

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102

wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>
This will speed up the process by eliminating the time it used to take to mail the check to us.**

Petitioner Information

Name: **Jacob A. Woodford, Mayor, City of Appleton**

Phone: **920-832-6400**

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

Contact Information if different than petitioner:

Representative's Name: **Jessica Titel, Principal Planner, City of Appleton**

Phone: **920-832-6476**

E-mail: **jessica.titel@appleton.org**

1. Town(s) 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: **1.63 ACRES**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
101157000, 101158298

Include these required items with this form:

- 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 [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(November 2022)

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)

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

DON'T attach the check with staples, tape, ...

**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 & form received: 4-3-23

Payer: City of Appleton

Check Number: 558328

Check Date: 3-29-23

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 \(4\)](#).



"...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

March 30, 2023

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

**Certified Mail –
Return Receipt Requested**

Re: Annexation
Our File No. A23-0750

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 Future Providence Avenue & Baldeagle Drive Annexation.

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

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

Very truly yours,

Amanda K. Abshire
Deputy City Attorney

Enclosure

AKA:jljg

**OFFICE OF CITY CLERK
FILED**

MAR 30 2023

APPLETON, WISCONSIN

AN 23-2



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

I/We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the town of 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 sealed map to the City of Appleton, Outagamie County, Wisconsin.

Pond

PARCEL: Part of 101158298

Owner: City of Appleton

A part of the East 80 Rods of the South 45 Acres of the Fractional Southwest $\frac{1}{4}$ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 33,825 Square Feet (0.7765 Acres) of land and being further described as follows:

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

Thence South $89^{\circ}44'38''$ West 1059.68 feet along the South line of the Fractional SW $\frac{1}{4}$ of said Section 6;

Thence North $00^{\circ}15'22''$ West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North $54^{\circ}21'43''$ East 127.60 feet;

Thence North $56^{\circ}36'28''$ East 300.625 feet;

Thence Northeasterly 157.26 feet along the arc of curve to the left having a radius of 1,035.00 feet and the chord of which bears North $52^{\circ}15'18''$ East 157.10 feet to the point of beginning;

Thence continue Northeasterly 263.34 feet along the arc of a curve to the left having a radius of 1035.00 feet and the chord of which bears North $40^{\circ}36'48''$ East 262.63 feet;

Thence South $56^{\circ}40'32''$ East 120.00 feet;

Thence South $35^{\circ}39'52''$ West 175.42 feet;

Thence South $47^{\circ}54'08''$ West 119.28 feet;

Thence North $42^{\circ}05'52''$ West 120.00 feet to the point of beginning.

Baldeagle right of way

PARCEL: Part of 101157000

Owner: City of Appleton

A part of the Northeast $\frac{1}{4}$ of the Fractional Southwest $\frac{1}{4}$ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 9,882 Square Feet (0.2269 Acres) of land and being further described as follows:

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

Thence South $89^{\circ}44'38''$ West 1059.68 feet along the South line of the Fractional SW $\frac{1}{4}$ of said Section 6;

Thence North $00^{\circ}15'22''$ West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North $33^{\circ}23'32''$ West 80.00 feet;

PROVIDENCE RIGHT OF WAY
PLAT

Thence North 58°51'13" East 127.60 feet;
Thence North 56°36'28" East 300.63 feet;
Thence Northeasterly 1130.48 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears North 23°02'50" East 1066.94 feet to the point of beginning;
Thence South 77°06'07" West 145.09 feet to the Southeast end of Baldeagle Drive according to Apple Ridge 2;
Thence North 03°30'35" West 0.06 feet coincident with the East line of Apple Ridge 2;
Thence North 05°31'46" West 70.52 feet coincident with the East line of Apple Ridge 2 to the Northeast end of Baldeagle Drive;
Thence North 77°06'07" East 136.41 feet;
Thence Southerly 70.02 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears South 12°35'31" East 70.00 feet to the point of beginning.

Providence right of way

PARCEL: Part of 101157000

Owner: City of Appleton

A part of the Northeast ¼ of the Fractional Southwest ¼ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 27,293 Square Feet (0.6266 Acres) of land and being further described as follows:

Commencing at the South ¼ corner of said Section 6;

Thence South 89°44'38" West 1059.68 feet along the South line of the Fractional SW ¼ of said Section 6;

Thence North 00°15'22" West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North 54°21'43" East 127.60 feet;

Thence North 56°36'28" East 300.63 feet;

Thence Northerly 1429.04 feet along the arc of a curve to the left having a radius of 1,035.00 feet and the chord of which bears North 17°03'12" East 1318.20 feet;

Thence Northerly 373.38 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 11°25'01" West 371.05 feet to the point of beginning;

Thence continue Northerly 7.83 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 00°05'59" West 7.83 feet;

Thence North 00°07'58" East 58.17 feet;

Thence South 89°27'33" East 413.71 feet to the East line of the Fractional Southwest ¼ of said Section 6;

Thence South 00°27'14" West 66.00 feet coincident with the East line of the Fractional Southwest ¼ of said Section 6;

Thence North 89°27'33" West 413.31 feet to the point of beginning.

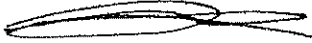
I/We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

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

Area of lands to be annexed contains 1.63 acres m/l.

Tax Parcel number of lands to be annexed: 101158298 and part of 101157000.

The current population of such territory is 0.

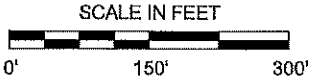
Signature of Petitioner	Owner	Date of Signing	Address of Petitioner (Include Zip Code)
	City of Appleton		100 N. Appleton Street Appleton, WI 54911
Jacob A. Woodford, Mayor City of Appleton			

N:\PLANNING\Word\Applications\Annexations\Application Materials for Direct Annexation - No Electors Reside\Petition - Unanimous - No electors.doc

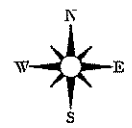
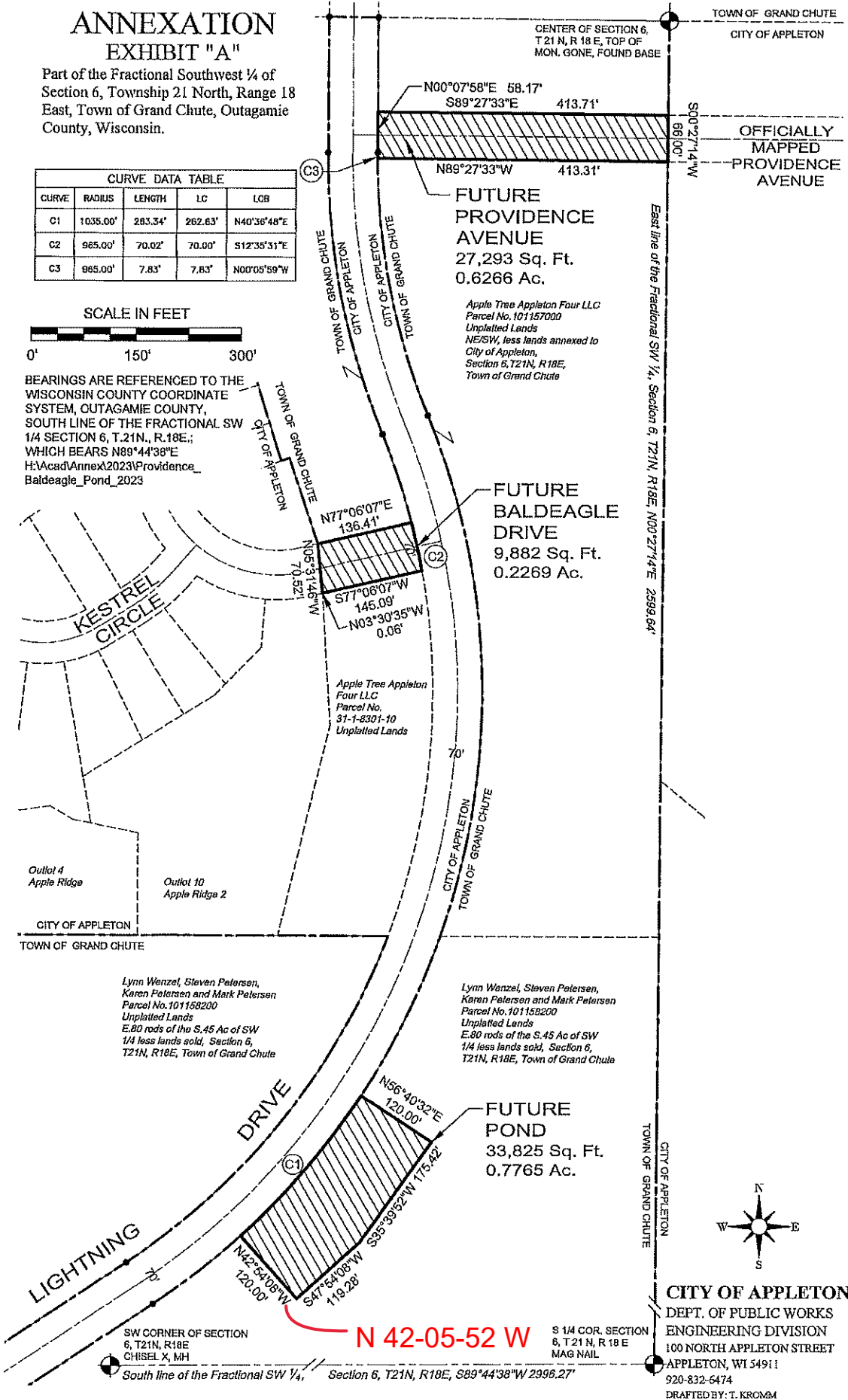
ANNEXATION EXHIBIT "A"

Part of the Fractional Southwest 1/4 of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin.

CURVE DATA TABLE				
CURVE	RADIUS	LENGTH	LC	LGB
C1	1035.00'	283.34'	262.63'	N40°36'48"E
C2	985.00'	70.02'	70.00'	S12°35'31"E
C3	985.00'	7.83'	7.83'	N00°05'59"W



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE COUNTY, SOUTH LINE OF THE FRACTIONAL SW 1/4 SECTION 6, T.21N., R.18E.; WHICH BEARS N89°44'38"E H:\Acad\Annex\2023\Providence_Baldeagle_Pond_2023



CITY OF APPLETON
DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION
100 NORTH APPLETON STREET
APPLETON, WI 54911
920-832-6474
DRAFTED BY: T. KROMM

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>

Future Providence Avenue & Baldeagle Drive 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): 1.63 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

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

d. Statutory authority

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

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

Residential: _____% Recreational: _____% Commercial: _____% Industrial: _____%

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

Public roads and stormwater management

Comments: _____

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?

Existing agriculture and future single-family residential development

In the town?: Existing agricultural

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 public streets, utilities and construct a stormwater pond.

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
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PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **City of Appleton**

Petition Number: **14583**

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

2. Area (Acres): 1.63

3. Pick one: Property Tax Payments

OR Boundary Agreement

Intermunicipal Agreement Between the
City of Appleton and the Town of Grand
Chute Sanitary District #1 and Sanitary
District #2

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

\$ _____

a. Title of boundary agreement _____

b. Year adopted 1992

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

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

c. Paid by: Petitioner City Village

d. Statutory authority (pick one)

Other: _____

s.66.0307 s.66.0225 s.66.0301

Statutes referenced in Agreement are 66.027 and 66.30

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

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: Documentation from Appleton indicates property will be used for future street connections and a stormwater pond.

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

Plat Name: Unknown, City of Appleton project, adjacent property has already been platted/subdivided.

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

Residential

In the town?: Agricultural

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 Unknown, City of Appleton project.

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? AGD General Agricultural District

c. How will the land be zoned and used if annexed? See previous response

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

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

Prepared by: Town City Village

Name: Michael Patza, Community Development Director

Email: michael.patza@grandchutewi.gov

Phone: 920-380-2919

Date: 4/6/2023

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

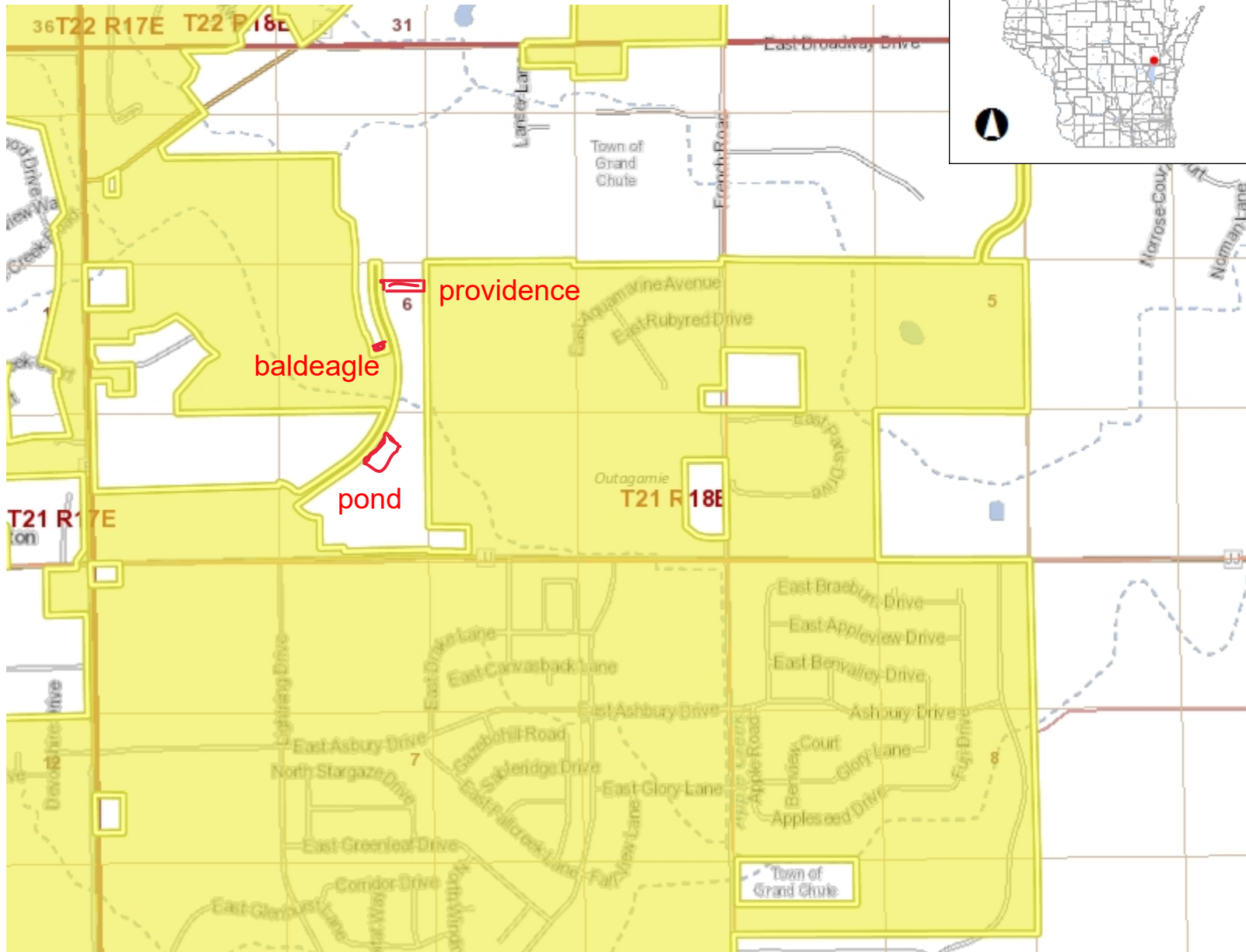
PO Box 1645, Madison WI 53701

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: 15,840

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
Left bank, down stream.			
1	N 73° E	3.50	N 55° E 4.00
	N 68° E	6.00	N 74° E 3.00
	N 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	N 33° E 3.50
	N 22° E	4.50	
2	N 32° E	4.00	N 84° E 5.00
	N 38° E	4.50	N 55° E 4.50
	N 39° E	9.00	N 55° E 11.50
	N 58° E	1.50	N 70° E 5.00
	N 30° E	4.00	N 51° E 6.00
	N 8° E	4.50	N 47° E 8.00
	N 34° E	3.50	N 42° E 7.00
	N 50° E	9.00	N 49° E 11.50
	N 68° E	5.00	N 62° E 12.50
	N 81° E	6.00	N 52° E 4.50
	N 66° E	8.00	N 62° E 6.50
	N 59° E	4.50	N 87° E 3.50
3	N 59° E	4.50	N 65° E 7.00
	N 72° E	4.89	N 75° E 2.61
	N 72° E	4.50	N 67° E 4.50
	N 88° E	9.50	N 54° E 7.50
	N 35° E	8.00	N 64° E 6.50
	N 64° E	3.00	N 59° E 8.94
	N 83° E	6.00	
	N 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 75° E	9.50	
	N 56° E	3.50	
4	N 73° E	8.50	
	N 72° E	7.00	
	N 45° E	10.00	
	N 78° E	4.00	
	N 74° E	5.50	
	N 64° E	2.50	
	N 82° E	3.50	
	N 47° E	14.00	
	N 34° E	6.21	
	N 68° E	5.50	
	N 44° E	5.50	
	N 22° E	6.50	
	N 70° E	7.00	
	N 86° E	4.50	
5	N 64° E	8.50	
	N 63° E	12.00	
	N 41° E	4.00	
	N 71° E	7.50	
	N 80° E	8.50	
	N 82° E	3.00	
	N 68° E	6.00	
	N 78° E	3.50	
	N 76° E	4.00	
	N 89° E	6.00	
	N 69° E	6.00	
	N 28° E	6.50	
24	N 24° E	5.50	

Scale 40 Chains to an Inch.

True Meridian
Variation 6° 15' E.

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 's Gen ^l 's acc ^t .
Township lines.	A. G. Ellis	May 13, 1843	15. 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 thereon file in this Office, which have been examined and approved.
Surveyor General's Office, *Geo. W. Jones* Sur^r Gen^l.
Dubuque July 29th 1847.



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

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>

April 24, 2023

PETITION FILE NO. 14583

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

KAYLA RAATZ, CLERK
TOWN OF GRAND CHUTE
1900 W GRAND CHUTE BOULEVARD
GRAND CHUTE, WI 54913-9613

Subject: CITY OF APPLETON ANNEXATION

The proposed annexation submitted to our office on April 03, 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 Appleton, which is able to provide needed municipal services.

Note: The bearing of the south line of the 'Future Pond' parcel should be shown as N 42deg 05min 52sec W on the scale map of the territory to be annexed, to agree with the legal description of the territory and close the parcel.

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 14583 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=2657>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner