

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/>

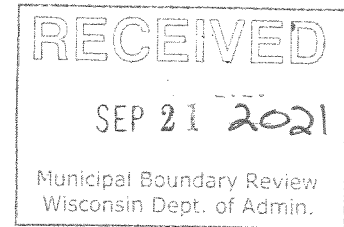
Petitioner Information

Name: **JACOB A. WOODFORD, MAYOR**

Address: **100 NORTH APPLETON STREET**
APPLETON, WI 54911

Email: **jake.woodford@appleton.org**

Office use only:



1. Town where property is located: **TOWN OF GRAND CHUTE**

2. Petitioned City or Village: **CITY OF APPLETON**

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

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

5. Area (in acres) of the territory to be annexed: **12.6622**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **PART OF
101157000 AND 101158200**

Petitioners phone:

920-832-6400

Town clerk's phone:

920-832-5644

City/Village clerk's phone:

920-832-6443

Contact Information if different than petitioner:

Representative's Name and Address:
DON HARP, PRINCIPAL PLANNER

CITY OF APPLETON

100 N. APPLETON STREET

APPLETON, WI 54911

Phone: **920-832-6466**

E-mail: **DON.HARP@APPLETON.ORG**

Surveyor or Engineering Firm's Name & Address:
TOM KROMM, CITY SURVEYOR

CITY OF APPLETON

100 N. APPLETON STREET

APPLETON, WI 54911

Phone: **920-832-6480**

E-mail: **TOM.KROMM@APPLETON.ORG**

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

\$800 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

\$1,150 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: 9-21-2021

Payee: City of Appleton

Check Number: 550278

Check Date: 9-15-21

Amount: \$1,150⁰⁰

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.]



"...meeting community needs...enhancing quality of life."

LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911-4799

Phone: 920/832-6423

Fax: 920/832-5962

September 17, 2021

WI Department of Administration
Municipal Boundary Review
P.O. Box 1645
Madison, WI 53701

**Certified Mail –
Return Receipt Requested**

Re: Annexation
Our File No. A21-0720

To Whom It May Concern:

Enclosed please find a copy of the *Unanimous Petition of Property Owners for Direct Annexation* to the City of Appleton, along with a scale map of the same. This is being referred to as the Lightning Drive & C.T.H. JJ (Right-of-Way) Annexation.

Also enclosed please find a completed Request for Annexation Review form along with a draft in the appropriate amount.

If you have any questions or concerns, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

Amanda K. Abshire
Deputy City Attorney

Enclosure

AKA:jljg



**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE NO ELECTORS RESIDE IN TERRITORY**

I, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scaled map to the City of Appleton, Outagamie County, Wisconsin.

A part of the Fractional Southwest $\frac{1}{4}$ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 551,568 Square Feet 12.6622 acres of land and being further described as follows:

Commencing at the South $\frac{1}{4}$ corner of said Section 6;

Thence South $00^{\circ}15'22''$ West 41.25 feet coincident with the current City of Appleton corporate limits;

Thence South $89^{\circ}44'38''$ West 1,312.94 feet coincident with the current City of Appleton corporate limits;

Thence North $00^{\circ}09'19''$ West 695.75 feet coincident with the current City of Appleton corporate limits to the Westerly boundary of Transportation Project Plat No: 0000-0G-17-4.02;;

Thence North $00^{\circ}27'27''$ East 27.61 feet coincident with said Westerly boundary of Transportation Project Plat No: 0000-0G-17-4.02 to a North line thereof;

Thence Southeasterly 162.67 feet along the arc of a curve to the right having a radius of 230.00 feet and the chord of which bears South $61^{\circ}16'46''$ East 159.30 feet coincident with the boundary of Transportation Project Plat

No: 0000-0G-17-4.02;

Thence South $79^{\circ}18'14''$ East 46.36 feet coincident with the boundary of Transportation Project Plat

No: 0000-0G-17-4.02;

Thence North $56^{\circ}36'28''$ East 28.01 feet coincident with the boundary of Transportation Project Plat

No: 0000-0G-17-4.02;

Thence North $58^{\circ}51'13''$ East 127.60 feet;

Thence North $56^{\circ}36'28''$ East 300.63 feet;

Thence Northeasterly 602.86 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears North $38^{\circ}42'38''$ East 593.11 feet;

Thence North $89^{\circ}51'14''$ West 156.83 feet to the Southeast corner of Outlot 10 of Apple Ridge 2;

Thence North $13^{\circ}52'54''$ East 307.18 feet coincident with the East line of Outlot 10 of Apple Ridge 2;

Thence North $03^{\circ}30'35''$ West 188.39 feet coincident with the East line of Outlot 10 of Apple Ridge 2 to the Southerly line of Baldeagle Drive;

Thence North $76^{\circ}55'16''$ East 145.11 feet;

Thence Northwesterly 201.39 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears North $16^{\circ}31'22''$ West 201.02 feet;

Thence Northerly 408.87 feet along the arc of a curve to the right having a radius of 1,035.00 feet and the chord of which bears North $11^{\circ}11'03''$ West 406.21 feet;

Thence North $00^{\circ}07'58''$ East 192.71 feet to the North line of the Fractional SW $\frac{1}{4}$ of said Section 6;

Thence South $89^{\circ}27'19''$ East 70.00 feet coincident with the North line of the Fractional SW $\frac{1}{4}$ of said Section 6;

Thence South 00°07'58" West 192.20 feet;
 Thence Southerly 381.21 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears South 11°11'03" East 378.74 feet;
 Thence Southerly 1,429.04 feet along the arc of a curve to the right having a radius of 1,035.00 feet and the chord of which bears South 17°03'12" West 1,318.20 feet;
 Thence South 56°36'28" West 300.63 feet;
 Thence South 54°21'43" West 127.60 feet;
 Thence South 56°36'28" West 85.86 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence Southwesterly 41.28 feet along the arc of a curve to the left having a radius of 310.00 feet and the chord of which bears South 52°49'13" West 41.25 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence Southeasterly 241.12 feet along the arc of a curve to the left having a radius of 238.50 feet and the chord of which bears South 61°43'30" East 230.98 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence South 00°28'26" West 266.19 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence North 89°44'38" East 214.97 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence South 00°28'26" West 35.00 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02;
 Thence North 89°44'38" East 751.25 feet coincident with the boundary of Transportation Project Plat No: 0000-0G-17-4.02 to the East line of the Fractional SW ¼ of said Section 6;
 Thence South 00°27'14" West 61.25 feet coincident with the East line of the Fractional SW ¼ of said Section 6 to the point of beginning.

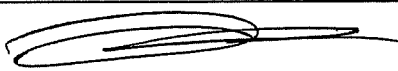
Part of Tax Parcel numbers of lands to be annexed: #101157000 and #101158200.

I, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

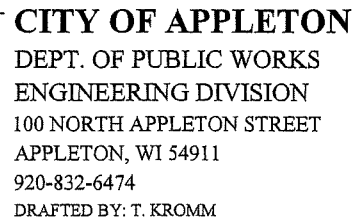
I further respectfully request that the City Plan Commission initiate a rezoning for the subject property from temporary AG Agricultural District to the zoning classification of P-I Public Institutional District.

Area of lands to be annexed contains 12.6622 acres.

The current population of such territory is 0.

Signature of Petitioner	Owner	Date of Signing	Address of Petitioner (Include Zip Code)
	City of Appleton	9-9-2021	100 N. Appleton Street Appleton, WI 54911
Jacob A. Woodford, Mayor City of Appleton			

Part of the Fractional Southwest ¼ of Section 6, Township 21 North,
Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin.



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>

Lightning Drive/C.T.H. "JJ" (Right-of-Way) Annexation

Petitioner: Jacob A. Woodford, Mayor, City of Appleton

Petition Number:

1. Territory to be annexed: From TOWN OF GRAND CHUTE To CITY OF APPLETON

2. Area (Acres): 12.6622 acres

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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

\$ _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

c. Paid by: ☐ Petitioner ☐ City ☐ Village

☐ Other: _____

a. Title of boundary agreement: "Intermunicipal Agreement".

b. Year adopted: 1992.

c. Participating jurisdictions: "City of Appleton and Town of Grand Chute".

d. Statutory authority: 66.027 and 66.30.

4. Resident Population: 0 Electors: 0 Total: 0

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

Agricultural, stormwater pond and public roads.

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

City street/public right-of-way and stormwater ponds.

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? Undeveloped agricultural, commercial land and farm house with agricultural accessory buildings.

In the town?: Undeveloped agricultural land.

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 property owner initiated the annexation to extend a public street, utilities and construct a stormwater pond.

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

City ☒ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service: City Town

Sanitary Sewers X Summer 2023

or, write in number of years.

Water Supply X Summer 2023 ☐

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)?

X Yes ☐ No

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

650' - 15" Sanitary Sewer: \$87,750

650' - 16" Water Main: \$75,625

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? X Yes ☐ No

Is this annexation consistent with your comprehensive plan? X Yes ☐ No

b. How is the annexation territory now zoned? (Town of Grand Chute Zoning, AGD – General Agricultural District).

c. How will the land be zoned and used if annexed? P-I Public Institutional District.

12. Elections: ☐ New ward or ☐ Existing ward?

Will the annexation create a new ward or join an existing ward?

Per the City Clerk, under the advice of the Legislative Technology Services Bureau, it is best to wait on such annexations until we have our ward plan in place. Therefore, I cannot assign it a ward number at this time.

Other aspects of the annexation process can continue, then when we have tentative plans available, I can assign it a number. It would not create a new ward under our existing plan and would join Aldermanic District 13 (which likely would not change.)

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: N/A

Prepared by: ☐ Town ☒ City ☐ Village

Name: Don Harp, Principal Planner

Email: don.harp@appleton.org

Phone: 920-832-6466

Date: 9-16-2021

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

PETITION # _____

REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed: 101158299 AND 101157099	From Town of: TOWN OF GRAND CHUTE	To City/Village of: CITY OF APPLETON
--	--------------------------------------	---

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. * SEE NOTE IN COMMENTS

__Y__ (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

__Y__ (7) Legend

__Y__ (8) Total area/acreage of annexation

3. Other relevant information and comments:

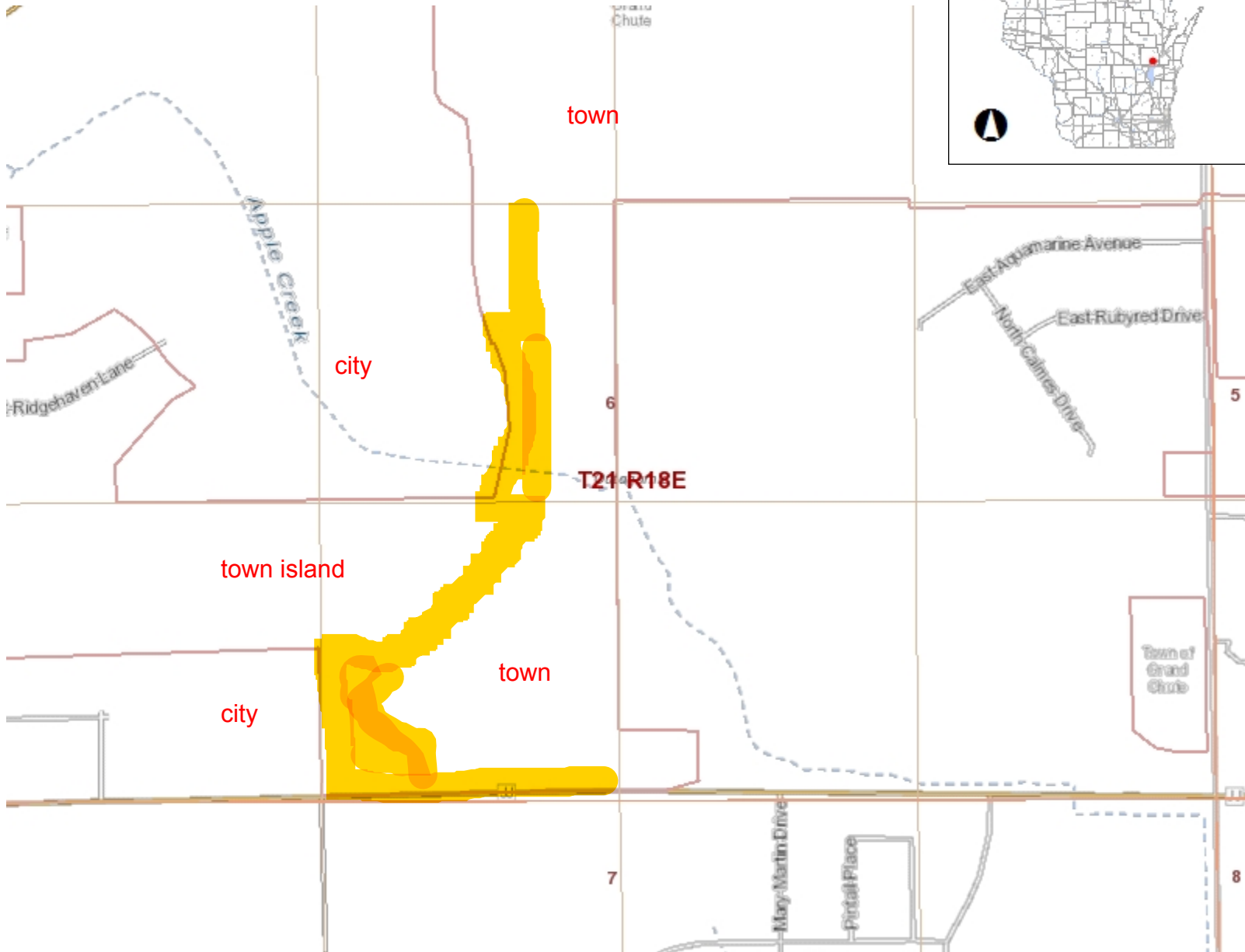
CITY OF APPLETON ACQUIRED PORTIONS OF PARCELS 101157000 AND 101158200, WHICH ARE NOW KNOWN AS PARCELS 101158299 AND 101157099. THIS ANNEXATION IS FOR ALL OF PARCELS 101158299 AND 101157099, OWNERSHIP CITY OF APPLETON.

Prepared by: TERRI A LISON
Title: REAL PROPERTY LISTER
Phone: 920-832-5665
Date: 10/13/2021

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



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

0.3 0 0.13 0.3 Miles

NAD_1983_HARN_Wisconsin_TM

1: 7,920

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^o 21 N, Range N^o 18 East, 4th Mer.



Meanders of Fox River.							
Posts	Courses	Ch ^s Lk ^s	Posts	Courses	Ch ^s Lk ^s	Posts	Courses
Left bank, down stream.							
1	N 73° E	3.50		S 55° E	4.00		
	S 68° E	6.00	23	N 74° E	3.00		
	S 88° E	4.50		N 26° E	1.95		
	N 88° E	7.50		N 26° E	2.05		
	N 72° E	6.50		N 9° E	5.50		
	N 49° E	2.00		N 3° E	10.50		
	N 44° E	7.50		N 54° E	5.00		
	N 33° E	4.50	6	S 57° E	3.30		
	N 22° E	4.50					
2	N 32° E	4.00		S 84° E	5.00		
	N 38° E	4.50		N 58° E	4.50		
	N 39° E	9.00		N 55° E	11.50		
	N 88° E	1.50		N 51° E	6.00		
	N 30° E	4.00		N 47° E	8.00		
	N 8° E	4.50		N 42° E	7.00		
	N 34° E	3.50		N 49° E	11.50		
	N 50° E	9.00		N 62° E	12.50		
	N 68° E	5.00		N 52° E	4.50		
	N 81° E	6.00		N 62° E	6.50		
	S 66° E	8.00		N 87° E	3.50		
3	S 59° E	4.50		S 65° E	7.00		
			7	S 75° E	2.61		
	S 72° E	4.89					
	S 73° E	4.50		S 67° E	4.50		
	S 88° E	9.50		S 54° E	7.50		
	N 35° E	8.00		S 64° E	6.50		
	N 61° E	3.00	8	S 59° E	8.94		
	N 83° E	6.00					
	S 74° E	9.50					
	N 78° E	7.00					
	N 56° E	5.00					
	N 52° E	9.50					
	N 70° E	6.50					
	N 86° E	3.00					
	N 78° E	9.50					
4	S 56° E	3.50					
	S 73° E	8.50					
	N 72° E	7.00					
	N 45° E	10.00					
	N 78° E	4.00					
	S 74° E	5.50					
	S 64° E	2.50					
	N 82° E	3.50					
	S 47° E	14.00					
	S 34° E	6.21					
	S 68° E	5.50					
	S 44° E	5.50					
	S 22° E	6.50					
	S 70° E	7.00					
	N 86° E	4.50					
5	S 64° E	8.00					
	S 63° E	12.00					
	S 61° E	4.00					
	N 71° E	7.50					
	N 80° E	8.50					
	S 82° E	3.00					
	S 68° E	6.00					
	N 78° E	3.50					
	N 76° E	4.00					
	S 89° E	6.00					
	S 69° E	6.00					
	S 28° E	6.50					
24	S 24° E	5.50					

Total number of Acres 11,343.74					
Surveys Designated.	By Whom Surveyed.	Date of Contract.	Amount of Surveys. M. Ch ^s Lk ^s	When Surveyed.	When Charged in the Sur ^r Gen ^l 's acc ^t .
Township lines.	A. G. Ellis	May 13, 1843	13. 77. 32	June 1843	1 st Qr. 1844
Subdivisions.	John Baunister	August 10 th 1843	38. 72. 54	4 th Qr. 1843	4 th Qr. 1844

The above Map of Township N^o 21 North, of Range N^o 18 East of the 4th Principal Meridian, Wisconsin Territory is strictly conformable to the field notes of the survey thereupon filed in this Office, which have been examined and approved.

Surveyor General's Office, *Geo. H. Jones* Sur^r Gen^l.
Dubuque July 29th 1847.



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>

October 20, 2021

PETITION FILE NO. 14443

KAMI LYNCH, CLERK
CITY OF APPLETON
100 N APPLETON ST
APPLETON, WI 54911-4702

ANGIE CAIN, CLERK
TOWN OF GRAND CHUTE
1900 GRAND CHUTE BLVD
GRAND CHUTE, WI 54913-9613

Subject: LIGHTNING DRIVE & CTH JJ ANNEXATION

The proposed annexation submitted to our office on September 21, 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 APPLETON**, which is able to provide needed municipal services.

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 14443 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=2517>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner