

# 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](mailto: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: Brenda Plakans

Phone: 608-718-1253

Email: brendaplakans@gmail.com

## Contact Information if different than petitioner:

Representative's Name: Kristin J. Belongia (R.H. Batterman & Co., Inc.)

Phone: (608) 365 - 4464

E-mail: kbelongia@rhbatterman.com

1. Town(s) where property is located: Town of Turtle

2. Petitioned City or Village: City of Beloit

3. County where property is located: Rock

4. Population of the territory to be annexed: 1

5. Area (in acres) of the territory to be annexed: 0.597 Acres

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
6-19-1113

## 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]

(April 2025)

SCANNED

# 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: 05/13/25

Payer: R.H. Batterman & Co., Inc.

Check Number: 71588

Check Date: 04/29/25

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 \(4\)](#).



April 28, 2025

TJ Nee  
Director of Planning and Building Services  
City of Beloit  
100 State Street  
Beloit, WI 53511

Re: 2111 East Ridge Road  
Annexation Plat Petition  
RHB #35507

Dear TJ,

Please accept the enclosed signed Petition for Annexation to the City of Beloit. The request is for one tax parcel located at 2111 East Ridge Road adjacent to the City of Beloit corporate limits. The statutory annexation method being used is Unanimous per Wisconsin Statutes s.66.0217(2).

Also included with the Petition is the Legal Description and Map meeting the requirements of Wisconsin Statutes s.66.0217(1). This Map is also required to be submitted simultaneously to the Department of Administration for their review and comment.

If you have any questions on any of the submittal materials or need additional information or copies, please contact me at [kbelongia@rhbatterman.com](mailto:kbelongia@rhbatterman.com) or 608-365-4464.

Very truly yours,

**R.H. BATTERMAN & CO., INC.**  
Engineering - Land Surveying - Planning

*Kristin J. Belongia*

Kristin J. Belongia, PLS  
Professional Land Surveyor/Senior Survey Project Manager

Pc: Town of Turtle  
**Wisconsin Department of Administration**  
Brenda Plakans

# PETITION FOR ANNEXATION AND/OR ATTACHMENT TO THE CITY OF BELOIT

Address of Property: 2111 East Ridge Road Beloit, WI 53511

Property is located in (circle one):

Town of Turtle

Town of Beloit

If applicable, please circle the Town of Turtle island in which the property is located:

Lindale Place

Turtle Ridge

Sherwood Drive

N/A


If this property is located within the Town of Turtle, is it located within the **Boundary Adjustment Area** as outlined in the *Cooperative Boundary Agreement between the City of Beloit and Town of Turtle*? (If you are not sure, please leave blank for Planning staff to answer.) **YES NO**

The current population or territory to be annexed and/or attached is 4 persons.

We the undersigned, constituting all of the owners of the real property in Rock County, Wisconsin, lying contiguous to the City of Beloit, or lying in a town island, respectfully petition the City Council of the City of Beloit to annex the territory described and shown on the attached scale map to the City of Beloit, Rock County, Wisconsin. (Plat of Annexation or Attachment must include a legal description of the subject property.)

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.

We further respectfully request that this property be zoned R1-A.

Owner/Petitioner Signature:	Print Name:	Address:	Date:
	Brenda Plakans	2111 East Ridge Rd. Beloit, WI 53511	4/28/25

Personally came before me this 28<sup>th</sup> day of April, 2025, the above named,

Brenda Plakans to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Connie Torkelson  
Notary Public, State of Wisconsin

  
Notary Public, Rock County, Wisconsin (SEAL)

My Commission is permanent or expires on 8.26, 2025



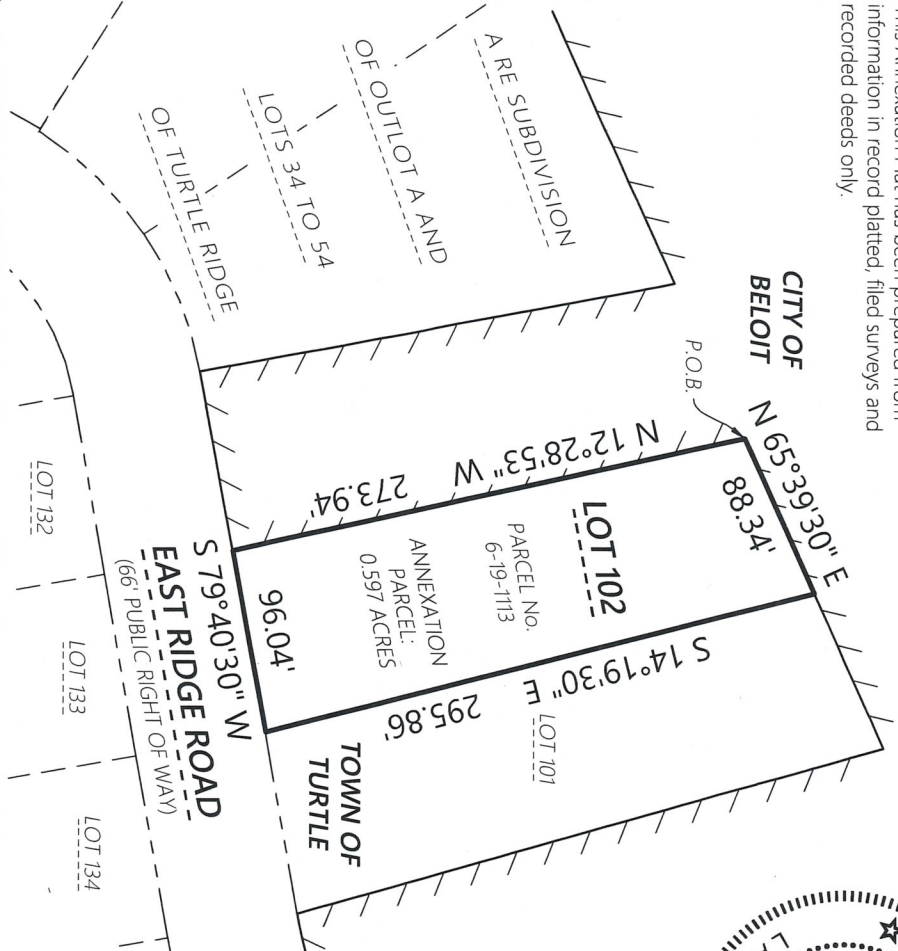
# PLAT SHOWING TERRITORY ANNEXED TO THE CITY OF БЕЛОИТ

## OF LOT 102, A RE SUBDIVISION OF OUTLOT A, AND LOTS 34 TO 54, OF TURTLE RIDGE, BEING PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 30, TOWN 1 NORTH, RANGE 13 EAST, OF THE 4TH P.M., TOWN OF TURTLE, ROCK COUNTY, WISCONSIN.

**LEGAL DESCRIPTION:** Lot 102, A Re Subdivision of Outlot A, and Lots 34 to 54, of Turtle Ridge, being part of the Northeast 1/4 of the Southwest 1/4 of Section 30, Town 1 North, Range 13 East, of the 4th P.M., Town of Turtle, Rock County, Wisconsin.

**DESCRIBED AS FOLLOWS:** Beginning at the Northwest corner of Lot 102 of A Re Subdivision of Outlot A, and Lots 34 to 54; thence North 65°39'30" East along the North line of aforesaid Lot 102 a distance of 88.34 feet; thence South 14°19'30" East along the East line of aforesaid Lot 102 a distance of 295.86 feet; thence South 79°40'30" West along the South line of aforesaid Lot 102 a distance of 96.04 feet; thence North 12°28'53" West along the West line of aforesaid Lot 102 a distance of 273.94 feet to the point of beginning. Containing 0.597 acres, more or less.

**NOTE:**  
This Annexation Plat has been prepared from information in record plat, filed surveys and recorded deeds only.



**State of Wisconsin**  
**County of Rock**  
That I hereby certify that the Plat of Annexation as described and hereon drawn correctly represents said territory as described and said Plat is true and correct.

Dated this 23rd day of April 2025.

*Kristin J. Belongia*  
Kristin J. Belongia, P.L.S.  
Wisconsin Professional Land Surveyor S-2943  
State of Wisconsin } ss.  
County of Rock

I, Marcy J. Granger, 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 Turtle, Rock County, Wisconsin, to the City of Beloit, Rock County, Wisconsin. That the Plat hereon drawn is a correct representation of the annexation 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 \_\_\_\_\_, 2025.

Clerk

Scale: 1" = 100'



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON RECORD INFORMATION



### LEGEND

- Annexation Boundary Line
- Existing Right-of-Way
- Existing Adjacent Property
- Existing Section Line
- Existing Municipal Boundary

**Batterman**  
engineers surveyors planners  
BELOIT | ELKHORN | JANESVILLE  
2857 S. Bartells Dr., Beloit, WI 53511  
608.365.4464 | www.rhbatterman.com

FOR THE EXCLUSIVE USE OF:  
Brenda Plakans  
2111 East Ridge Rd.  
Beloit, WI 53511

ORDER NO: 35507  
DRAWN BY: JRT  
SHEET 1 OF 1



# Surface Water Data Viewer

Wisconsin Department of Transportation

Print job 'Landscape' has started.

ch for ...



Basic Tools

Locate & Identify

Draw & Measure

Help & Resources



Home



Show Layers



Legend



Themes



Upload Data



Add Layers



Share Link



Print Map



Identify



Close

Find Location

Click on one of

- La & Ol W Ri & St As Ur - La As Ur - Ri St
- W W M: Ur
- SV St U: St
- D: Fl: Ar
- Ci To Vi
- Cc
- Cc



Decimal Degrees (DD)

Lat: 42.5197° N

Lon: 88.9969° W



Hide Coordinates



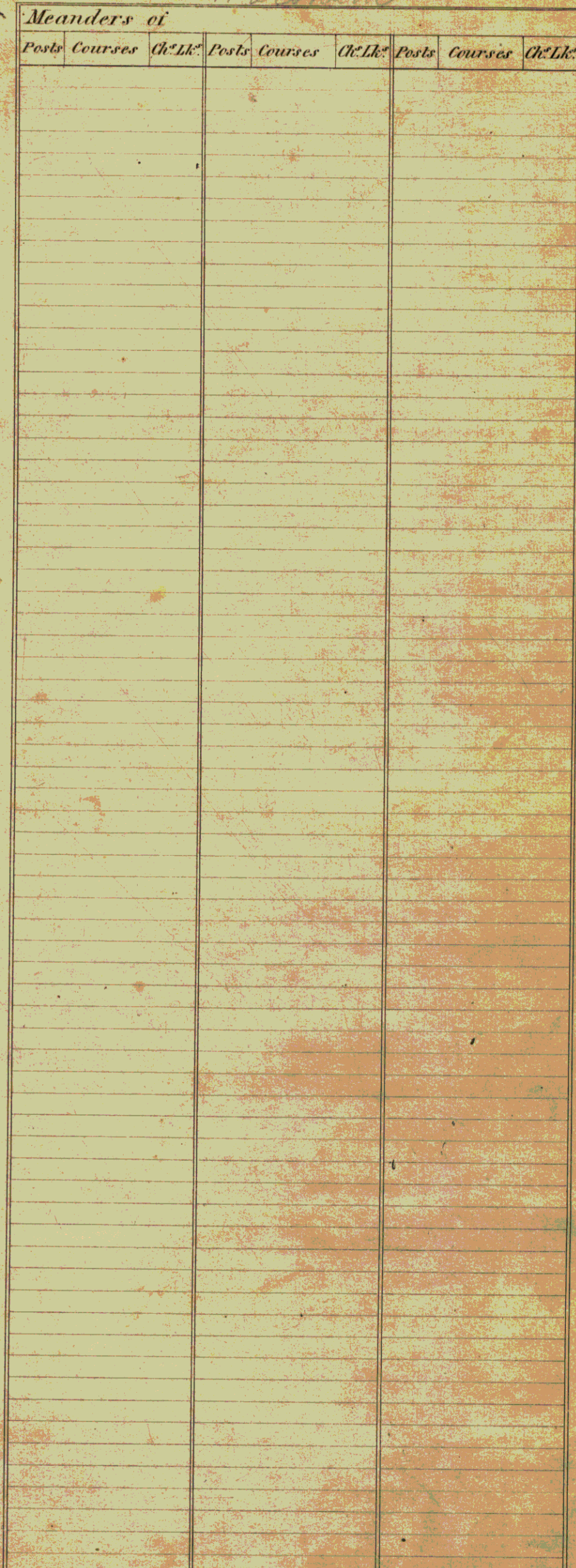
T1 R13E

500 ft



Scale 5085





Scale 40 Chains to an Inch

The above Map of Township No 1. North of Range No 13 E. of the 14<sup>th</sup> Principal Meridian Wisconsin 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, Jan'y. 19. 1837 } R. D. S. Lytle Sur: Genl





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](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview>

June 3, 2025

PETITION FILE NO. 14759

MARCY GRANGER, CLERK  
CITY OF BELOIT  
100 STATE STREET  
BELOIT, WI 53511-6234

KRISTINA BENNETT, CLERK  
TOWN OF TURTLE  
6916 COUNTY RD J  
BELOIT, WI 53511-8964

Subject: PLAKANS ANNEXATION

The proposed annexation submitted to our office on May 14, 2025, 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 Beloit, 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 14759 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=2833>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner