

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: **Shelia Schinke, CEO, Prospera Credit Union**

Phone: **920-882-4800**

Email: **Shelia.Schinke@myprospera.com**

RECEIVED

July 26, 2023

Municipal Boundary Review
Wisconsin Dept. of Admin.

Contact Information if different than petitioner:

Representative's Name: **Lindsey Kemnitz, Principal Planner, City of Appleton**

Phone: **920-832-3943**

E-mail: **lindsey.kemnitz@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: **0.98 ACRES**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
101160700

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: 7-26-2023

Payer: Prospera Credit Union

Check Number: 145993

Check Date: 7-10-23

Amount: 400⁰⁰

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

July 20, 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. A23-0961

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 4704 North Ballard Road 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,

Christopher R. Behrens
City Attorney

Enclosure

CRB:jljg



**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 scaled map to the City of Appleton, Outagamie County, Wisconsin.

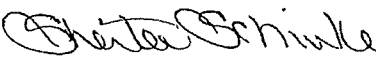
Legal description of proposed territory to be annexed:

A part of the South Fractional $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of Section 7, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 0.98 Acres of land m/l and described as follows:
Commencing at the West $\frac{1}{4}$ corner of said Section 7;
Thence North $00^{\circ}03'10''$ West 397.00 feet along the West line of the Northwest $\frac{1}{4}$ of said Section 7;
Thence South $89^{\circ}11'07''$ East 50.01 feet to the East line of Ballard Road to the point of beginning;
Thence North $00^{\circ}03'10''$ West 218.13 feet m/l to a South line of Lot 1 of C.S.M. No. 6239;
Thence North $89^{\circ}57'00''$ East 200.00 feet along a South line of said Lot 1;
Thence South $00^{\circ}03'10''$ East 109.43 feet along a West line of said Lot 1 to the most South line of said Lot 1;
Thence South $89^{\circ}49'09''$ West 8.02 feet;
Thence South $00^{\circ}03'10''$ East 111.58 feet;
Thence North $89^{\circ}11'07''$ West 192.00 feet to the Point of Beginning.
Area of lands to be annexed contains 0.98 acres m/l.

Town of Grand Chute Tax Parcel to be annexed: 101160700

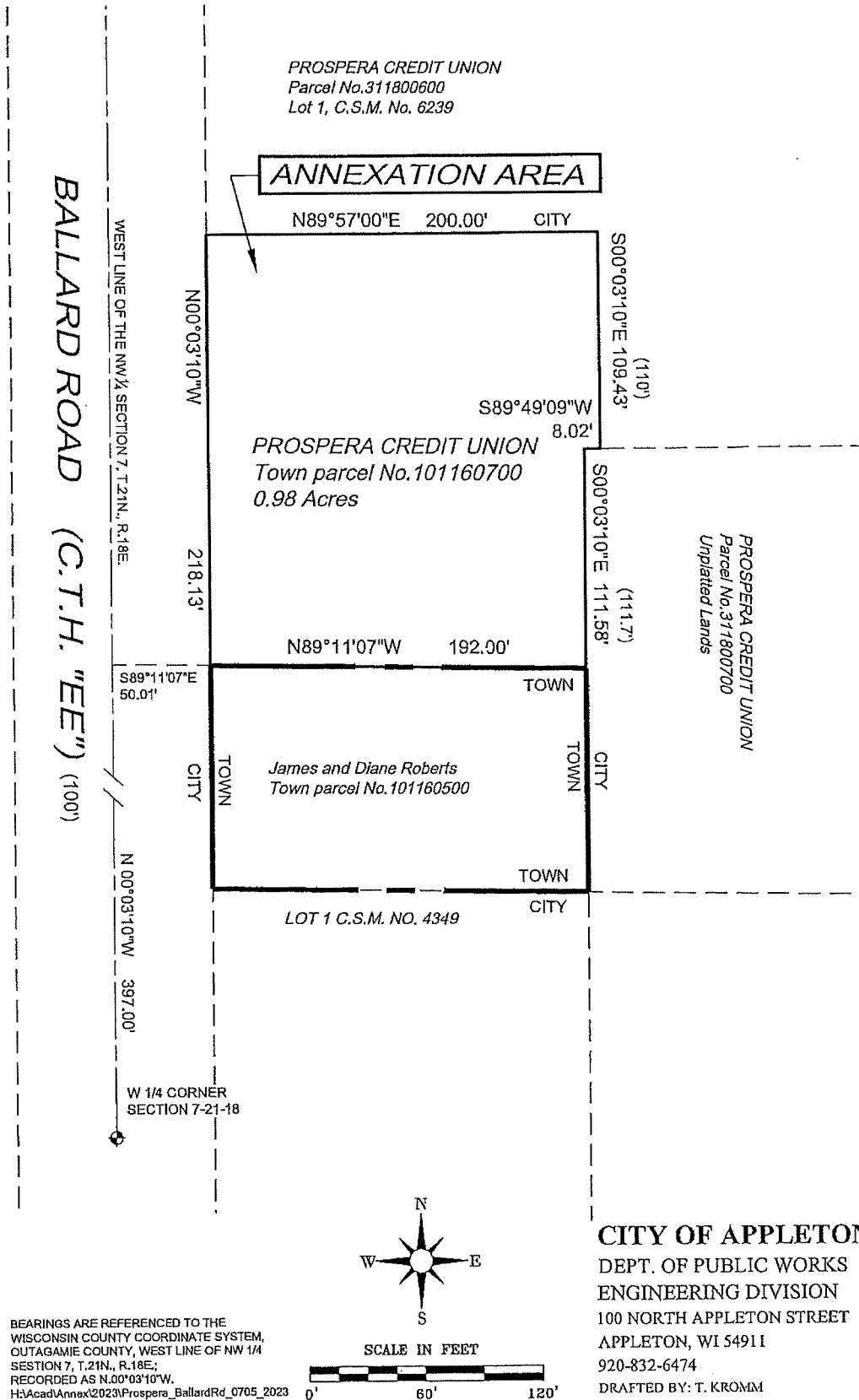
The current population of such territory is 0.

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.

Signature of Petitioner	Owner	Date of Signing	Address of Petitioner (Include Zip Code)
	Prospera Credit Union, Sheila Schinke, CEO	7-10-23	4830 N. Ballard Road Appleton, WI 54913
Sheila Schinke			

ANNEXATION EXHIBIT

Part of the South Fractional $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of Section 7, 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>

4704 N. Ballard Road Annexation

Petitioner: Shelia Schinke, CEO, Prospera Credit Union

Petition Number:

1. Territory to be annexed:	From TOWN OF GRAND CHUTE	To CITY OF APPLETON
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2. Area (Acres): 0.98 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:

Residential: 100% Recreational: _____% Commercial: _____% Industrial: _____%

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

Comments: Anticipated for future commercial development.

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 City? 1) North: Commercial, 2) East: Commercial and Undeveloped Land, 3) West: Undeveloped Land.

In the town?: South: Single-Family 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:

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

City/Village ☒ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service: City/Village Town

Sanitary Sewers immediately X ☐
 or, write in number of years.

Water Supply immediately X ☐
 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? Town of Grand Chute Zoning, AGD – General Agricultural District

c. How will the land be zoned and used if annexed? C-2 General Commercial District.

12. Elections: ☐ New ward or ☒ Existing ward? Will the annexation create a new ward or join an existing ward? Per Appleton City Clerk, the subject property would be located in Ward 41 (existing) and Aldermanic District 13.

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: Lindsey Kemnitz, Principal Planner

Email: lindsey.kemnitz@appleton.org

Phone: 920-832-3943

Date: 7-19-23

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

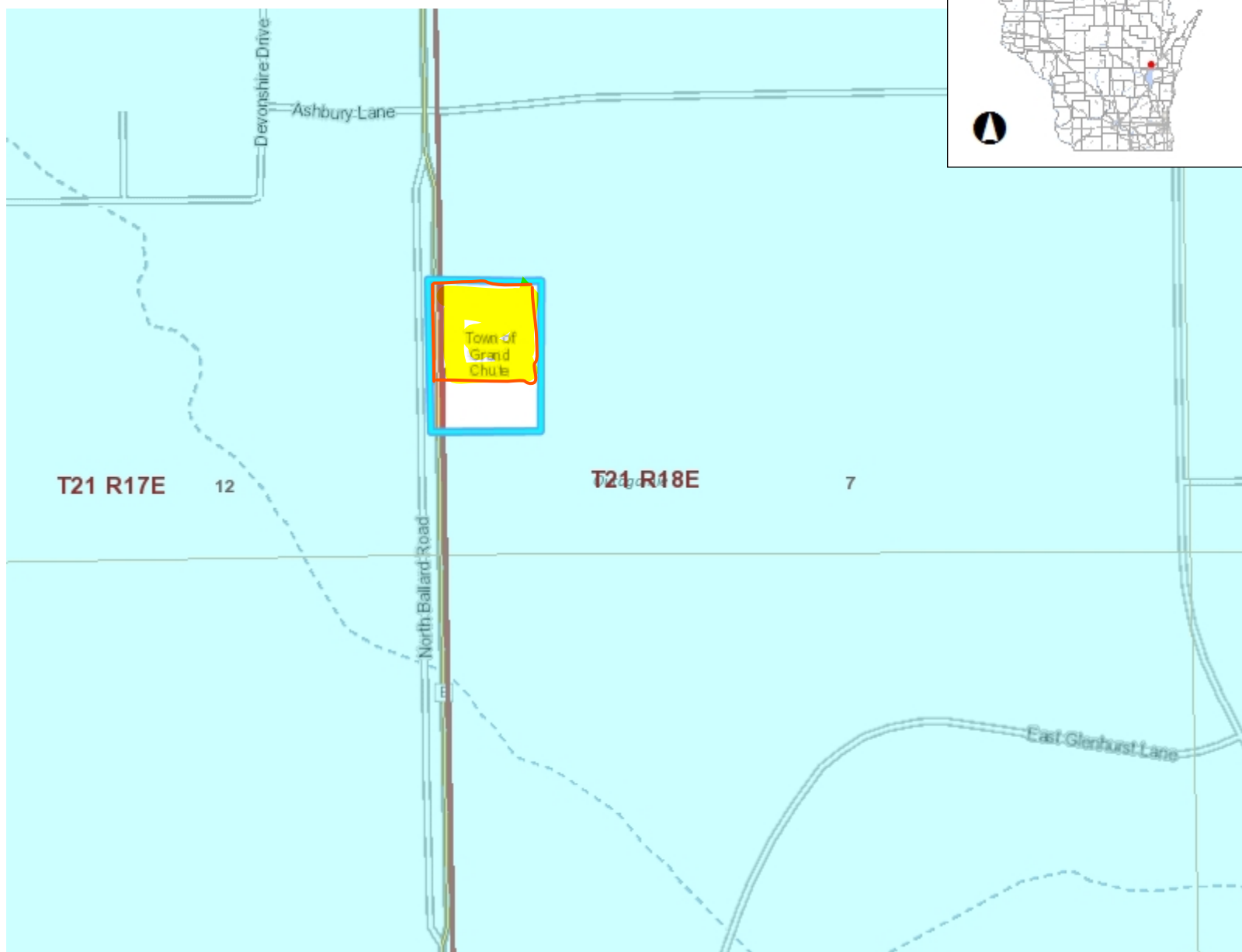
Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



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
- Railroads
- Rivers and Streams
- Intermittent Streams
- Lakes and Open water

0.1 0 0.06 0.1 Miles

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^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	Ch ^s Lk ^s
Left bank, down stream.								
				S 53 1/2 E	4.00			
1	N 73 E	3.50		N 74 1/2 E	3.00			
	S 68 E	6.00	23	N 26 1/2 E	1.95			
	S 88 E	4.50						
	N 88 1/2 E	7.50		N 26 1/2 E	2.05			
	N 72 E	6.50		N 9 1/2 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 1/2 E	3.30			
	N 22 E	4.50						
2	N 32 E	4.00		S 84 E	5.00			
				N 88 E	4.50			
	N 38 E	4.50		N 55 E	11.50			
	N 39 1/2 E	9.00		N 70 E	5.00			
	N 83 1/2 E	1.50		N 51 E	6.00			
	N 30 E	4.00		N 47 1/2 E	8.00			
	N 8 E	4.50		N 42 1/2 E	7.00			
	N 34 E	3.50		N 49 1/2 E	11.50			
	N 50 E	9.00		N 62 E	12.50			
	N 68 E	5.00		N 52 1/2 E	4.50			
	N 81 E	6.00		N 62 1/2 E	6.50			
	S 66 1/2 E	8.00		N 87 E	3.50			
3	S 59 1/2 E	4.50		S 63 1/2 E	7.00			
			7	S 75 E	2.61			
	S 72 E	4.89						
	S 73 1/2 E	4.50		S 67 1/2 E	4.50			
	S 83 1/2 E	9.50		S 54 E	7.50			
	N 35 E	8.00		S 64 E	6.50			
	N 51 1/2 E	3.00	8	S 59 E	8.94			
	N 83 1/2 E	6.00						
	S 74 1/2 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 73 1/2 E	9.50						
4	S 56 1/2 E	3.50						
	S 73 1/2 E	8.50						
	N 72 E	7.00						
	N 45 E	10.00						
	N 78 E	4.00						
	S 74 1/2 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 1/2 E	4.50						
5	S 64 E	8.00						
	S 63 E	12.00						
	East	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 1/2 E	4.00						
	S 89 E	6.00						
	S 69 1/2 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 's 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 truly 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

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>

August 15, 2023

PETITION FILE NO. 14610

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: PROSPERA CREDIT UNION ANNEXATION

The proposed annexation submitted to our office on July 26, 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.

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 14610 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=2684>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner