

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: — **Fee for this annexation was consolidated with**
Payee: — **Petitions #14553, 14554, and 14555**

— Check Number: _____

Check Date: _____

Amount: _____

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.]

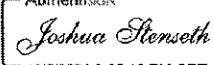



PETITION FOR ANNEXATION

PURSUANT TO SECTION 66.0217(2) WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

We, the undersigned, constituting all of the owners of the real property, and all of the electors residing in the following territory of the Town of Richmond, St. Croix County, Wisconsin, lying contiguous to the City of New Richmond, petition to annex the territory described below and shown on the attached scale map to the City of New Richmond, St. Croix County, Wisconsin.

We, 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.

Signature of Petitioner(s)	Owner/Elector Name(s)	Date
<small>Authentisign</small>  <small>10/5/2021 3:25:18 PM CDT</small>	Josh Stenseth	10/05/2021
<small>Authentisign</small>  <small>10/5/2021 12:12:23 PM CDT</small>	Lisa Stenseth	10/05/2021

Parcel Number See Exhibit A Address See Exhibit A

Approximate Value: Land \$ See Exh. A Improvements \$ See Exh. A

Current Annual Township Property Tax Amount \$ See Exhibit A

Number of Electors 0

Present Land Use	Undeveloped	%	Commercial	%	Industrial	%
See Exhibit A	Residential	%	Recreational	%		
Anticipated Land Use	Commercial	%	Industrial	%		
	Residential	100 %	Recreational	%		

Nature of land use adjacent to this property

Land in the City See Exhibit A

Land in the Township See Exhibit A

Exhibit A

Request for Annexation Review – Stenseth

Name: Joshua and Lisa Stenseth
Address: Not available
Email: rcari@heywoodandcari.com

4. **Population of the territory to be annexed:** 0
 5. **Area (in acres) of the territory to be annexed:** .93
 6. **Parcel Number:** 026-1006-20-100
-

DESCRIPTION FOR ANNEXATION (Stenseth):

The SE 1/4 of the SE 1/4 and part of the SW 1/4 of the SE 1/4 of Section 2, T30N, R18W, St. Croix County, Wisconsin, more particularly described as follows:

Commencing at the Southeast corner of said Section 2;

thence N 89°49'15" W along the south line of the SE 1/4 of Section 2 a distance of 1957.29 feet to the east boundary of DERRICK SOUTHVIEW 3RD ADDITION as filed in the Register of Deeds for St. Croix County and the point of beginning;

thence N 00°02' E along the east boundary of DERRICK SOUTHVIEW 3RD ADDITION and also the east boundary of SOUTHVIEW ADDITION as filed in said Register of deeds, a distance of 647.0 feet, more or less, to the center of Paperjack Creek;

thence S 15° E along the center line of Paperjack Creek a distance of 671 feet, more or less returning to the said south line of the Southeast Quarter of Section 2;

thence N 89°49'15" W along said south line of the SE 1/4 of Section 2 a distance of 177 feet, more or less, to the point of beginning.

Containing 1.3 Acres.

Exhibit A

Petition for Annexation – Stenseth

Stenseth Parcel: 026-1006-20-100 **Address:** Not available

Approximate Value: Land \$13,000 Improvements \$11,400

Current Annual Township Property Tax Amount: \$31.14

Number of Electors: 0

Present Land Use: Residential 100%

Anticipated Land Use: Residential 100%

Nature of land use adjacent to this property:

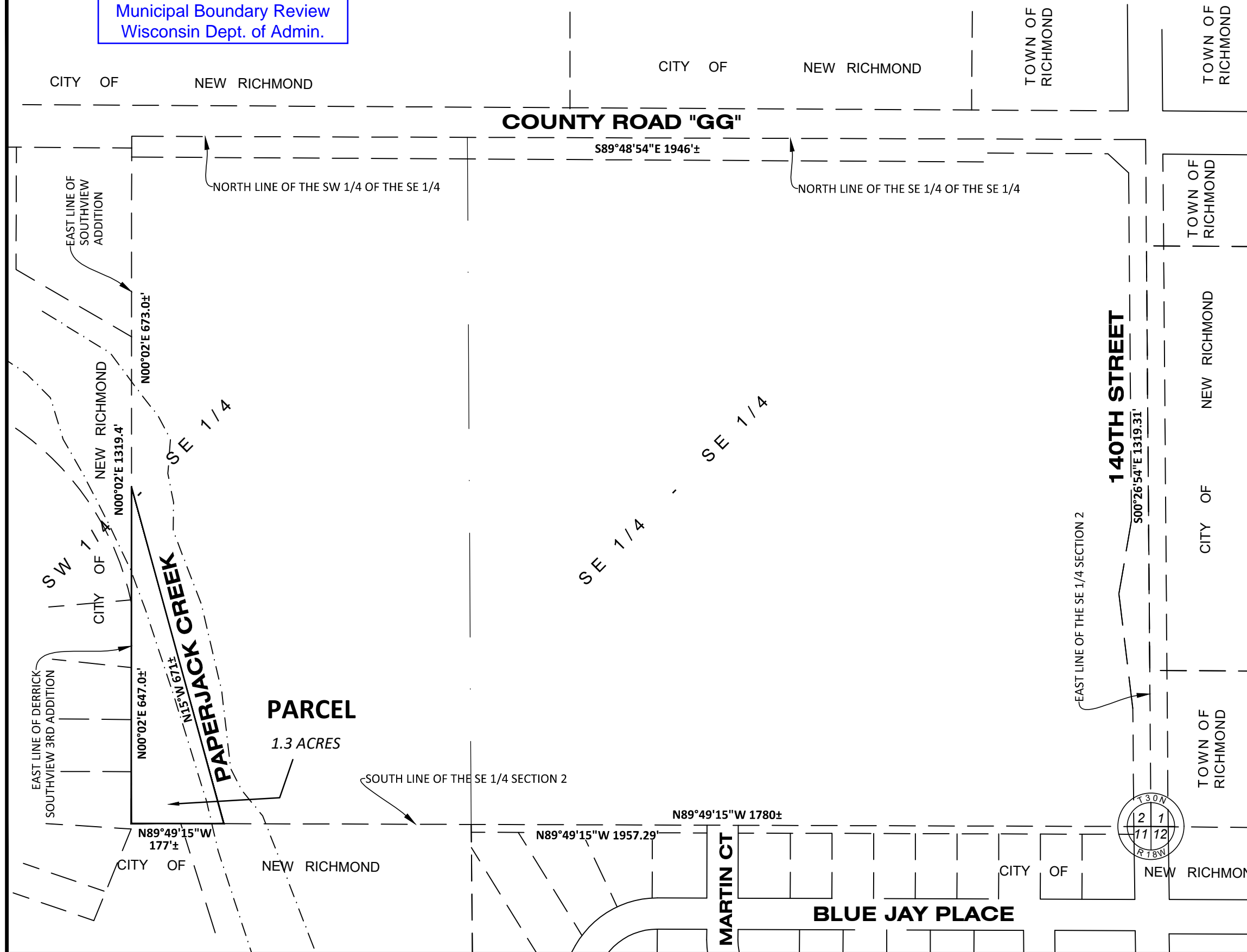
Land in the City: Residential

Land in the Township: Agricultural and Residential

RECEIVED

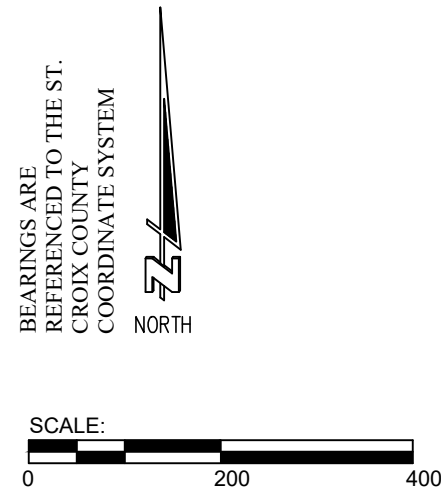
January 6, 2023

Municipal Boundary Review
Wisconsin Dept. of Admin.



DESCRIPTION FOR ANNEXATION #3 (Stenseth):

~~The SE 1/4 of the SE 1/4 and~~ part of the SW 1/4 of the SE 1/4 of Section 2, T30N, R18W, St. Croix County, Wisconsin, more particularly described as follows:
 Commencing at the Southeast corner of said Section 2;
 thence N $89^{\circ}49'15''$ W along the south line of the SE 1/4 of Section 2 a distance of 1957.29 feet to the east boundary of DERRICK SOUTHVIEW 3RD ADDITION as filed in the Register of Deeds for St. Croix County and the point of beginning;
 thence N $00^{\circ}02'$ E along the east boundary of DERRICK SOUTHVIEW 3RD ADDITION and also the east boundary of SOUTHVIEW ADDITION as filed in said Register of deeds, a distance of 647.0 feet, more or less, to the center of Paperjack Creek;
 thence S 15° E along the center line of Paperjack Creek a distance of 671 feet, more or less returning to the said south line of the Southeast Quarter of Section 2;
 thence N $89^{\circ}49'15''$ W along said south line of the SE 1/4 of Section 2 a distance of 177 feet, more or less, to the point of beginning.
 Containing 1.3 Acres.



PROJECT:	OVERVIEW HOMES INVESTMENTS PT. OF NW 1/4-SW 1/4 SEC. 11, T30N, R18W, ST. CROIX COUNTY, WISCONSIN
SHEET NO.	1 OF 1
ANNEXATION MAP AND DESCRIPTION #3	
 Auth-Consulting / associates	 S&N Land Surveying
CORPORATE OFFICE 400 Technology Drive East Suite 100 Racine, WI 53401 Tel: 715-52-4480 fax: 715-52-4480 info@authconsulting.com	BRANCH OFFICE 3200 Baber Street Suite 100 Racine, WI 53406 Tel: 715-521-5277 fax: 715-521-5277 brnach@authconsulting.com
DRAWN BY: TRD CHECKED BY: DATE: 09/19/21 DWG FILE: 3307-08 REF FILE: JOB NUMBER: REMOVED STENSETH REVISION DESCRIPTION: TRD 09/27/21 NAME: DATE:	

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: **Stenseth**

Petition Number: **14555**

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

2. Area (Acres): .93

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 45.25

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$226.25

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: 0 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: _____% Recreational: _____% Commercial: _____% Industrial: _____%

Other: 100 %

Comments: This parcel will be incorporated in the undeveloped green space.

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

Plat Name: Avondale

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

Residential

In the town?: none

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 _____

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: **Stenseth**

Petition Number: **14555**

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

2. Area (Acres): .93

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 31,14

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 155,70

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: 0 Total: 0

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: _____

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

In the town?: formerly agricultural, currently residential

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 None

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? Rural Residential

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

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:

Parcel would have been an island within city

Prepared by: Town City Village

Name: Patrick Earley

Email: clerk@townofrichmondwi.gov

Phone: 715-808-1795

Date: 1-9-2023

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

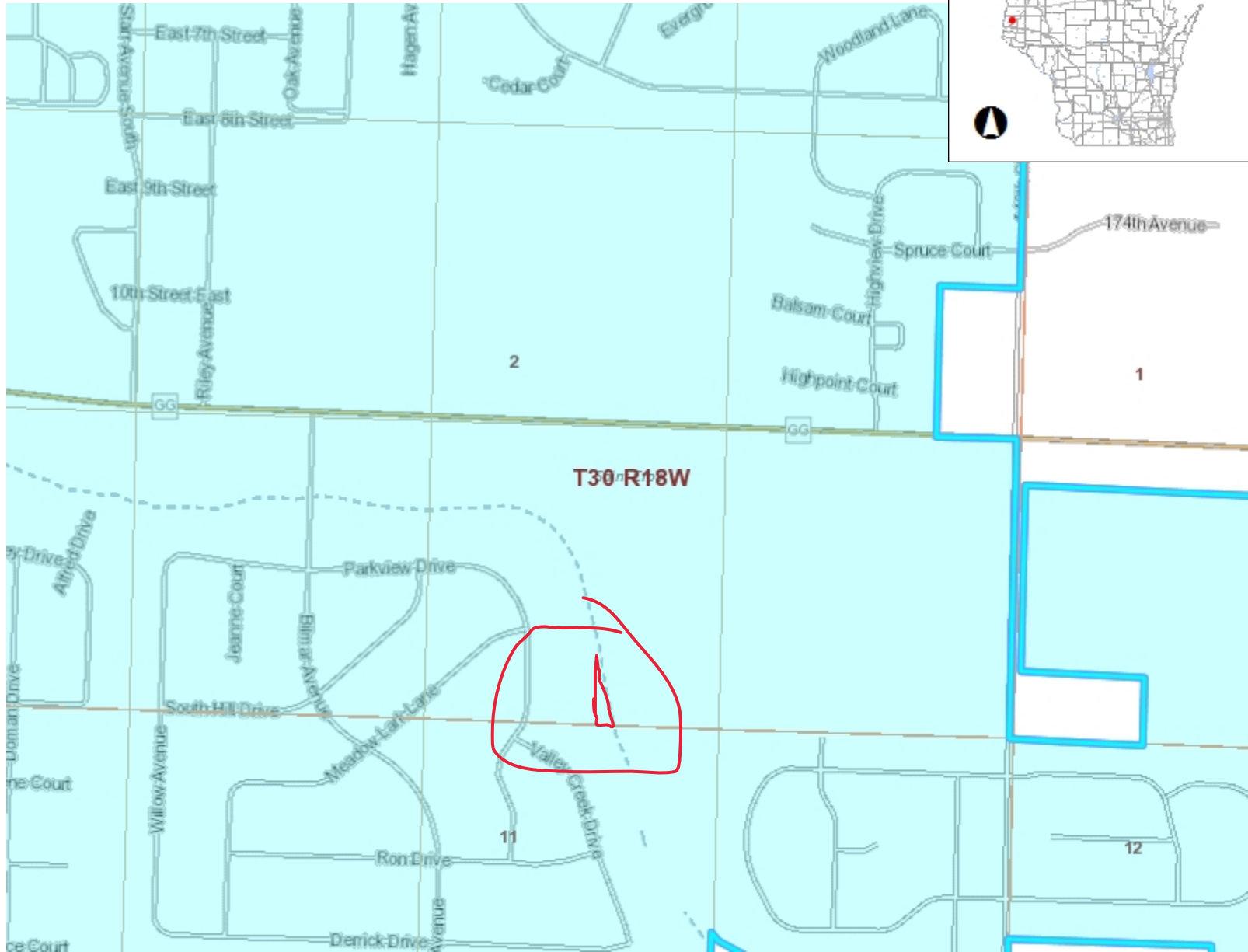
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)



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

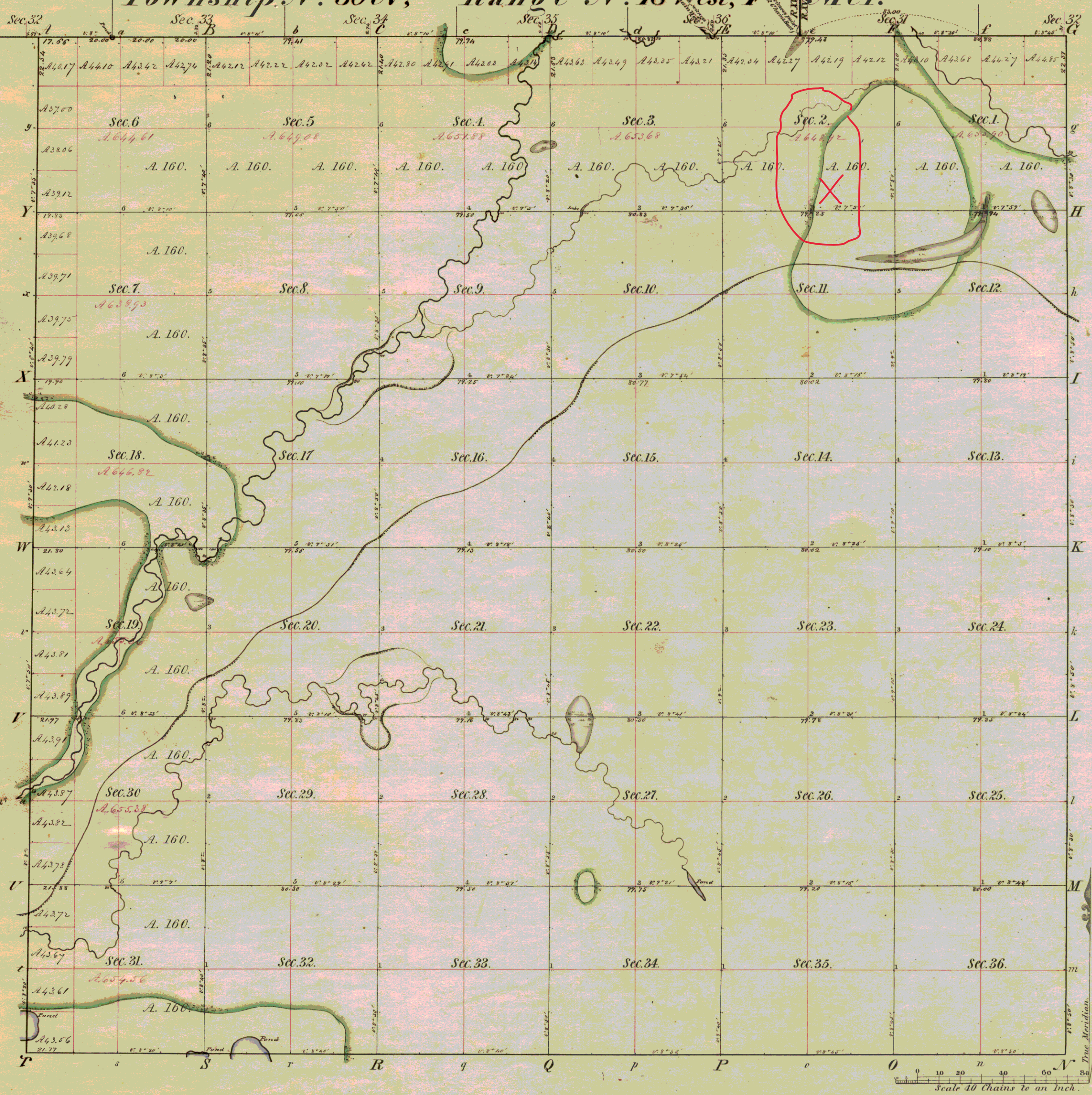
1: 7,920

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 30 N, Range N^o 18 West, 4th Mer.

J. 30-16, 18 West, 4th Mer. John Gunn



Meanders of

Posts	Courses	Ch. Lk.	Posts	Courses	Ch. Lk.	Posts	Courses	Ch. Lk.

Total number of Acres. *53,154.82*

	Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When paid for and ch ^d in the Sur. Gen ^l acc. ^t
S.W. & E	Township lines	James M. Marsh	May 22 ^d 1847	M. Ch ^s . Lks. 15 . 5 . 85	October 1847	
N	Subdivisions	John Gunn	August 16 th 1847	60 . 5 . 26	October 1847	
	Township line	Henry A. Wilcox	May 22 nd 1847	5 . 78 . 14	August 1847	

The above Map of Township N^o 30 North, of Range N^o 18 West, of the 4th Principal Meridian, Wisconsin Territory, 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.

Culpeper, January 14th 1848

Gron Jones Sur. Gen^l



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY-DESIGNEE

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 26, 2023

PETITION FILE NO. 14555

MICHELLE SCANLAN, CLERK
CITY OF NEW RICHMOND
156 E 1ST ST
NEW RICHMOND, WI 54017-1802

PATRICK EARLEY, CLERK
TOWN OF RICHMOND
1453 COUNTY ROAD GG
NEW RICHMOND, WI 54017-6715

Subject: STENSETH ANNEXATION

The proposed annexation submitted to our office on January 06, 2023, 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 New Richmond, which is able to provide needed municipal services.

Note: It appears that the territory to be annexed is located only in the SW 1/4 of the SE 1/4 of Section 2; the legal description should be revised accordingly.

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 14555 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=2629>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner