

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: **Habitat for Humanity Lakeside, Inc.**

Phone: **(920) 458-5501**

Email: **mprimozic@rohdedales.com**

Contact Information if different than petitioner:

Representative's Name: **Matthew Primozic, Rohde Dales LLP, attorney for Habitat for Humanity Lakeside, Inc.**

Phone: **(920) 458-5501**

E-mail: **mprimozic@rohdedales.com**

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

2. Petitioned City or Village: **City of Sheboygan**

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

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **.34**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
59024346880

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: 9-18-25

Payer: HABITAT for Humanity Lakeside

Check Number: 8330

Check Date: 9-16-25

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 adjoiners 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).

September 12, 2025

Kyle G. Borkenhagen
David O. Gass
Reilly C. Kulas
R. T. Melzer
Matthew Primozic
Anthony J. Resimius
Adam D. Vanderheyden
K. Allan Voss
Ryan J. Zinkel
Eldon L. Bohrofen,
Of Counsel

Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645
Madison, WI 53701

Re: Request for Annexation Review

To Whom it May Concern:

On behalf of our client, Habitat for Humanity Lakeside, Inc., please find the enclosed documents:

1. Request for Annexation Review Form;
2. Check in the Amount of \$400.00 for Filing and Review Fees;
3. Copy of the Petition for Annexation of Lands to the City of Sheboygan Direct Annexation by Unanimous Consent;
4. Exhibit A- Legal Description; and
5. Survey Map of the Property.

Please feel free to contact my office if you have any questions.

Sincerely yours,



Matthew V. Primozic

909 N. 8th St.
Ste. 100
Sheboygan, WI
53081

MVP/kak

(920) 458-5501
(920) 458-5874 FAX
mail@rohdedales.com
www.rohdedales.com

cc: Habitat for Humanity Lakeside, Inc
Enclosures

**PETITION FOR ANNEXATION OF LANDS
TO THE CITY OF SHEBOYGAN
DIRECT ANNEXATION BY UNANIMOUS CONSENT**

TO: City of Sheboygan

1. Pursuant to Section 66.0217 of the Wisconsin State Statutes, I/we the undersigned, being the sole owner(s) and elector(s) of the land described in Exhibit "A" attached hereto, petition for Direct Annexation by Unanimous Consent of the land described in said Exhibit "A" from the Town of Sheboygan in Sheboygan County, Wisconsin, to the City of Sheboygan, Sheboygan County, Wisconsin.
 2. There are no persons residing in the territory. The population of the territory to be annexed is 0.
 3. Said land is contiguous to the City of Sheboygan and is presently part of the Town of Sheboygan, in Sheboygan County, Wisconsin.
 4. I/We, the undersigned request that upon annexation, the land described in Exhibit "A" be zoned as SR-5 (Suburban Residential – 5 District).
 5. Area of the lands to be annexed contains .34 acres.
 6. Tax Parcel number(s) of lands to be annexed: Part of Parcel Number 59024346880
- Attach a copy of a complete legal description of the property.
 - Attach a copy of a scale map of the property.

Dated this 10th day of September, 2025

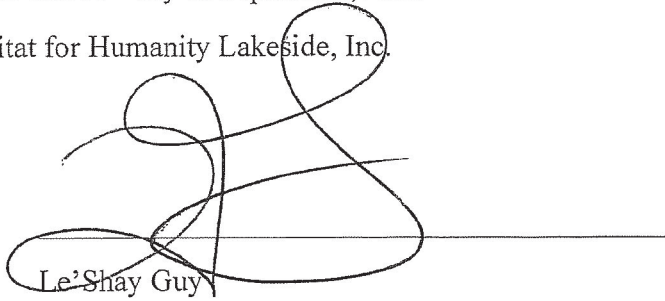
PROPERTY OWNERS' SIGNATURES ON FOLLOWING PAGES

SIGNATURE PAGE – HABITAT FOR HUMANITY LAKESIDE, INC.

Dated this 10th day of September, 2025

Habitat for Humanity Lakeside, Inc.

BY:

A handwritten signature in black ink, appearing to read "Le'Shay Guy", is written over a horizontal line. The signature is stylized with large loops and a long horizontal stroke extending to the right.

1911 N. 8th St.

Sheboygan, WI 53081

EXHIBIT A
LEGAL DESCRIPTION

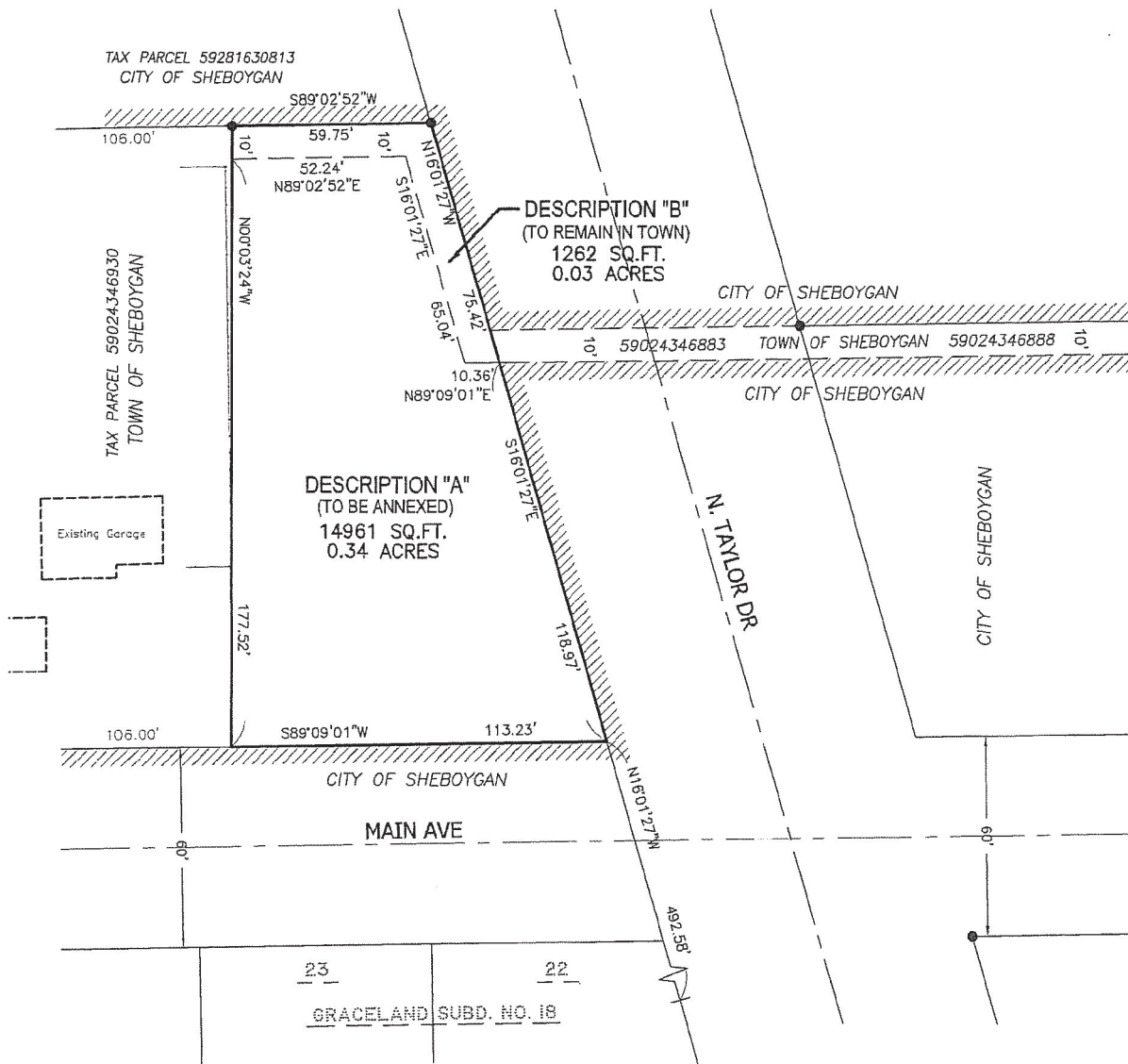
Part of the Northeast 1/4 of the Northwest 1/4 of Section 16, T15N-R23E, Town of Sheboygan, Sheboygan County, Wisconsin described as:

Commencing at the Center 1/4 corner of Section 16, T15N-R23E; thence along the south line of the Northwest 1/4 of said Section 16, S89°14'34"W 45.01 feet to the west right-of-way line of North Taylor Drive; thence along said west line, N00°31'33"E 665.19 feet; thence along said west line, 218.09 feet along a 755.00-foot radius curve to the left with a chord bearing of N07°44'57"W and a chord length of 217.33 feet; thence along said west line, N16°01'27"W 492.58 feet to the south line of Main Avenue and the point of beginning; thence along said south line, S89°09'01"W 113.23 feet; thence N00°03'24"W 177.52 feet; thence N89°02'52"E 52.24 feet; thence S16°01'27"E 65.04 feet; thence N89°09'01"E 10.36 feet to the west right-of-way line of North Taylor Drive; thence along said west line, S16°01'27"E 118.97 feet to the point of beginning.

Lands containing 14,961 square feet or .34 acres.

Property Address: Vacant land along N. Taylor Dr., Sheboygan, WI 53081

Tax Parcel ID Number: 59024346880



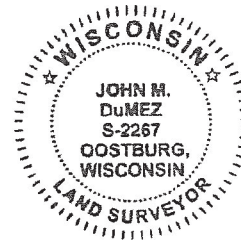
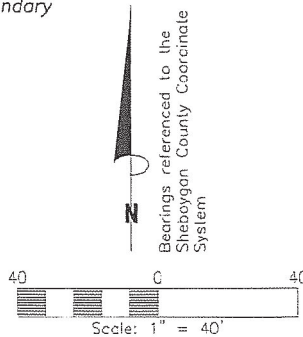
ANNEXATION MAP AND DESCRIPTIONS Part of the Northeast 1/4 of the Northwest 1/4 of Section 16, T15N-R23E, Town of Sheboygan, Sheboygan County, Wisconsin.

PAGE 1 OF 2

- = County Section corner
- = 1"x18" iron pipe set
- = 1" iron pipe found
- //// = Current corporate boundary

CURVE NUMBER	C1
LENGTH	218.09
RADIUS	755.00
DELTA	16°33'01"
CH BEAR	N07°44'57"W
CHORD LENGTH	217.33

Compsite
Surveying & Mapping
Oostburg, Wisconsin
(920) 564-6812



PROJECT: 4728

PATH: c:\projects2\habitat_humanity\taylor_main2\dwg\

John M. DuMez
John M. DuMez - WI Professional Land Surveyor S-2267

Aug. 6, 2025
Date

South line of the
Northwest 1/4

45.01'
S89°14'34"W

Center 1/4 corner,
Section 16,
T15N-R23E
PK nail found



N2472 Mentink Road
Oostburg, WI 53070
Phone: (920) 564-6812
Email: john@compsitesurveying.com

John M. DuMez – Wisconsin Professional Land Surveyor S-2267

Page 2 of 2

DESCRIPTION "A" - TO BE ANNEXED INTO THE CITY OF SHEBOYGAN

Part of the Northeast ¼ of the Northwest ¼ of Section 16, T15N-R23E, Town of Sheboygan, Sheboygan County, Wisconsin described as:

Commencing at the Center ¼ corner of Section 16, T15N-R23E; thence along the south line of the Northwest ¼ of said Section 16, S89°14'34"W 45.01 feet to the west right-of-way line of North Taylor Drive; thence along said west line, N00°31'33"E 665.19 feet; thence along said west line, 218.09 feet along a 755.00-foot radius curve to the left with a chord bearing of N07°44'57"W and a chord length of 217.33 feet; thence along said west line, N16°01'27"W 492.58 feet to the south line of Main Avenue and the point of beginning; thence along said south line, S89°09'01"W 113.23 feet; thence N00°03'24"W 177.52 feet; thence N89°02'52"E 52.24 feet; thence S16°01'27"E 65.04 feet; thence N89°09'01"E 10.36 feet to the west right-of-way line of North Taylor Drive; thence along said west line, S16°01'27"E 118.97 feet to the point of beginning.

SAID DESCRIPTION "A" CONTAINS 14961 SQ. FT. (0.34 ACRE) OF LAND.

DESCRIPTION "B" - TO REMAIN IN THE TOWN OF SHEBOYGAN

Part of the Northeast ¼ of the Northwest ¼ of Section 16, T15N-R23E, Town of Sheboygan, Sheboygan County, Wisconsin described as:

Commencing at the Center ¼ corner of Section 16, T15N-R23E; thence along the south line of the Northwest ¼ of said Section 16, S89°14'34"W 45.01 feet to the west right-of-way line of North Taylor Drive; thence along said west line, N00°31'33"E 665.19 feet; thence along said west line, 218.09 feet along a 755.00-foot radius curve to the left with a chord bearing of N07°44'57"W and a chord length of 217.33 feet; thence along said west line, N16°01'27"W 492.58 feet to the south line of Main Avenue; thence along said south line, S89°09'01"W 113.23 feet; thence N00°03'24"W 177.52 feet to the point of beginning; thence N89°02'52"E 52.24 feet; thence S16°01'27"E 65.04 feet; thence N89°09'01"E 10.36 feet to the west right-of-way line of North Taylor Drive; thence along said west line, N16°01'27"W 75.42 feet; thence S89°02'52"W 59.75 feet; thence S00°03'24"E 10.00 feet to the point of beginning.

SAID DESCRIPTION "B" CONTAINS 1262 SQ. FT. (0.03 ACRE) OF LAND.

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: **Habitat for Humanity Lakeside**

Petition Number: **14799**

1. Territory to be annexed: From **TOWN OF SHEBOYGAN**

To **CITY OF SHEBOYGAN**

2. Area (Acres): **.34**

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ **0.00**

a. Title of boundary agreement _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **0.00**

b. Year adopted _____

c. Paid by: ☒ Petitioner ☐ City ☐ Village

c. Participating jurisdictions _____

☐ Other: _____

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

4. Resident Population: ☒ Electors: _____ 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: **100**% 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?: **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?

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?

R-1

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

Suburban Residential S

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: TAYLOR ZEINERT

Email: T21388@SHEBOYGANWI.GOV

Phone: 920-459-3383

Date: 10/2/25

(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:	From Town of:	To City/Village of:
590243946880	Sheboygan	Sheboygan

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, ¼ - ¼ 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

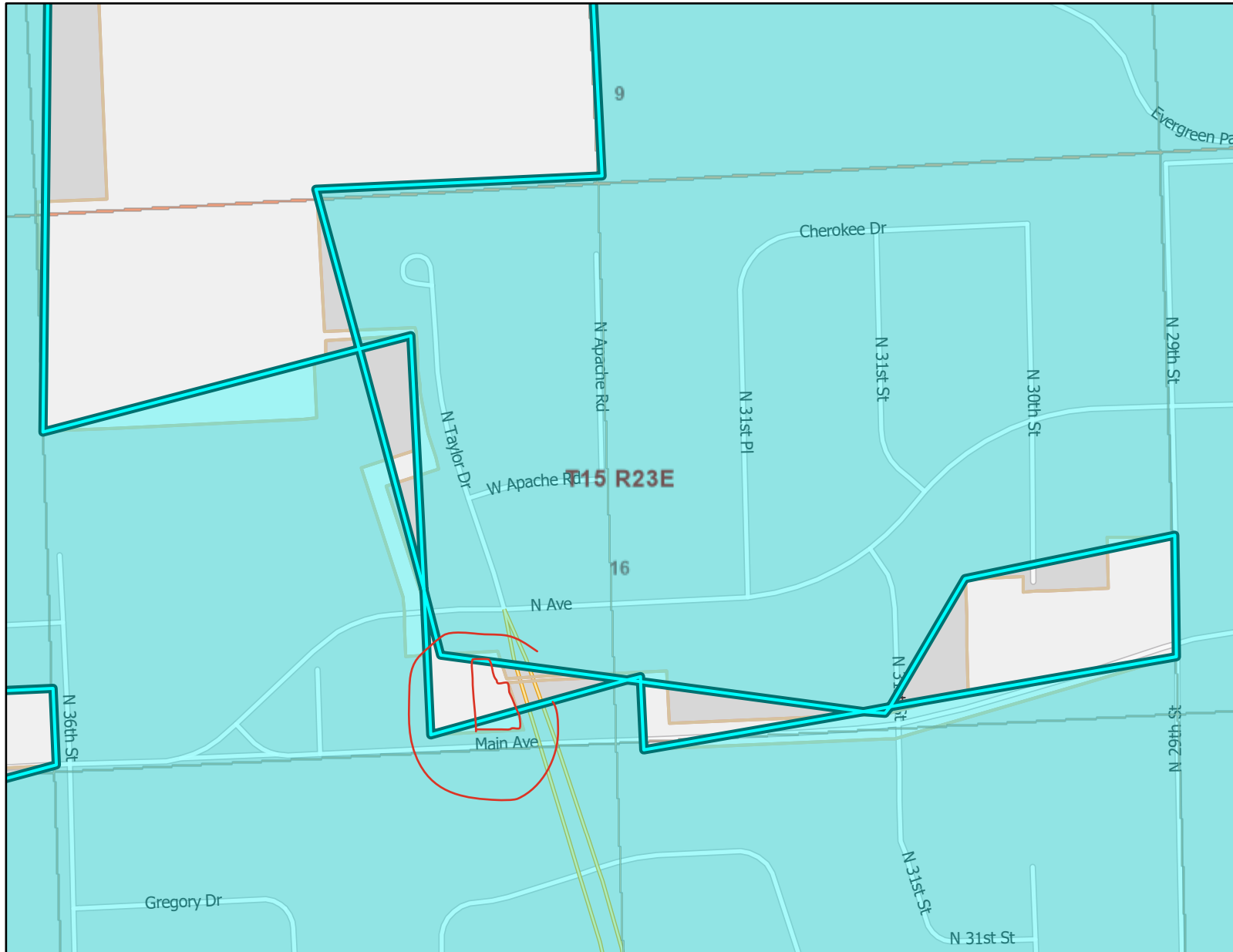
☐ Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

Prepared by: Kurt Eigenberger _____
 Title: Land Description Specialist _____
 Phone: 920-459-3124 _____
 Date: 9/23/2025 _____

Please **RETURN PROMPTLY** to:
 Municipal Boundary Review
 PO Box 1645
 Madison WI 53701

(608) 264-6102 **FAX** (608) 264-6104
wimunicipalboundaryreview@wi.gov



Legend: (some map layers may not be displayed)

- Township
- Section
- Quarter-Quarter
- Cities, Towns & Villages
- City
- Civil Town

Notes:



Map: 0 325 650 Feet
0 90 180 Meters

Service Layer Credits:
DNR Basic Feature Vector Tile Layer WTM: , Cadastral: , Surface Water (Cached): WiDNR, USGS, and other data

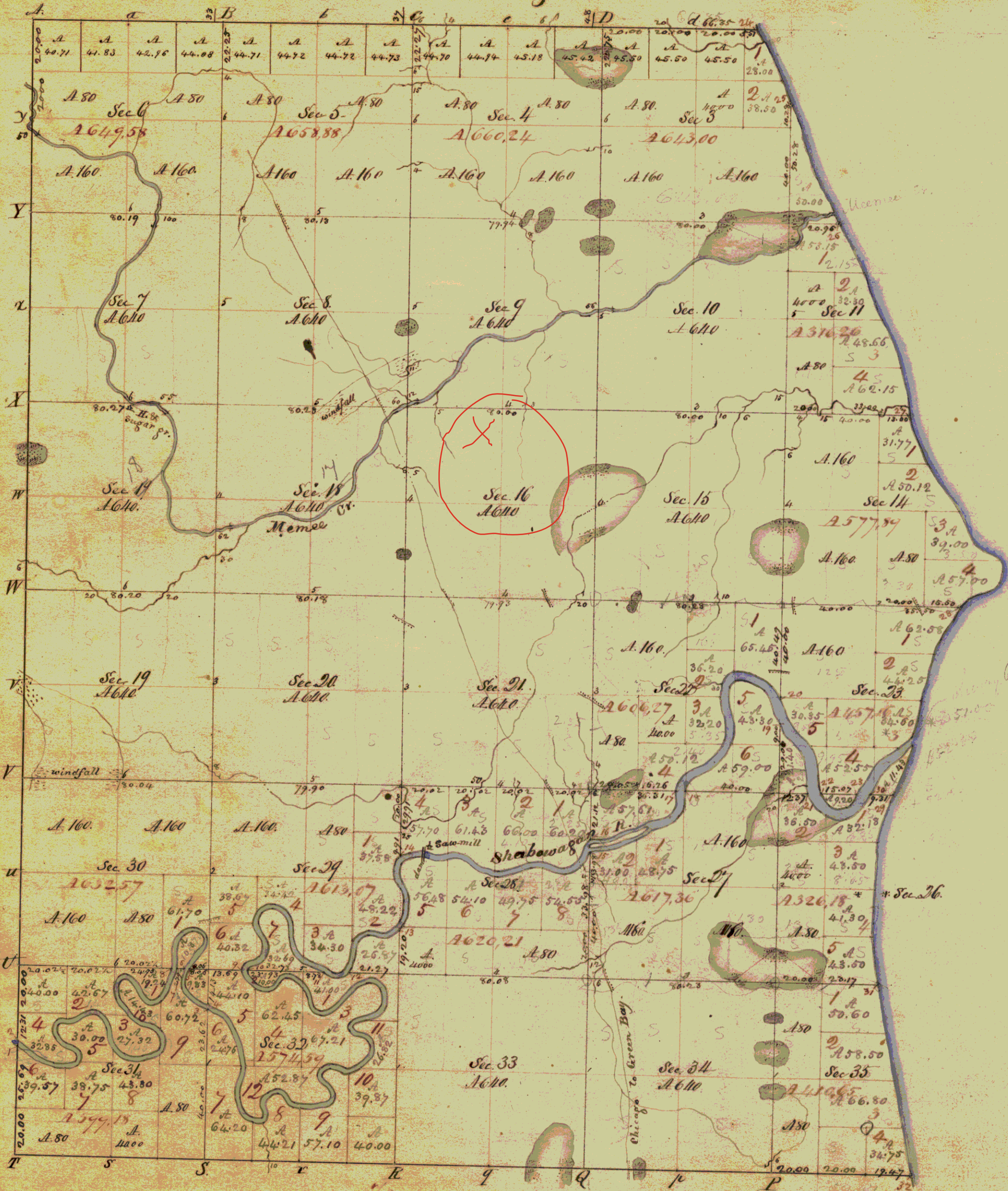
Map projection: NAD 1983 HARN Wisconsin TM

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: 10/8/2025 2:30 PM

Township N^o XV Range N^o XVIII E. 1st Mer. (Wis Ter.)



Total number of Acres 17,133.09

Survey designated By whom Surveyed	Date of contract	Acres of Survey	When Surveyed	Ch. in Survey
Township lines	Mullet & Brink	July 1833	14. 45. 82	1. 27. 1834
Subdivisions	N. King	Aug. 22. 1834	76. 07. 20	2. 27. 1835

The above Map of Township N^o 15 North, of Range N^o 23 East of the 4th Principal Meridian, North West 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,
Cincinnati, Sept. 14. 1835

Robt. Lytle Sur. Genl.

Meanders of Kalamazoo River			
Post	Course	Dist	Post
20	150 E	3.63	N 34 E 3.20
	155 E	9.00	N 43 E 9.00
	164 E	8.00	N 40 N 4.00
	180 E	5.00	N 21 N 5.00
	160 E	3.00	N 1 E 6.00
	116 E	4.00	N 53 E 4.00
	143 N	2.50	N 84 E 5.00
	166 N	5.00	N 66 E 4.00
	147 N	4.00	N 40 E 9.00
	N 8 E	8.00	South 10.00
	183 E	7.00	120 E 3.00
	138 N	6.00	150 E 4.00
	164 E	11.00	166 E 13.00
	138 E	3.50	162 E 1.20
	179 E	7.50	178 E 3.00
	162 E	3.50	N 22 E 2.10
	135 E	3.50	N 10 E 12.00
	14 E	2.50	N 67 E 5.50
	143 N	8.50	N 83 E 9.00
	137 N	3.50	N 54 E 4.00
	138 N	2.40	N 33 E 6.00
	14 E	3.00	N 3 E 5.54
	133 E	9.00	N 4 N 5.50
	168 E	4.75	N 23 N 7.50
	172 E	10.00	N 5 E 6.00
	179 E	25.00	N 37 E 4.00
	124 N	12.00	N 76 E 10.10
	113 E	2.00	N 73 E 7.00
	127 E	7.00	N 74 E 5.00
	164 E	6.00	N 88 E 8.00
	158 E	2.00	N 45 E 6.00
	119 E	3.00	N 50 E 3.00
	N 9 N	7.00	N 59 E 5.00
	N 48 E	5.00	N 73 E 8.00
	179 E	5.00	N 68 E 8.00
	138 E	6.00	N 7 E 7.00
	181 E	11.00	N 5 E 8.00
	N 75 E	5.00	N 50 E 9.00
	N 26 E	3.00	N 24 E 6.50
	N 29 N	3.00	N 94 E 9.00
	N 53 N	6.00	N 49 E 4.00
	N 4 E	4.00	N 59 E 4.50
	N 49 E	5.00	N 62 E 8.50
	183 E	9.00	N 86 E 10.00
	N 49 E	5.00	N 15 E 10.96
	N 41 E	5.00	N 20 E 11.00
	N 1 N	4.00	N 44 E 7.50
	N 58 N	11.00	N 51 E 10.00
	N 15 E	4.00	N 43 E 3.50
	N 80 E	11.00	N 23 E 10.00
	N 31 E	5.00	N 16 N 10.00
	North 3.55		N 3 N 9.50
	N 32 N	4.00	N 50 E 5.50
	N 80 N	4.00	N 87 E 8.00
	N 54 N	8.00	N 77 E 9.00
	N 49 N	12.50	N 30 E 8.00
	165 N	6.00	N 24 E 13.00
	N 42 N	6.50	N 39 E 14.00
	N 14 N	8.00	N 13 E 17.20
	N 66 N	7.00	N 32 E 7.00
	N 29 N	6.00	N 59 E 5.00
	N 83 N	4.00	N 86 E 4.30
	N 69 N	6.00	N 77 E 9.20
	N 49 N	7.00	N 44 E 4.00
	N 13 N	4.00	N 30 E 8.80

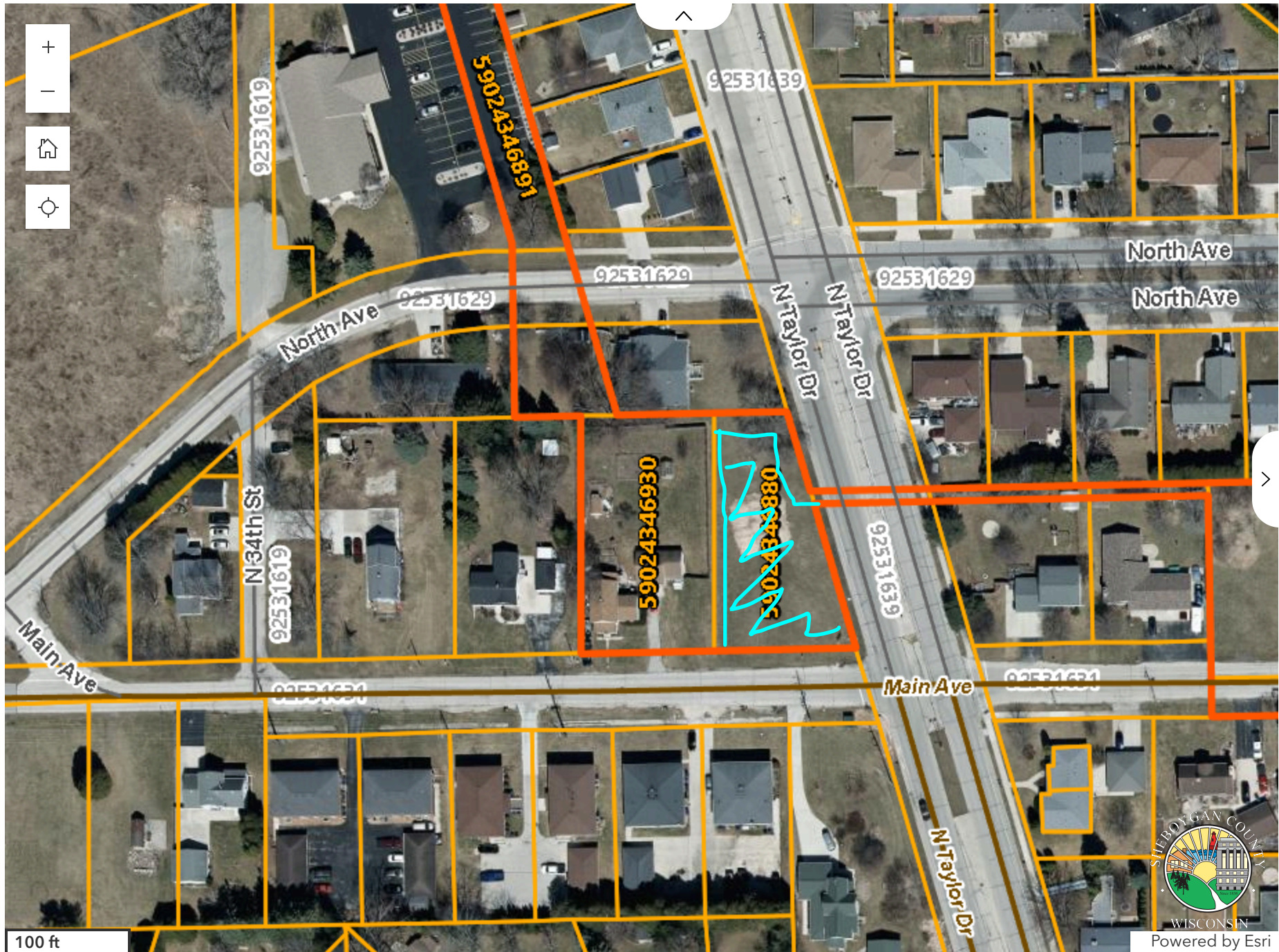
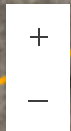
Scale 40 Ch. to an inch.

Var. 7.15' E.

Sheboygan County I-



Search address or owner name



Powered by Esri



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>

October 8, 2025

PETITION FILE NO. 14799

MEREDITH DEBRUIN, CLERK
CITY OF SHEBOYGAN
828 CENTER AVENUE
SHEBOYGAN, WI 53081-4442

PEGGY FISCHER, CLERK
TOWN OF SHEBOYGAN
4020 TECHNOLOGY PARKWAY
SHEBOYGAN, WI 53083-6001

Subject: HABITAT FOR HUMANITY LAKESIDE ANNEXATION

The proposed annexation submitted to our office on September 18, 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 Sheboygan, which is able to provide needed municipal services.

Notes: 1) The legal description should call to the North line of Main Avenue (two places in the description).
2) The City may want to include the strip of town territory which extends east from the annexation territory to eliminate this potentially confusing strip.

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 14799 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=2873>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

