

# 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: **RAYMOND VINCE**

Address: **11536 WILD DEER TRAIL**  
**ROSCOE, IL 61073-8988**

Email: **VINCEFAM@CHARTER.NET**

Office use only:

**RECEIVED**  
**July 6, 2021**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

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

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

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

4. Population of the territory to be annexed: **2**

5. Area (in acres) of the territory to be annexed: **0.366**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **6-2-2288**

Petitioners phone:

**608-346-0881**

Town clerk's phone:

**608-364-2980 EXT. 21 Karry  
DeVault**

City/Village clerk's phone:

**608-364-6684 LORI  
STOTTLER**

## Contact Information if different than petitioner:

Representative's Name and Address:

Surveyor or Engineering Firm's Name & Address:  
**RH BATTERMAN / KRISTIN BELONGIA**

**2857 BARTELLS DRIVE**

**BELOIT, WI 53511**

Phone:

Phone: **608-365-4464**

E-mail:

E-mail: **KBELONGIA@BATTERMAN.COM**

## 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 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**

Shaded Area for Office Use Only

Date fee received: 2-6-21

Payee: Raymond G. Vioce Julia I Vioce

Check Number: 5995

Check Date: 6-30-21

Amount: \$400.00

## 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.]*

July 1, 2021

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701

Re: Request for Annexation Review

To whom it may concern,

Please process the application for Mr. Raymond Vince.

If you should have any questions please contact Kristin Belongia at Batterman.

Yours Truly,



**Connie Torkelson** | Administrative Assistant  
Batterman | Engineering | Surveying | Planning

2857 Bartells Drive Beloit, WI 53511 [www.rhbatterman.com](http://www.rhbatterman.com)  
Office: 608.365.4464 | Fax: 608.365.1850

# PLAT SHOWING TERRITORY ANNEXED TO THE CITY OF БЕЛОИТ

OF LOT 10, BLOCK 1, WEST VIEW, A SUBDIVISION, SITUATED IN PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 33, T. 1 N., R. 12 E., OF THE 4TH P.M., БЕЛОИТ TOWNSHIP, ROCK COUNTY, WISCONSIN.

**DESCRIBED AS FOLLOWS:**

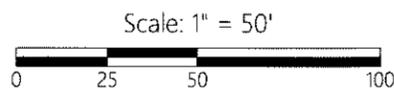
Commencing at the East 1/4 corner of Section 33-1-12; thence S 0°00'00" E along the East line of the Southeast 1/4 of aforesaid Section 33 a distance of 166.55; thence N 90°00'00" W a distance of 33 feet to the Northeast corner of Lot 10 of Block 1 of West View and point of beginning; thence South 0°00'00" East along the East line of aforesaid Lot 10 a distance of 133.55 feet to the Southeast corner of aforesaid Lot 10; thence North 90°00'00" West along the South line of aforesaid Lot 10 a distance of 119.27 feet to the Southwest corner of aforesaid Lot 10; thence North 0°02'04" East along the West line of aforesaid Lot 10 a distance of 133.55 feet to the Northwest corner of aforesaid Lot 10; thence N 90°00'00" E along the north line of aforesaid Lot 10 a distance of 119.19 feet to the point of beginning. Containing 15,923 square feet, (0.366 acres) of land, more or less.

STATE OF WISCONSIN  
COUNTY OF ROCK

I, Lori Stottler, Clerk of the City of Beloit, Rock County, Wisconsin, do hereby certify that the above described parcel of real estate has by ordinance duly adopted by the City of Beloit, Rock County, Wisconsin, been annexed from the Town of Beloit, Rock County, Wisconsin, to the City of Beloit, Rock County, Wisconsin. That the plat hereon drawn is a correct representation of said territory.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the City of Beloit, Rock County, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 2021.

Lori Stottler, Clerk



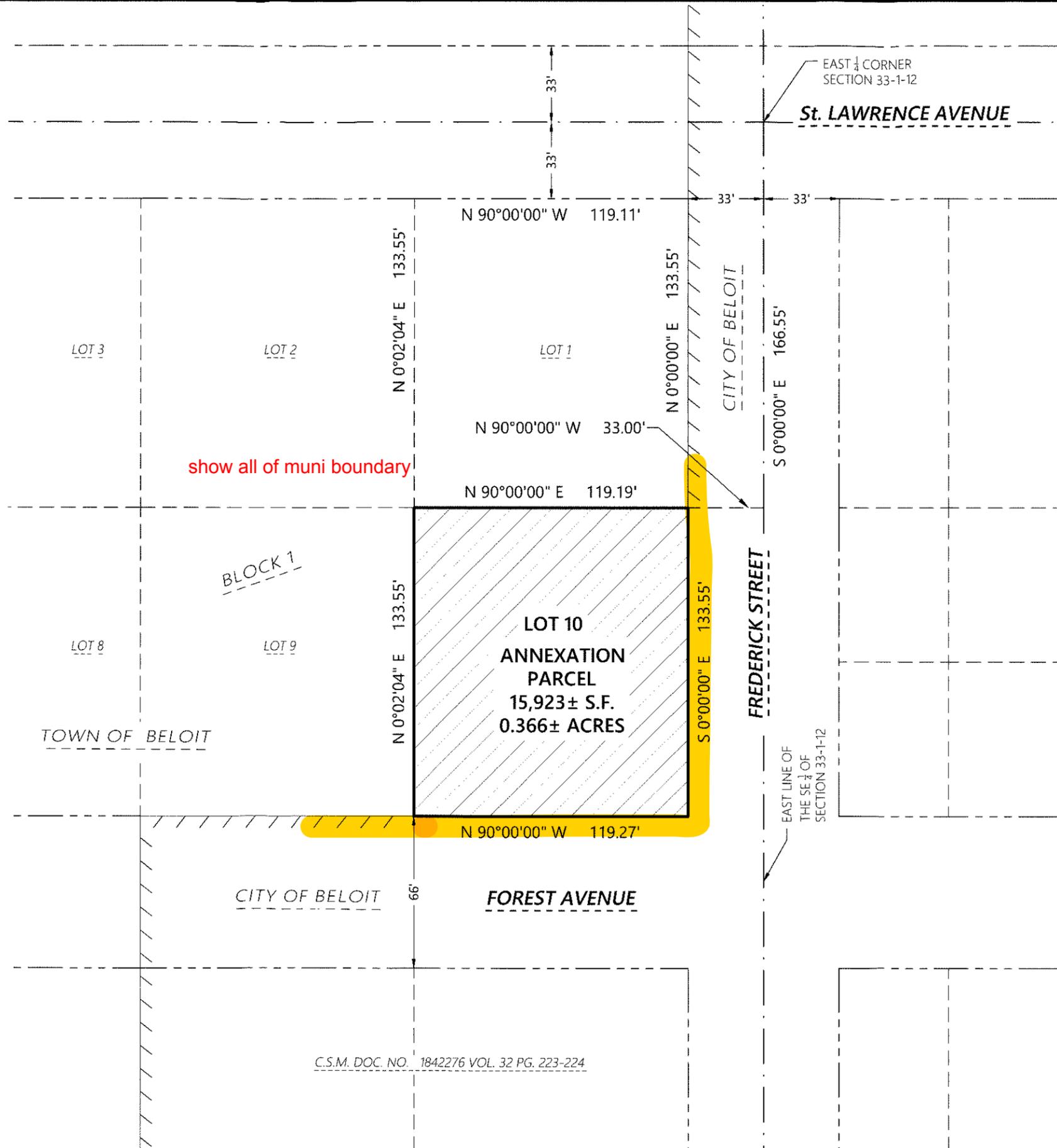
DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON THE EAST LINE OF THE SE 1/4 OF SECTION 33-1-12 ASSUMED TO BEAR S 0°00'00" E

Kristin J. Belongia, P.L.S.  
Wisconsin Professional Land Surveyor S-2943

State of Wisconsin }  
County of Rock } ss

I hereby certify that the Plat of Annexation as described and hereon drawn correctly represents said territory and said plat is true and correct.  
Dated this 2nd day of June, 2021.



C.S.M. DOC. NO. 1842276 VOL. 32 PG. 223-224



**Batterman**  
engineers surveyors planners  
2857 Bertells Drive Beloit, Wisconsin 53511  
608.365.4464 www.rhbatterman.com

**ANNEXATION PLAT**

FOR THE EXCLUSIVE USE OF:  
RAYMOND VINCE  
11536 WILD DEER TRAIL  
ROSCOE, IL 61073

ORDER NO: 33947  
DRAWN BY: LMB  
SHEET 1 OF 1

File Name: J:\33900-34000\33947 - Raymond Vince\SURVEY\B.DRAWING FILES

# 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: **Vince**

Petition Number: **14422**

1. Territory to be annexed: From **TOWN OF BELOIT** To **CITY OF BELOIT**

2. Area (Acres): **0.366**

3. Pick one:  Property Tax Payments

OR  Boundary Agreement

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

\$ **1,470.76**

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **\$7,353.80**

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

d. Statutory authority (pick one)

c. Paid by:  Petitioner  City  Village

s.66.0307  s.66.0225  s.66.0301

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

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

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

Residential: **100**% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Undeveloped: \_\_\_\_\_%

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

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

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

Comments: **N/A – Existing single-family home**

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

Plat Name: **N/A**

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

**Single-Family Residential**

In the town?: **Single-Fam. Residential and Light Industrial (Machine Shop)**

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: \_\_\_\_\_

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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? Single-Family Residential \_\_\_\_\_

c. How will the land be zoned and used if annexed? Single-Family Residential \_\_\_\_\_

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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:

**This is an existing home with a failing septic system.**

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Prepared by:  Town     City     Village

Name: Drew Pennington, AICP

Email: [penningtond@beloitwi.gov](mailto:penningtond@beloitwi.gov)

Phone: (608) 364-6711

Date: July 12, 2021

(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

## Schmidtke, Erich J - DOA

---

**From:** MICHELLE SCHULTZ <MICHELLE.SCHULTZ@co.rock.wi.us>  
**Sent:** Friday, July 9, 2021 3:26 PM  
**To:** Schmidtke, Erich J - DOA  
**Subject:** RE: Proposed Annexation to Beloit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Erich,

Legal is good.

Thank you,

Michelle

Michelle Schultz  
Rock County, State of Wisconsin  
Real Property Lister / LIO  
51 S. Main St.  
Janesville, WI 53545  
[michelle.schultz@co.rock.wi.us](mailto:michelle.schultz@co.rock.wi.us)  
(608) 757-5607

---

**From:** Schmidtke, Erich J - DOA [mailto:Erich.Schmidtke@wisconsin.gov]  
**Sent:** Friday, July 09, 2021 3:08 PM  
**To:** MICHELLE SCHULTZ <MICHELLE.SCHULTZ@co.rock.wi.us>  
**Subject:** Proposed Annexation to Beloit

**CAUTION:** This email originated from outside the Rock County (Rock-IT) network. Do not click links or attachments unless you recognize the sender and know the content is safe. If you feel this email is a potential phishing attempt, please forward to [@PhishingAlerts@co.rock.wi.us](mailto:@PhishingAlerts@co.rock.wi.us) for review.

Hello Michelle,  
Here is a proposed annexation to Beloit from Town of Beloit for your review and thoughts and comments.  
Thank you for your help, Have a great weekend.  
Erich



Erich Schmidtke  
Municipal Boundary Review - DOA  
101 East Wilson Street  
PO Box 1645, Madison, WI 53701  
(608) 264-6102  
[erich.schmidtke@wisconsin.gov](mailto:erich.schmidtke@wisconsin.gov)  
<http://doa.wi.gov/municipalboundaryreview>

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# PLAT SHOWING TERRITORY ANNEXED TO THE CITY OF БЕЛОИТ

OF LOT 10, BLOCK 1, WEST VIEW, A SUBDIVISION, SITUATED IN PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 33, T. 1 N., R. 12 E., OF THE 4TH P.M., БЕЛОИТ TOWNSHIP, ROCK COUNTY, WISCONSIN.

## DESCRIBED AS FOLLOWS:

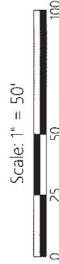
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IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the City of Beloit, Rock County, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 2021.

Lori Stottler, Clerk



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT  
BEARINGS BASED ON THE EAST LINE OF THE SE 1/4 OF SECTION 33-1-12 ASSUMED TO BEAR S 0°00'00" E

Kristin J. Belongia, P.L.S.  
Wisconsin Professional Land Surveyor S-2943

State of Wisconsin } ss  
County of Rock }

I hereby certify that the Plat of Annexation as described and hereon drawn correctly represents said territory and said plat is true and correct.  
Dated this 2nd day of June, 2021.

## ANNEXATION PLAT

FOR THE EXCLUSIVE USE OF:  
RAYMOND VINCE  
17536 WILD DEER TRAIL  
ROSCOE, IL 61073

ORDER NO: 33947  
DRAWN BY: LMB  
SHEET 1 OF 1

**Batterman**  
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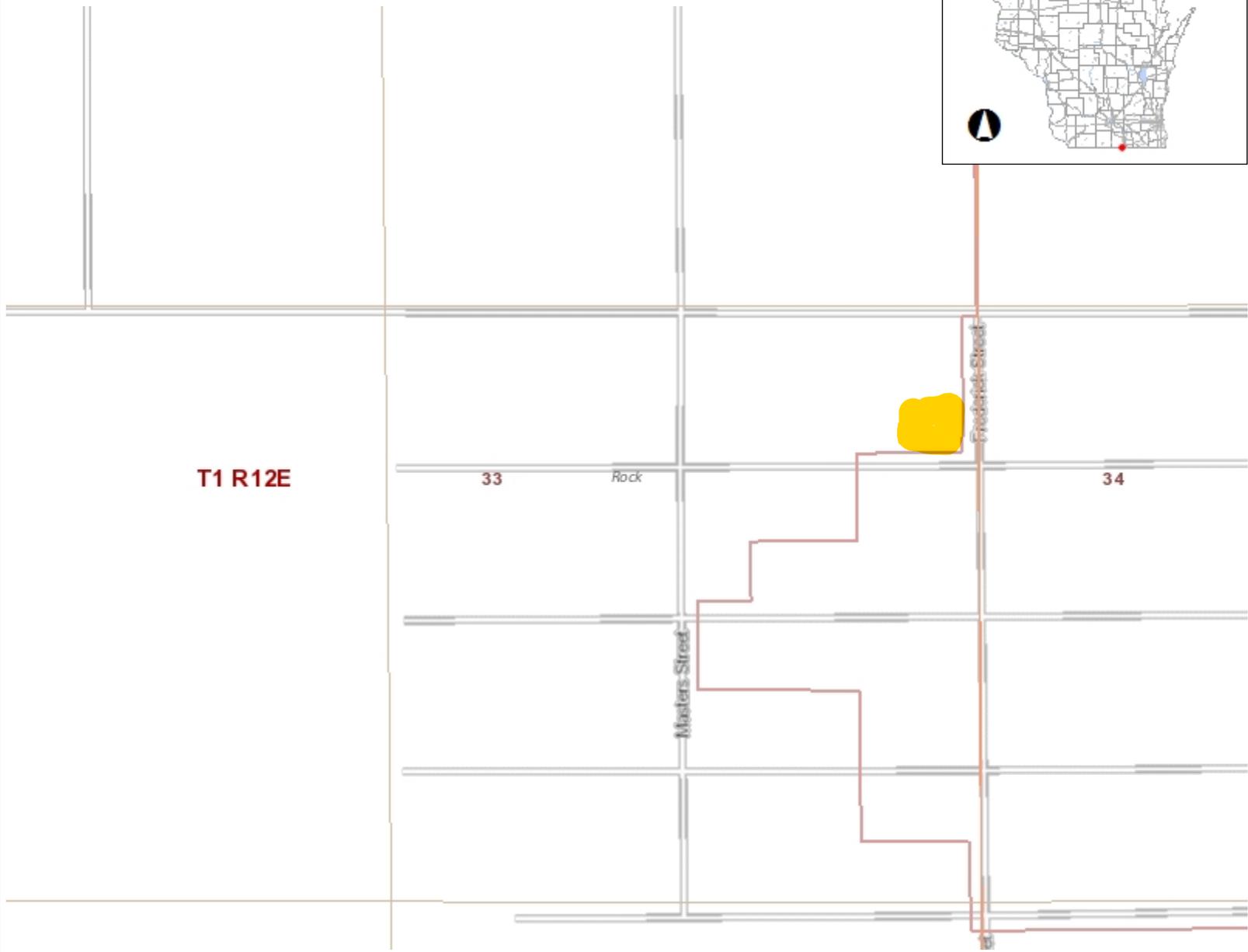




# Surface Water Data Viewer Map



- 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



NAD\_1983\_HARN\_Wisconsin\_TM

1: 3,960

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/>

**Notes**

# Township N. 1 N. Range N. 12 East 4<sup>th</sup> Mer. (Wis. Ter.)



Meanders of Rock R.			Rock River		
Dist.	Course	Ch. lks. Post.	Course	Ch. lks.	Post.
1.	N 61° E	12.00	Left 13th. down stem		
	N 41° E	9.00	135 1/2 W	13.80	
	N 56° E	8.00	153 W	13.50	
	N 80° E	13.00	179 W	9.00	
	N 46° E	8.50	139 W	8.00	
	N 21° E	8.50	11 E	15.00	
	N 78° E	12.50	139 W	9.00	
	N 23 1/2° W	12.50	164 W	4.09	
	N 26° W	15.00			
	N 7 1/2° E	4.24	10		
			166 W	8.00	
			161 W	14.00	
2.	N 3 1/2° W	11.00	171 W	4.00	
	N 18° E	5.00	114 W	5.00	
	N 49° E	6.50	18 1/2 W	6.50	
	N 19 1/2° E	5.50	145 W	5.00	
	N 16° E	7.00	127 W	7.00	
			166 W	8.00	
	N 30° W	5.50	125 W	7.50	
	N 74° W	8.50	134 W	.57	
	N 46° W	5.00			
	N 27° W	7.00	11		
	N 56° E	6.00	18 W	9.50	
	N 47° W	10.00	121 W	12.00	
	N 12° W	7.50	12 W	9.00	
	N 29° E	11.50	124 1/2 E	4.00	
	N 12° E	3.67	144 E	8.00	
			15 E	8.00	
3.	N 5 1/2° W	5.00	139 W	10.00	
	N 21° W	7.50	121 W	5.00	
	N 15° W	10.00	121 W	4.50	
	N 21° W	5.00	122 E	6.00	
	N 5° W	11.50	161 E	10.00	
	N 41° E	3.00	126 E	5.00	
	N 5 1/2° E	16.50	124 E	1.21	
	N 71° W	8.00	120 E	6.40	
	N 71° W	4.89	15 W	47.00	
4.	N 20° W	15.00	120 E	15.00	
	N 4 1/2° W	15.50	120 E	10.00	
	N 5° E	14.50	113 E	17.8	
	N 12° E	11.00	15 1/2 E	18.20	
	N 13 1/2° E	10.50	14 W	19.00	
	N 7 1/2° W	5.00	17 W	20.00	
	N 25 1/2° W	4.00	125 E	20.00	
	N 12° E	3.00	114 W	4.45	
	N 36° W	3.74			
5.	N 38 1/2° W	5.50	113 1/2 E	15.30	
	N 27 1/2° W	12.00	119 E	3.50	
	N 10° W	10.00	136 E	9.00	
	N 33° E	8.50	143 E	14.00	
	N 7° W	4.50	118 W	15.00	
	N 2° W	7.75	115 W	16.00	
	N 27° W	7.00	136 1/2 W	11.50	
	N 4 1/2° W	9.00	South	5.66	
	N 16 1/2° E	23.22			
6.	N 1 1/2° E	12.50	117 1/2 E	11.74	
	N 35 1/2° E	9.00	128 E	15.00	
	N 32 1/2° E	12.00	13 W	15.00	
	N 7 1/2° E	8.50	146 W	13.00	
	N 4 1/2° E	8.00	161 W	20.00	
	N 61° E	8.00	123 W	7.00	
	N 84 1/2° E	5.50	113 1/2 W	4.11	
	N 57° E	10.50			
	N 80° E	5.50			
7.	N 40 1/2° E	8.50			
	N 60 1/2° E	11.00			
	N 24° E	6.00			
	N 43° E	7.50			
	N 70° E	11.50			
	N 51° E	11.00			
8.	N 36° E	10.16			

E. of River - Var. 7. 15

Survey Originated	By whom Surveyed	Date of Contract	Am. of Survey	When Surveyed	When Surveyed to the River and Post
Subdivision	Geo. W. Harrison	18. Nov. 1833	m. 6. 46	1 <sup>st</sup> of 1834	3 <sup>rd</sup> of 1834
Town Lines on West & North South Boundary	Mullet & Brink	14. July 1833	11. 33. 50	3 <sup>rd</sup> of 1833	3 <sup>rd</sup> of 1834
S. line E. of River	Lucius Lyon	17. Aug. 1835	4. 36. 45	1 <sup>st</sup> of 1833	
Subdivision	Do Odon Lyon	7. Jan. 1836	6. 47. 25	4 <sup>th</sup> of 1835	2 <sup>nd</sup> of 1836
			20. 01. 65	1 <sup>st</sup> of 1836	3 <sup>rd</sup> of 1836

The above Map of Township N. 1, of Range N. 12 East of 4<sup>th</sup> Principal Meridian (N.W. Ter.) is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office  
Cincinnati, March 30, 1835

M. T. Williams  
Surv. Gen.



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>

July 26, 2021

PETITION FILE NO. 14422

LORI STOTTLER, CLERK  
CITY OF БЕЛОIT  
100 STATE ST  
BELOIT, WI 53511-6234

KARRY DEVAULT, CLERK  
TOWN OF БЕЛОIT  
2445 S AFTON RD  
BELOIT, WI 53511-8666

Subject: VINCE ANNEXATION

The proposed annexation submitted to our office on July 06, 2021, 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 БЕЛОIT**, which is able to provide needed municipal services.

Note: The municipal boundary that is contiguous with the territory to be annexed must be shown on the scale map thereof (ref: s. 66.0217 (1) (g) Wis Stats).

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 14422 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=2496>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner