

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: **Nicole and Liam McIntyre**

Phone:

Email: **nikkie1029@gmail.com**

Contact Information if different than petitioner:

Representative's Name: **Brad Schmidt**

Phone: **(920) 886-6126**

E-mail: **BSchmidt@NeenahWi.gov**

1. Town(s) where property is located: **Neenah**

2. Petitioned City or Village: **Neenah (City)**

3. County where property is located: **Winnebago**

4. Population of the territory to be annexed: **2**

5. Area (in acres) of the territory to be annexed: **0.33**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
0100283 AND PART OF 01002830101 (COUNTY RIGHT-OF-WAY)

Include these required items with this form:

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 [see attached annexation guide]
4. ☒ 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: 6-16-25

Payer: Nicole Reitzner

Check Number: 1521

Check Date: 6-18-25

Amount: \$400

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).

**PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES**

We, the undersigned, constituting 100% all owners of the real property in the following territory of the Town of Neenah, Winnebago County, Wisconsin, petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled map (Exhibit A) to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southeast ¼ of the Southwest ¼ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, containing 14,374 square feet (0.33 acres) of land described as follows:



Commencing at the South 1/4 corner of Section 29, thence north along the east line of the Southwest 1/4 said Section 29, 1,316.53 feet to the Northeast corner of Southeast ¼ of the Southwest ¼, thence S89°50'30"W, 874.00 feet along the North line of said Southeast ¼ of the Southwest ¼, thence S1°12'25"E, 163.00 feet, to the Point of Beginning; thence N69°27'38"E, 65.00; thence S1°12'22"E, 232.05 feet to the centerline of State Trunk Highway 114 (also known as W. Winneconne Avenue); thence S69°34'34"W, 65.00 feet along said centerline of State Trunk Highway 114; thence N1°11'40"W, 226.57 feet; to the Point of Beginning. 5.36' misclosure

Containing 0.33 acres, more or less.

Parcel Number – 0100283 and part of 01002830101

The current population of such territory is 2.

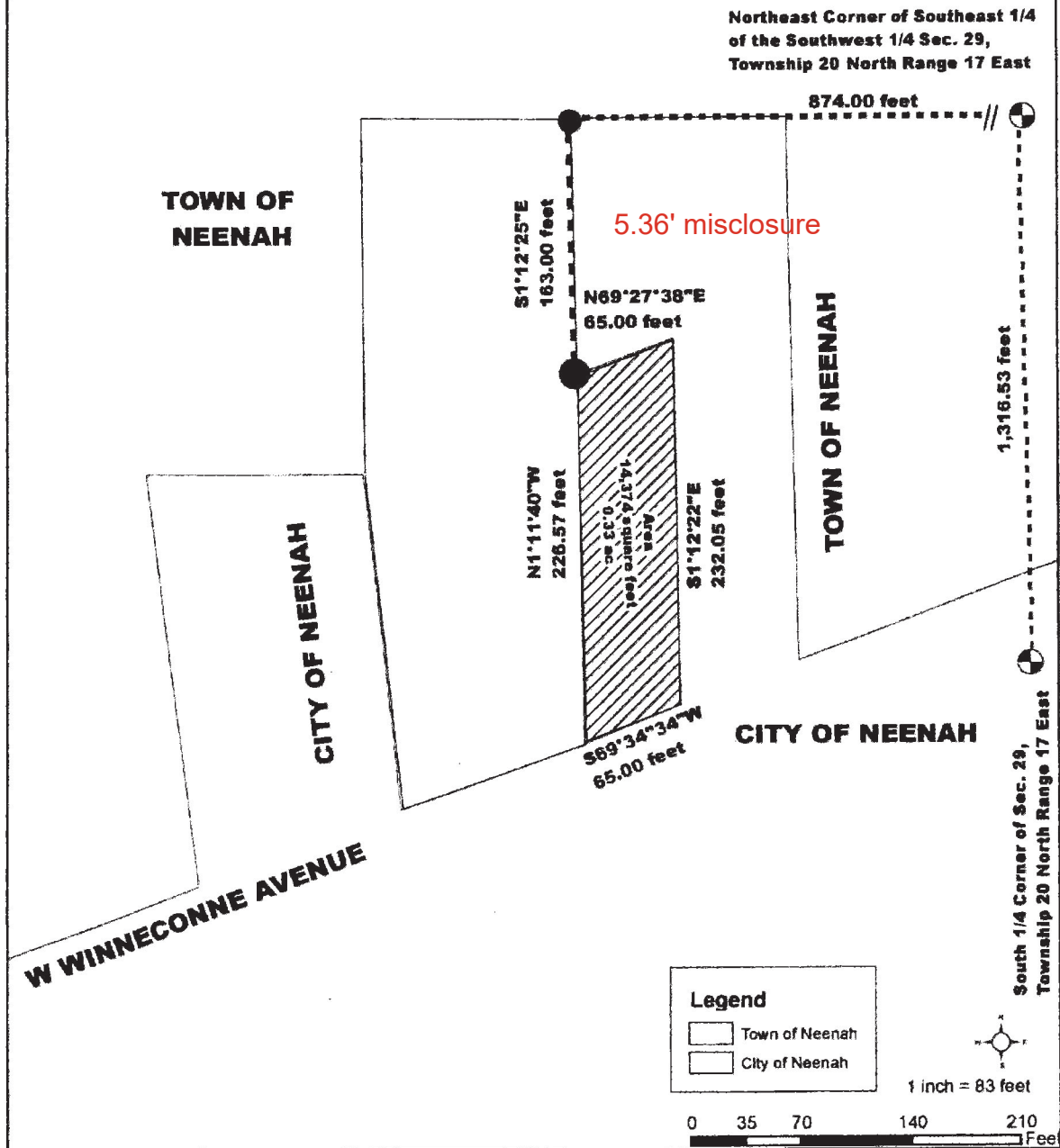
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Petitioner	Petitioner Address
	06/10/2025	Nicole McIntyre	1233 W Winneconne Ave Neenah WI 54956
	06/10/2025	Liam McIntyre	1233 W Winneconne Ave Neenah WI 54956

MAP OF PROPOSED ANNEXATION

MAP OF THE S 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY

SE 1/4



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: **McIntyre**

Petition Number: **14767**

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

2. Area (Acres): 0.33

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 City/Town of Neenah

b. Year adopted 2003

c. Participating jurisdictions City/Town of Neenah

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☒ s.66.0301

4. Resident Population: Electors: 2 Total: 2

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 (East & West), Quarry (North), Commercial/Residential (South)

In the town?: _____

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?

City/Village ☒ Yes ☐ No

Town ☐ Yes ☒ No

If yes, approximate timetable for providing service:

Sanitary Sewers immediately

or, write in number of years.

City/Village

☒

Town

☐

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? R-1, Rural Residential

c. How will the land be zoned and used if annexed? R-1, Single-Family Residence

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: Brend Schmidt

Email: BSchmidt@keeshawil.gov

Phone: (920) 886-6126

Date: 6/16/2025

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed: McIntyre Property	From Town of: Neenah	To City/Village of: Neenah
---	--------------------------------	--------------------------------------

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, 1/4 - 1/4 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.
- 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:

1. Description of territory to be annexed has a miscloure of 5.36 feet. Please see attached pages of petition for additional comments regarding said description and map.

Prepared by: **Diane Culver**
 Title: **GIS Specialist II**
 Phone: **(920) 232-3335**
 Date: **6/17/2025**

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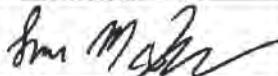
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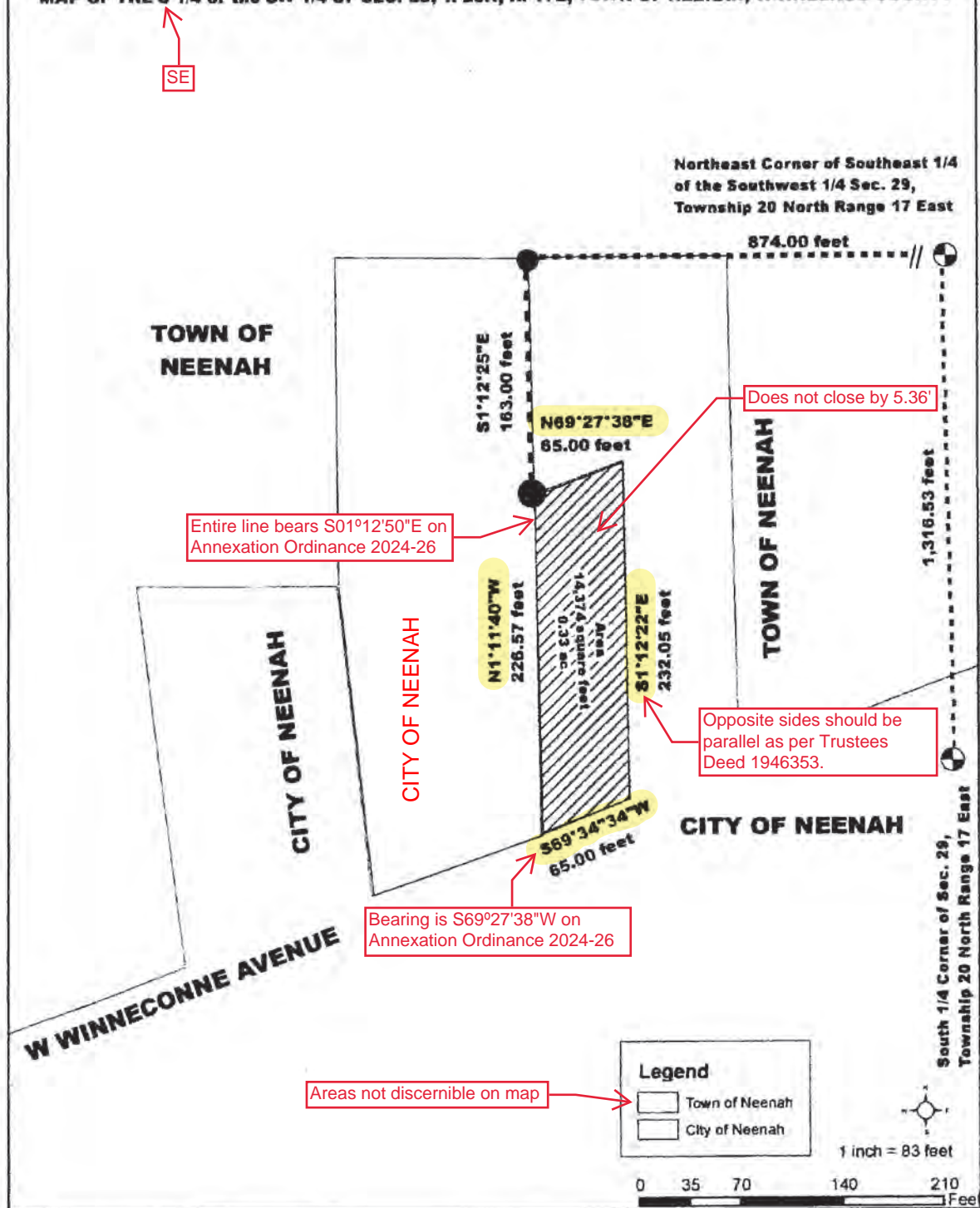
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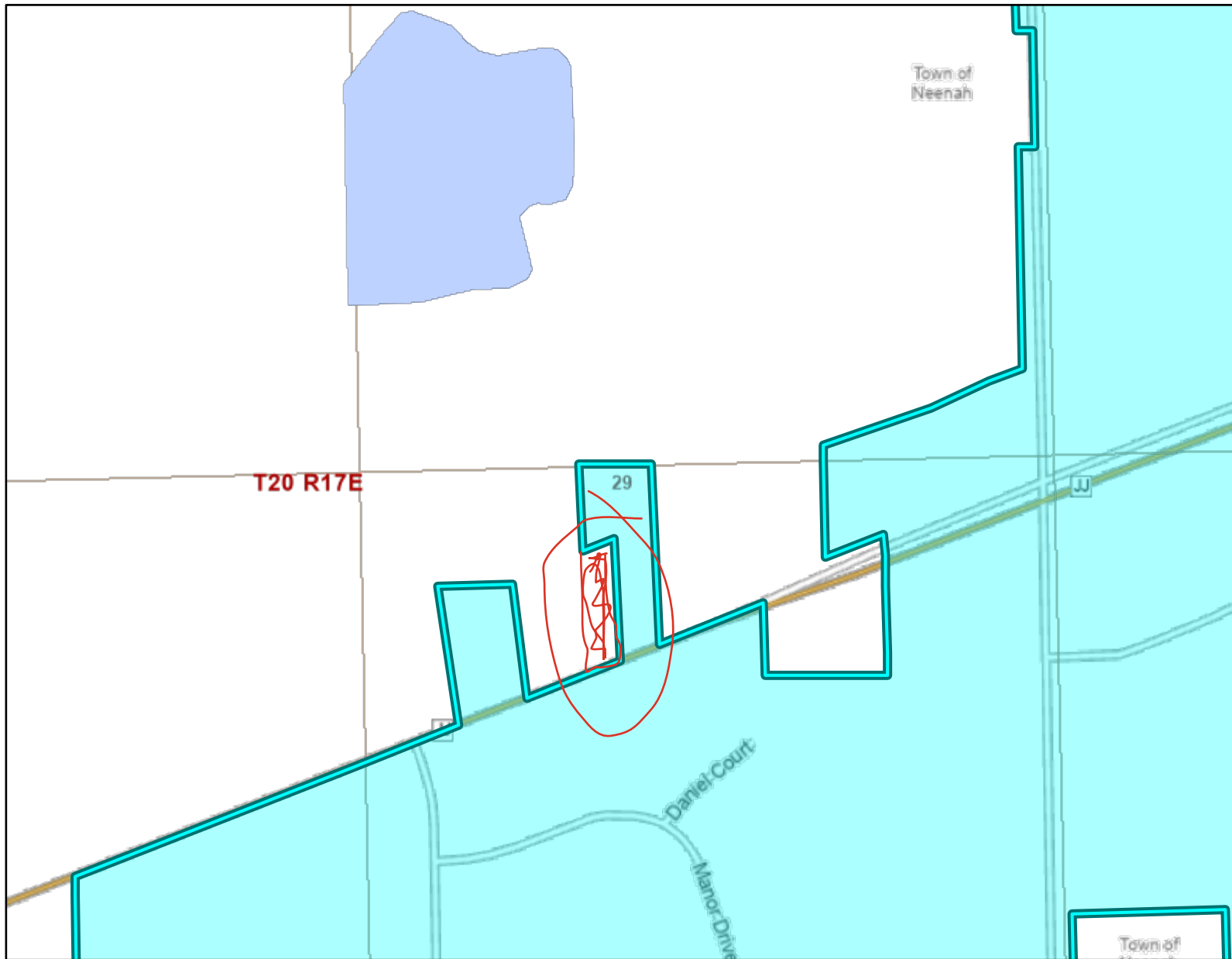
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MAP OF PROPOSED ANNEXATION

MAP OF THE S 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY





Legend: (some map layers may not be displayed)

- Open Water
- 24K Lakes and Open Water
- Township
- Section
- Quarter-Quarter
- Cities, Towns & Villages
- City
- Civil Town
- City or Village
- County Boundaries
- County and Local Roads
- County HWY
- Local Road

Notes:



Map: 0 260 520 Feet
0 75 150 Meters

Service Layer Credits:
Cadastral: , Cities, Roads & Boundaries: , Surface Water (Cached): WiDNR, USGS, and other data

Map projection: NAD 1983 HARN Wisconsin TM

This map is a product generated by a DNR web mapping application.

This map is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. The user is solely responsible for verifying the accuracy of information before using for any purpose. By using this product for any purpose user agrees to be bound by all disclaimers found here: <https://dnr.wisconsin.gov/legal>

Date Printed: 7/7/2025 11:54 AM



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>

July 8, 2025

PETITION FILE NO. 14767

CHARLOTTE NAGEL, CLERK
CITY OF NEENAH
211 WALNUT STREET
NEENAH, WI 54956-3026

ELLEN SKERKE, CLERK
TOWN OF NEENAH
1600 BREEZEWOOD LN
NEENAH, WI 54956-4410

Subject: MCINTYRE ANNEXATION

The proposed annexation submitted to our office on June 16, 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 Neenah, which is able to provide needed municipal services.

Notes: 1) The location description under the scale map heading should indicate the territory to be annexed is in the SE ¼ of the SW ¼ of Section 29. 2) The metes and bounds description and map of the territory contain a 5.36' misclosure. 3) The scale map key indicates that the map shows the city and town in color, however the map was printed out in black and white. If it is a color map it should be printed out in color. 4) The Winnebago County Real Property Lister has additional comments which should also be considered. See attached Lister comments.

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 14767 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=2841>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erich Schmidtke', with a stylized, cursive script.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

REAL PROPERTY LISTERS ANNEXATION REVIEW

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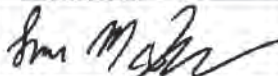
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