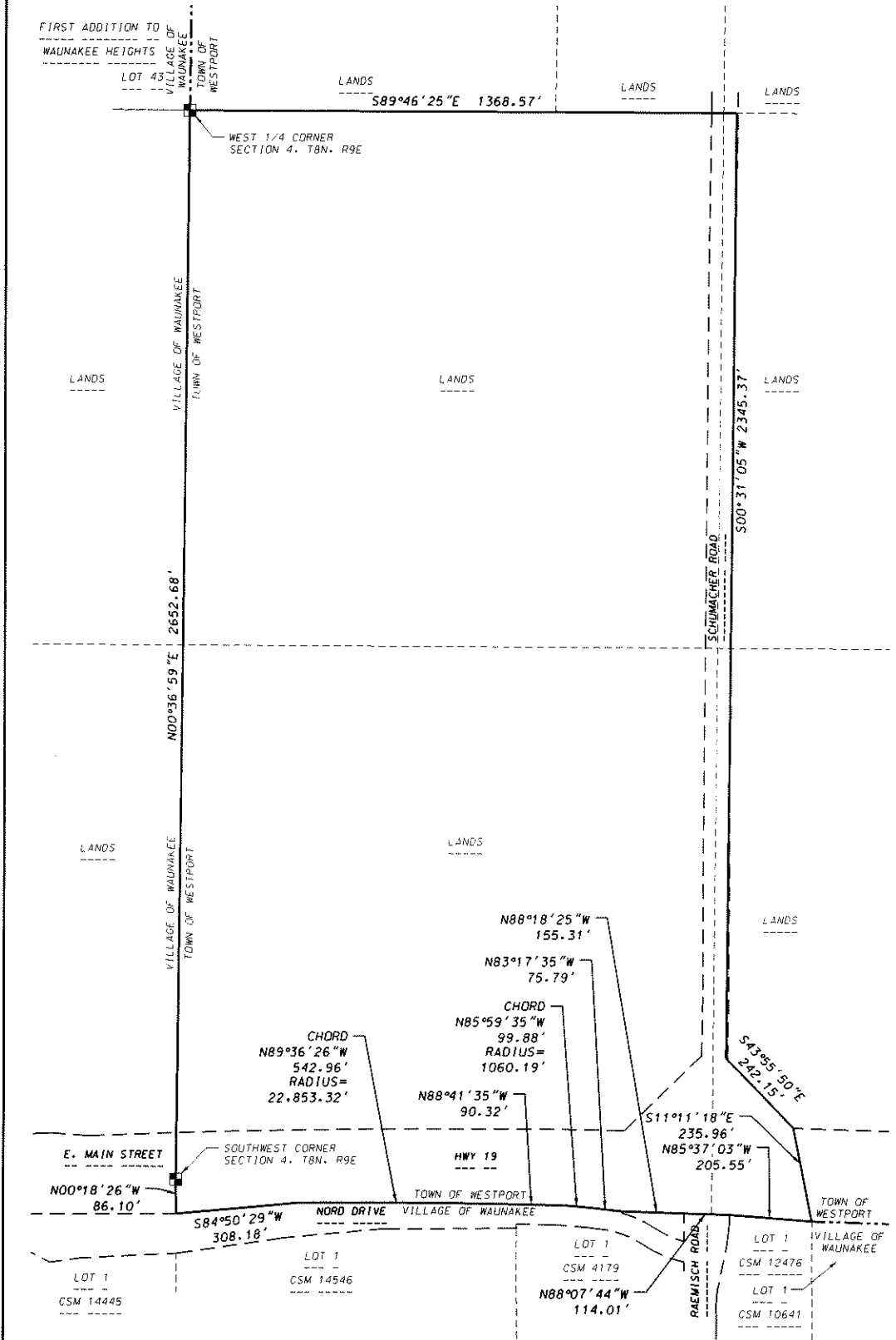
By: Mary G. Breunig  
Mary G. Breunig, Trustee

Date: 12-5-19

cc: Wisconsin Department of Administration

# EXHIBIT A

## LANDS TO BE ANNEXED TO THE VILLAGE OF WAUNAKEE



**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**

7530 Westward Way, Madison, WI 53717  
 Phone: 608.833.7530 • Fax: 608.833.1089  
 YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT



THE WEST LINE OF THE SW1/4  
 OF SECTION 4, T8N, R9E IS  
 ASSUMED TO BEAR  
 N00°36'59"E

0 300  
 Scale 1" = 300'

DATE: November 25, 2019

F.N.: 19-07-107

## EXHIBIT B

### LANDS TO BE ANNEXED TO THE VILLAGE OF WAUNAKEE

The NW1/4 of the SW1/4, SW1/4 of the SW1/4, part of the SE1/4 of the SW1/4 and part of the NE1/4 of the SW1/4 of Section 4 and part of the NW1/4 of the NW1/4 and part of NE1/4 of the NW1/4 of Section 9, all in T8N, R9E, Town of Westport, Dane County, Wisconsin to-wit:

Beginning at the Southwest corner of said Section 4; thence N00°36'59"E, 2652.68 feet to the West 1/4 corner of said Section 4; thence S89°46'25"E, 1368.57 feet along North line of said SW1/4 to the Northeast corner of said NW1/4 of the SW1/4; thence S00°31'05"W, 2345.37 feet to a point on the Northerly right-of-way line of Highway 19; thence S43°55'50"E, 242.15 feet along said Northerly right-of-way line to an angle point in said Northerly right-of-way line; thence S11°11'18"E, 235.96 feet to the a point on the South right-of-way line of said Highway 19, also being the Northeast corner of Lot 1, Certified Survey Map No. 12476; thence N85°37'03"W, 205.55 feet along the North line of said Lot 1 and said South right-of-way line; thence N88°07'44"W, 114.00 feet along said South right-of-way line; thence N88°18'25"W, 155.31 feet along said South right-of-way line; thence N83°17'35"W, 75.79 feet along said South right-of-way line to a point of curve; thence Westerly along said South right-of-way line on a curve to the left which has a radius of 1060.19 feet and a chord which bears N85°59'35"W, 99.88 feet; thence N88°41'35"W, 90.32 feet along said South right-of-way line to a point of curve; thence Westerly along said South right-of-way line on a curve to the left which has a radius of 22,853.32 feet and a chord which bears N89°36'26"W, 542.96 feet; thence S84°50'29"W, 308.18 feet to a point of the West line of the NW1/4 of said Section 9; thence N00°18'26"W, 86.10 feet along said West line to the point of beginning. Containing 3,785,656 square feet (86.907 acres).

PETITION # \_\_\_\_\_

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

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1. Territory to be annexed:	From Town of:	To City/Village of:
86.907 acres	Westport	Waunakee

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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.

☐ N (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

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3. Other relevant information and comments:

The annexation includes lands to the east right-of-way of Schumacher Road which will split the tax parcels for owners to the east of lands that have not otherwise deeded or dedicated lands for Schumacher Road.

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Prepared by: Jim Czaplicki  
Title: Land Records Rev. Analyst  
Phone: (608) 267-3529  
Date: 12/16/19

Please **RETURN PROMPTLY** to:  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
(608) 264-6102 **FAX** (608) 264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)



# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Breunig et al**

Petition Number: **14279**

1. Territory to be annexed: From **TOWN OF WESTPORT** To **VILLAGE OF WAUNAKEE**

2. Area (Acres): 77 ±

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 907.22

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 4536.10

c. Participating jurisdictions \_\_\_\_\_

c. Paid by: ☐ Petitioner ☐ City ☒ Village

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: \_\_\_\_\_

4. Resident Population: Electors: 1 Total: 1

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

Residential: 1 % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: 99 %

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

Residential: \_\_\_\_\_ % 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?

In the town?: Gravel pit & Ag

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 \_\_\_\_\_

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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:

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: \_\_\_\_\_

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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?   A1  

c. How will the land be zoned and used if annexed? \_\_\_\_\_

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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](mailto:elections@wi.gov) or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

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

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Prepared by:   ☒ Town   ☐ City   ☐ Village

Name: Robert Anderson

Email: banderson@townofvesta.org

Phone: 608 849 4372

Date: 12/16/19

Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Breunig et al**

Petition Number: **14279**

1. Territory to be annexed: From **TOWN OF WESTPORT** To **VILLAGE OF WAUNAKEE**

2. Area (Acres): **800.907**

3. Pick one: ☐ Property Tax Payments

OR

☒ Boundary Agreement

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

\$ \_\_\_\_\_

a. Title of boundary agreement

b. Year adopted **1990**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \_\_\_\_\_

c. Participating jurisdictions **WAUNAKEE/WESTPORT**

c. Paid by: ☐ Petitioner ☐ City ☐ Village

d. Statutory authority (pick one)

☐ Other: \_\_\_\_\_

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

4. Resident Population: Electors: **1** Total: **1**

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

Residential: \_\_\_\_\_ % Recreational: \_\_\_\_\_ % Commercial: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: **100** % - **undeveloped land A-1**

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

Residential: **72** % Recreational: **22** % Commercial: **0** % Industrial: **0** %

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

Comments: \_\_\_\_\_

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

Plat Name: **HERITAGE HILLS**

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

**commercial / industrial (south) & residential (west)**

In the 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: 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 & 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? A-1

c. How will the land be zoned and used if annexed? RESIDENTIAL / PARK OPEN SPACE / PRESERVATION

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](mailto:elections@wi.gov) or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

PROPERTY WILL JOIN EXISTING WARD 1

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

Prepared by: ☐ Town ☐ City ☒ Village

Name: CAITLIN STENE

Email: CSTENE@WAUNAKEE.COM

Phone: 608-850-2827

Date: 12/10/19

(March 2018)

Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



# Township N<sup>o</sup> VIII — Range N<sup>o</sup> IX E. 4<sup>th</sup> Mer. Wis. Ter



Standards of 4<sup>th</sup> Lake

Post	Course	Ch. Lk.
7.	N 16 E	4.50
	N 42 E	5.00
	N 38 E	17.00
	N 6 W	6.00
	N 29 W	17.00
	N 46 W	22.00
	N 84 W	4.85
6.	S 80 W	15.00
	S 78 W	33.00
	S 72 W	6.00
	S 31 W	31.50
	S 83 W	7.00
	S 37 W	5.50
	N 6 1/2 W	3.30
5.	N 44 W	7.00
	N 53 E	4.50
	N 10 W	7.50
	N 57 W	32.00
	N 4 E	10.00
	N 47 1/2 W	10.75
4.	N 55 W	10.00
	N 14 W	25.00
	S 79 1/2 W	13.75
3.	S 66 W	18.00
	S 68 W	10.22
2.	S 51 W	12.00
	S 75 1/2 W	30.00
	S 34 W	40.00
1.	S 23 1/2 W	13.34

Total number of acres 21,497.25

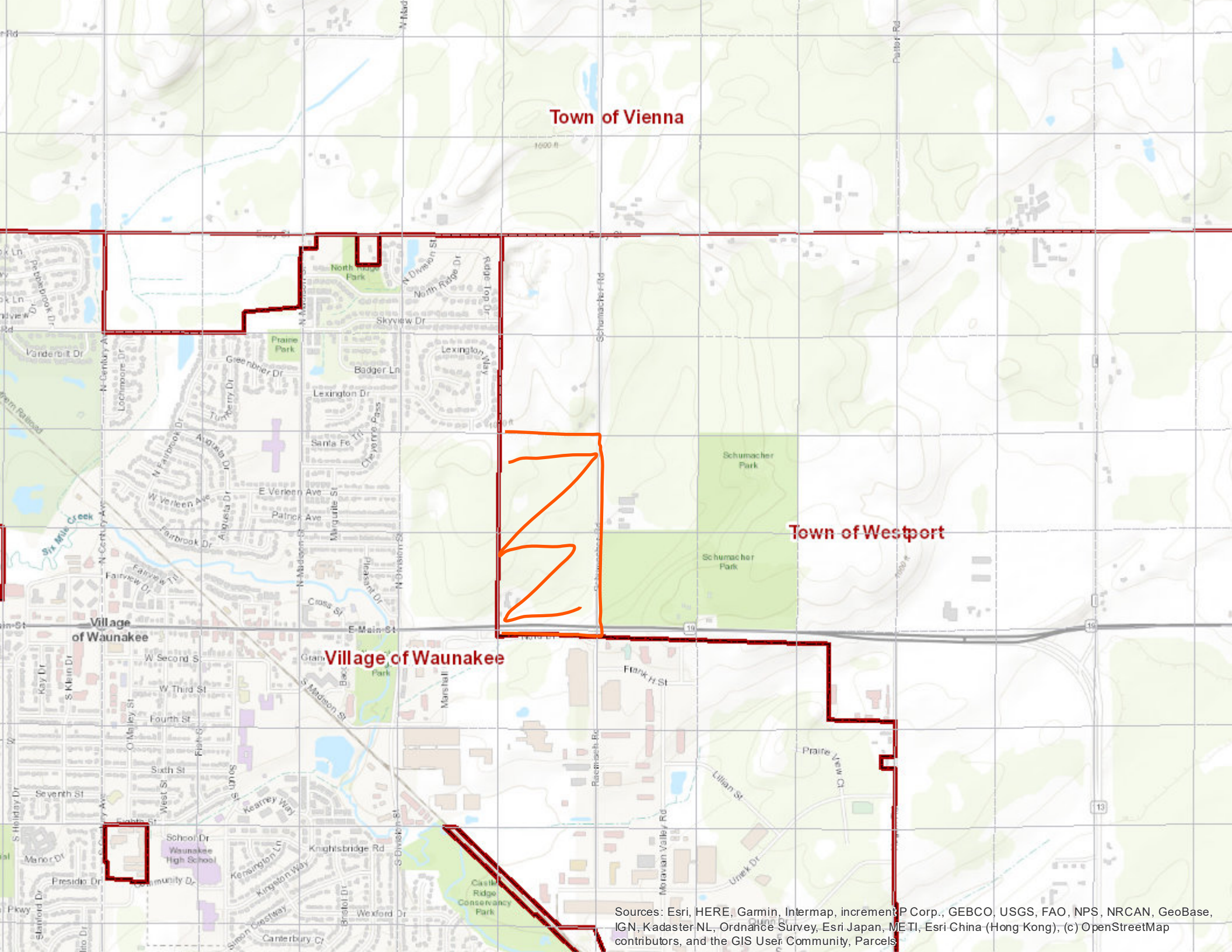
Survey Designated	By whom Surveyed	Date of Contract	Acres of Survey	When Surveyed	When Surveyed
Lower Boundaries	John Mallett	4 <sup>th</sup> of 1831	20. 4. 16	3 <sup>d</sup> of 1832	1 <sup>st</sup> of 1833
Subdivisions	John Mallett	16 <sup>th</sup> of 1832	15. 07. 14	2 <sup>d</sup> of 1833	3 <sup>d</sup> of 1833
2 <sup>d</sup> East Road	Orson Lyon	8 <sup>th</sup> Feb. 1834	47. 03. 53	3 <sup>d</sup> of 1834	1 <sup>st</sup> of 1835
2 <sup>d</sup> West Road	Mallett & Brink	7 <sup>th</sup> July 1833	14. 69. 66	4 <sup>th</sup> of 1835	3 <sup>d</sup> of 1834

The above Map of Township N<sup>o</sup> 8, Range N<sup>o</sup> 9 East, 4<sup>th</sup> Meridian North West Territory, is thieftly conformable to the field notes of the Survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office

Robert L. Lytle, Surveyor





Town of Vienna

Town of Westport

Village of Waunakee





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](mailto:wimunicipalboundaryreview@wi.gov)

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

January 03, 2020

PETITION FILE NO. 14279

CAITLIN STENE, CLERK  
VILLAGE OF WAUNAKEE  
PO BOX 100  
WAUNAKEE, WI 53597-0100

THOMAS G. WILSON, CLERK  
TOWN OF WESTPORT  
5387 MARY LAKE RD  
WAUNAKEE, WI 53597-9128

Subject: BREUNIG ET AL ANNEXATION

The proposed annexation submitted to our office on December 12, 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 **VILLAGE OF WAUNAKEE**, which is able to provide needed municipal services.

Note: Please verify that the legal description call to the NE corner of the NW 1/4 of the SW 1/4 is correct, as the description states that lands being annexed are part of the NE 1/4 of the SW 1/4.

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 14279 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](mailto: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=2353>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner