

DIR - Request for Annexation Review

12/11/2025 10:19:30 AM

Introduction

Pay Online (2.35% credit card convenience fee. NO fee for electronic funds transfer from checking/savings accounts.)

Use this website to submit an annexation petition for review to the Wisconsin Department of Administration and pay with a credit card or electronic funds transfer.

This website only accepts online payments. To pay by check use <https://doa.wi.gov/DIR/WIAnnexationReviewRequestForm.docx> instead.

Note: This form will time out, so please make sure you have all the information ready by referring to our old form: <https://doa.wi.gov/DIR/WIAnnexationReviewRequestForm.docx>

If you have questions please review <https://doa.wi.gov/Pages/LocalGovtsGrants/DepartmentReviewOfAnnexations.aspx> or contact us: wimunicipalboundaryreview@wi.gov or 608-264-6102

The following items will be required to submit this form:

- Legal Description meeting the requirements of [s.66.0217 \(1\)\(c\)](#)
- Map meeting the requirements of [s. 66.0217 \(1\)\(g\)](#)
- Signed Petition or Notice of Intent to Circulate

For the details please refer to <https://doa.wi.gov/DIR/WIAnnexationReviewRequestForm.docx>

Petitioner Information

Name: VILLAGE OF WEST SALEM

Phone: (608) 786-1858

Email: tdelong@westsalemwi.gov

Contact information if different than Petitioner

Representative Name: Teresa DeLong

Phone: (608) 786-1858

Email: tdelong@westsalemwi.gov

Property Information

Town(s) where property is located: Hamilton

Petitioned City or Village: Village

County where property is located: La Crosse

Are there multiple counties for this annexation?:

Yes

No

Population of the territory to be annexed: 0

Area (in acres) of the territory to be annexed: 3.03

Is this annexation a road right-of-way only?:

Yes

No

Tax parcel numbers(s) of territory to be annexed (if the territory is part or all of an exiting parcel): 07-01224-000, 07-01224-502

Questions: wimunicipalboundaryreview@wi.gov or 608-264-6102

Required Items

The Description

Legal Description of the property being annexed: [ANNEXATION FROM TOWN OF HAMILTON TO VILLAGE OF WEST SALEM.pdf](#)

s.66.0217 (1).(c)

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.

The Map

Map of the parcel being annexed: [Survey Map to be Filed with DOA.pdf](#)

s. 66.0217 (1).(g)

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.]

The Petition

Signed Petition or Notice of Intent to Circulate: [PETITION FOR DIRECT ANNEXATION.pdf](#)

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\(3\)\(a\)](#)
- 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.]

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 [s. 66.0217](#).

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 \(4\)](#).

Questions: wimunicipalboundaryreview@wi.gov or 608-264-6102

Fees

Annexation Review Fee Schedule

Initial Filing Fee: (Required with the first submittal of all petitions)

\$200 - 2 acres or less

\$350 - 2.01 acres or more

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

Preliminary Fee: Initial Filing Fee of (3.03 acres) \$350 + Review Fee \$600 = \$950

Total Fee Due: \$950.00

Questions: wimunicipalboundaryreview@wi.gov or 608-264-6102

PETITION FOR DIRECT ANNEXATION

The Town of Hamilton, La Crosse County, Wisconsin, owner of land described herein as Parcel "A" within the territory of the Town of Hamilton, lying contiguous to the Village of West Salem, hereby petitions the Village Board of Trustees of the Village of West Salem to annex Parcel "A", along with a portion of County Road "C" described herein as "Road Annexation" also within the territory of the Town of Hamilton, lying contiguous with both Parcel "A" and the Village of West Salem boundaries, to the Village of West Salem, La Crosse County, Wisconsin. Both Parcel "A" and the "Road Annexation" Parcel are shown on the attached scale map.

DESCRIPTION OF TERRITORY:

Parcel "A"

Part of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 34, T17N-R6W, Town of Hamilton, La Crosse County, Wisconsin described as follows: Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, the Southerly right-of-way line of State Road "16" and the point of beginning of this description: thence, along said Southerly right-of-way line, N 42°01'34" E 303.86 feet; thence, continuing along said Southerly right-of-way line, N 45°13'47" E 202.07 feet; thence, continuing along said Southerly right-of-way line, S 76°12'30" E 38.61 feet to the West right-of-way line of County Road "C"; thence, along said West right-of-way line, S 00°28'45" E 363.66 feet to the North line of said Coulee View Addition; thence, along said North line, N 89°17'11" W 387.45 feet to the point of beginning of this description.

Road Annexation

Part of County Road "C" located in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, SW $\frac{1}{4}$ of the NE $\frac{1}{4}$, Section 34, T17N-R6W, Town of Hamilton La Crosse County, Wisconsin described as follows: Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, thence along the North line of Coulee View Addition, S 89°17'11" E 387.45 feet to the West right-of-way line of County Road "C" and the point of beginning of this description: thence, continuing along said North line, S 89°17'11" E 36.88 feet to the Northeast corner of said Block 5; thence N 89°31'17" E 66.18 feet; thence S 89°57'58" E 37.71 feet to the East right-of-way line of said County Road "C"; thence, along said East right-of-way line, N 00°31'36" W 364.77 feet; thence S 89°31'15" W 140.45 feet to said West right-of-way line; thence, along said west right-of-way line, S 00°28'45" E 363.66 feet to the point of beginning of this description.

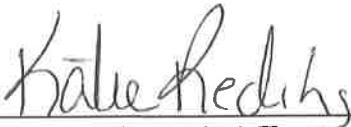
A scale map showing the boundaries of the above-described territory and the relationship of the territory to the Village of West Salem is attached hereto and marked as "Exhibit A".

The population of the territory to be annexed is zero (0).

DATED this 8 day of December, 2025.

TOWN OF HAMILTON

By: 
Kevin Hoyer, Chairperson

By: 
Katie Reding, Clerk/Treasurer

ANNEXATION FROM TOWN OF HAMILTON TO VILLAGE OF WEST SALEM

DESCRIPTION OF TERRITORY:

Parcel "A"

Part of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 34, T17N-R6W, Town of Hamilton, La Crosse County, Wisconsin described as follows:

Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, the Southerly right-of-way line of State Road "16" and the point of beginning of this description: thence, along said Southerly right-of-way line, N 42°01'34" E 303.86 feet; thence, continuing along said Southerly right-of-way line, N 45°13'47" E 202.07 feet; thence, continuing along said Southerly right-of-way line, S 76°12'30" E 38.61 feet to the West right-of-way line of County Road "C"; thence, along said West right-of-way line, S 00°28'45" E 363.66 feet to the North line of said Coulee View Addition; thence, along said North line, N 89°17'11" W 387.45 feet to the point of beginning of this description.

Road Annexation

Part of County Road "C" located in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, SW $\frac{1}{4}$ of the NE $\frac{1}{4}$, Section 34, T17N-R6W, Town of Hamilton La Crosse County, Wisconsin described as follows: Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, thence along the North line of Coulee View Addition, S 89°17'11" E 387.45 feet to the West right-of-way line of County Road "C" and the point of beginning of this description: thence, continuing along said North line, S 89°17'11" E 36.88 feet to the Northeast corner of said Block 5; thence N 89°31'17" E 66.18 feet; thence, along the North line of said Lot 1, S 89°57'58" E 37.71 feet to the East right-of-way line of said County Road "C"; thence, along said East right-of-way line, N 00°31'36" W 364.77 feet; thence S 89°31'15" W 140.45 feet to said West right-of-way line; thence, along said west right-of-way line, S 00°28'45" E 363.66 feet to the point of beginning of this description.

Berntsen Mon.
NW Corner
Section 34
T17N-R6W

Surveyor's Description for Road Annexation

Part of County Road "C" located in the SE 1/4 of the NW 1/4, SW 1/4 of the NE 1/4, Section 34, T17N-R6W, Town of Hamilton, La Crosse County, Wisconsin described as follows:

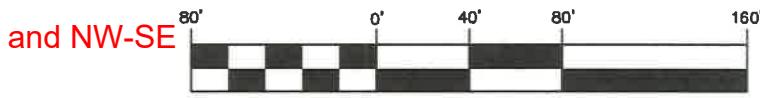
Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, thence along the North line of said Coulee View Addition, S 89°17'11" E 387.45 feet to the West right-of-way line of County Road "C" and the point of beginning of this description:

thence, continuing along said North line, S 89°17'11" E 36.88 feet to the Northeast corner of said Block 5;
thence N 89°31'17" E 66.18 feet;
thence S 89°57'58" E 37.71 feet to the East right-of-way line of said County Road "C";
thence, along said East right-of-way line, N 00°31'36" W 364.77 feet;
thence S 89°31'15" W 140.45 feet to said West right-of-way line;
thence, along said West right-of-way line, S 00°28'45" E 363.66 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

Graphic Scale

also NE-SW
and NW-SE



2637.20'

N 00°00'15" W

Lunde Mon.
W 1/4 Corner
Section 34
T17N-R6W

S 39°51'53" E
3437.64'

State Road "16"

Reference Line
T.P.P. 7571-09-21

85.30'



Parcel "A"
80,648 sq. ft.
1.85 acres

Town of Hamilton

387.45'

Village of West Salem

184.33' (185.8')

12 13 14
Coulee View
Addition

NE-SW
Section 34
T17N-R6W

Surveyor's Description Parcel "A"

Part of the SE 1/4 of the NW 1/4, NE 1/4 of the SW 1/4, Section 34, T17N-R6W, Town of Hamilton, La Crosse County, Wisconsin described as follows:

Commencing at the Northwest corner of Section 34, thence S 39°51'53" E 3437.64 feet to the North line of Block 5, Coulee View Addition, the Southerly right-of-way line of State Road "16" and the point of beginning of this description:

thence, along said Southerly right-of-way line, N 42°01'34" E 303.86 feet;
thence, continuing along said Southerly right-of-way line, N 45°13'47" E 202.07 feet;
thence, continuing along said Southerly right-of-way line, S 76°12'30" E 38.61 feet to the West right-of-way line of County Road "C";
thence, along said West right-of-way line, S 00°28'45" E 363.66 feet to the North line of said Coulee View Addition;
thence, along said North line, N 89°17'11" W 387.45 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

ANNEXATION
BOUNDARY

(N 75°19'04" W
S 76°12'30" E
38.61')

140.45'
S 89°31'15" W

364.77'

Road
Annexation
51,233 sq. ft.
1.18 acres

County Road "C"

SW-NE

Lewis
Street

30'

Width
Varies

Traditional Addition

30'

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REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed: Parcels: 07-01224-000 & 07-01224-502	From Town of: Hamilton	To City/Village of: Village of West Salem
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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, $\frac{1}{4}$ - $\frac{1}{4}$ 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

N (1) Identify owner(s) of annexed land *-See notes below.*

N (2) Identify parcel ID numbers included in annexation.

N/A (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:

-On Page 1, the owner of parcel 'A' is specified. However, no owner is specified for the Road Annexation Parcel. Our records show that Fee Title was granted to La Crosse County in Vol 409 P 775 & 776 which was recorded on 3.21.1966.

Prepared by: Kyle Willoughby
 Title: GIS & Real Property Specialist
 Phone: 608-785-9637
 Date: 12/16/2025

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

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

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: **Town of Hamilton**

Petition Number: **14820**

1. Territory to be annexed: **From TOWN OF HAMILTON** **To VILLAGE OF WEST SALEM**

2. Area (Acres): **3.03**

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 0 tax-exempt

a. Title of boundary agreement _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **0**

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: **0** Electors: **0** Total: **0**

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

Residential: _____ % Recreational: _____ % Commercial: **100** % 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 and Business

In the town?: **town hall and road operations**

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 **Annexation Agreement dated October 13, 2005**

Petition No. 14820

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?

Public and Institutional

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

Business District

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:

This annexation has been the plan and
agreement recorded over 10 years ago.

Prepared by: Town City Village

Please RETURN PROMPTLY to:

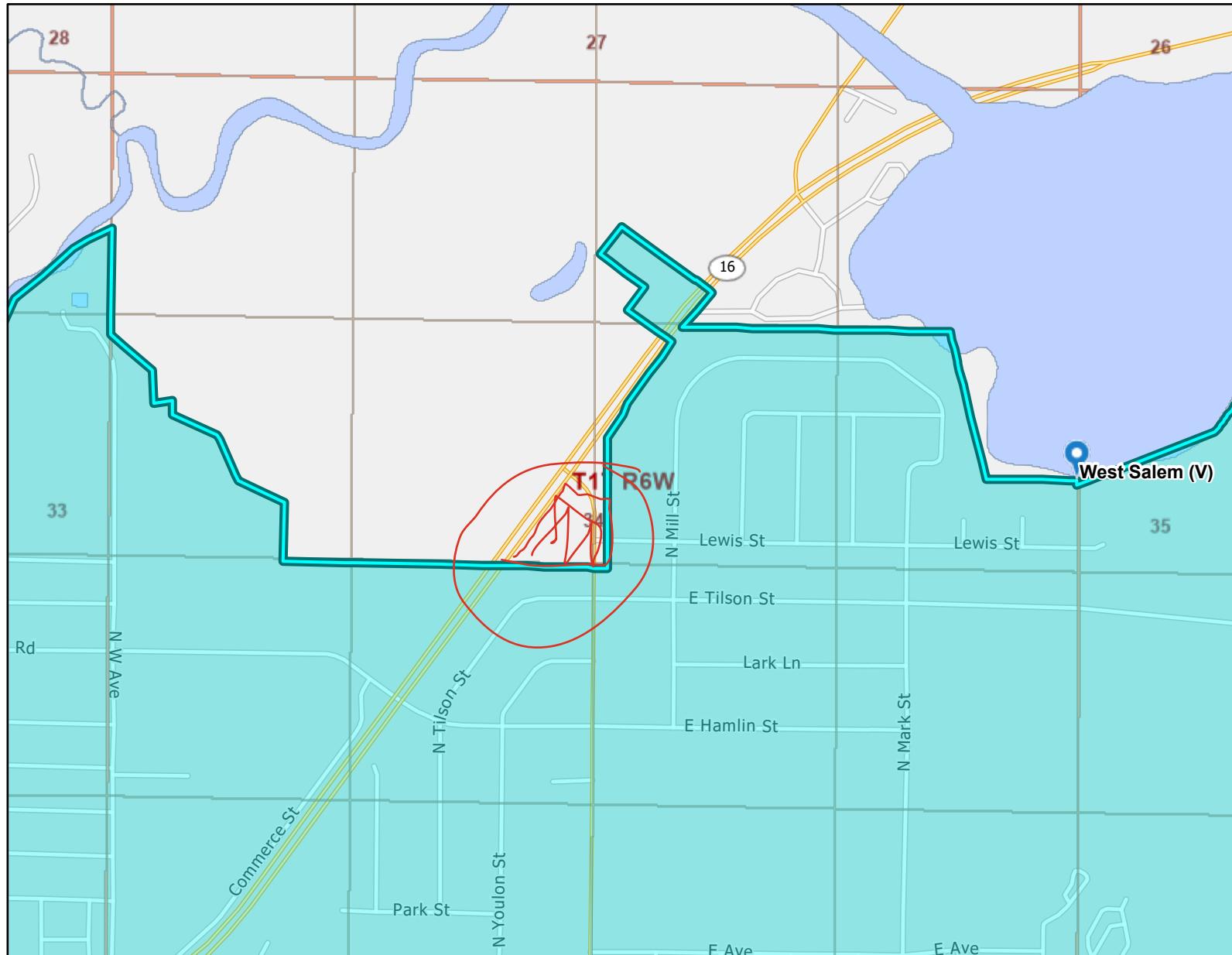
wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)



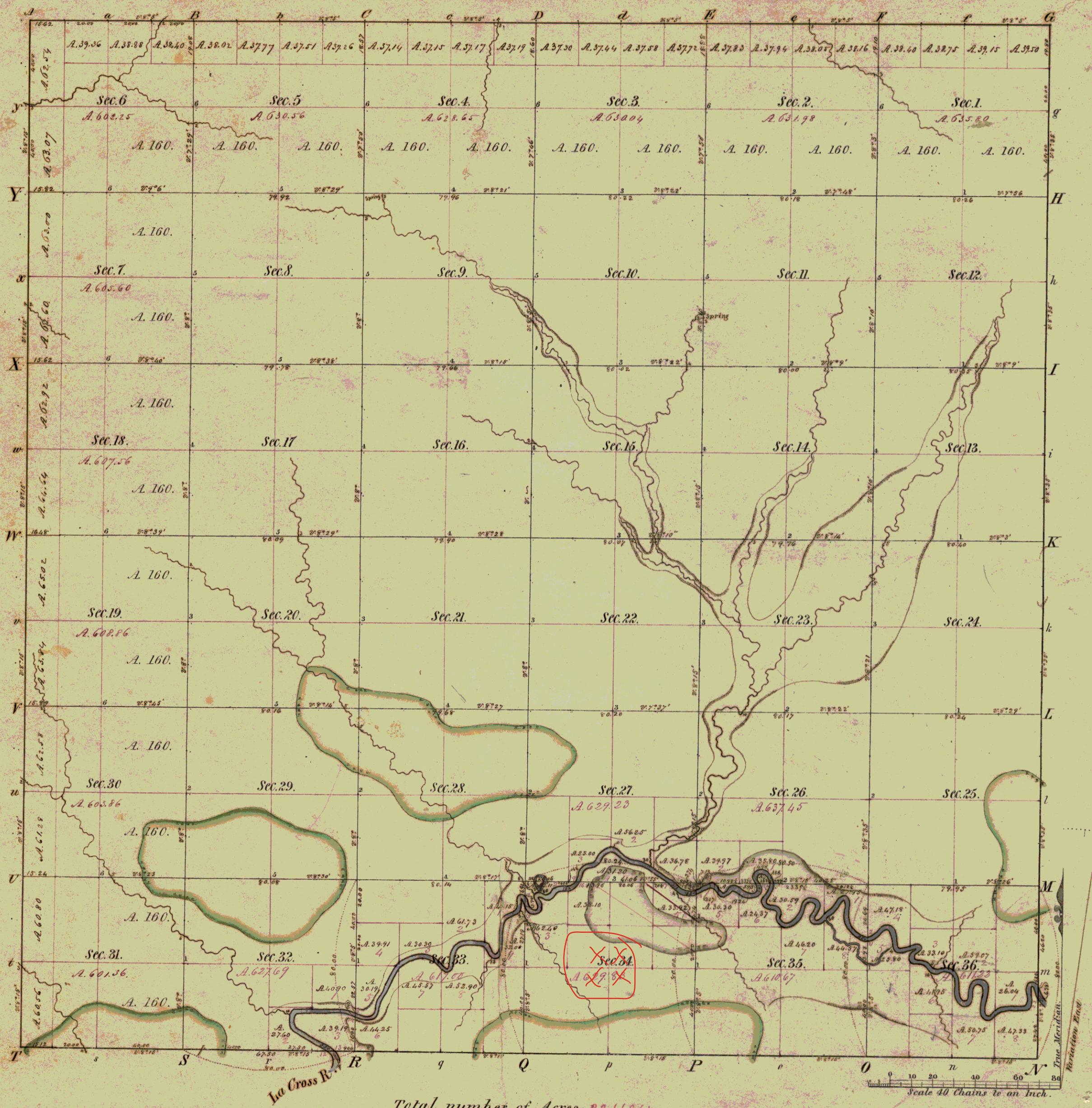
This map is a product generated by a DNR web mapping application.

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: 1/5/2026 8:55 AM



Township N° 17 N., Range N° 6 West, 4th Mer.



Total number of Acres. 22,669.61

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p'd for and ch'd in the Sur' Gen's acc'
Township lines	Uriah Biggs	August 16th 1845	M. Chs Lks. 23.70.54		
Subdivisions	N. E. Whitehead	December 5th 1846	75.08.87	November 1845 February 1847	

The above Map of Township N° 17 North, of Range N° 6 West 4th Meridian, Wisconsin 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
Dubuque, June 30th 1847

G. W. Jones
Sur. Gen.

Meanders of La Cross River			Meanders of La Cross River			Meanders of La Cross River		
Posts	Courses	Ch'Lks	Posts	Courses	Ch'Lks	Posts	Courses	Ch'Lks
Right bank, down stream.								
			8.50 N.	6.00		8.71 N.	3.00	
			8.82 N.	2.00		8.42 N.	2.00	
			8.76 N.	1.50		9.6 N.	2.00	
			8.81 N.	2.50		9.35 N.	3.25	
			8.33 N.	2.00				
			8.20 E.	2.00				
			8.8 E.	1.50				
			8.2 N.	2.00				
			8.16 N.	3.50				
			8.52 M.	3.00				
			8.65 N.	3.00				
			8.84 N.	3.50				
			8.86 N.	2.50				
			8.89 N.	4.00				
			8.22 N.	1.50				
			8.59 N.	5.50				
			8.43 E.	2.50				
			8.88 N.	2.00				
			8.34 E.	2.50				
			8.52 N.	2.50				
			8.15 N.	6.50				
			8.10 E.	6.00				
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			8.81 N.	4.00				
			8.72 N.	3.00				
			8.34 N.	3.00				
			8.3 N.	3.00				
			8.35 E.	3.68				
			8.10 N.	1.50				
			8.62 N.	1.50				
			8.35 E.	2.50				
			8.54 N.	2.00				
			8.25 N.	3.00				
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			8.81 N.	4.00				
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			8.81 N.	7.00				
			8.55 N.	3.50				
			8.8 N.	8.50				
			8.39 N.	2.50				
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			8.68 N.	1.50				
			8.84 N.	6.00				
			8.29 N.	6.00				
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			8.62 N.	1.50				
			8.78 N.	3.50				
			8.71 N.	3.00				
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			8.31 N.	4.00				
			8.70 N.	1.10				
			8.16 N.	5.00				
			8.75 N.	5.50				
			8.45 N.	2.50				
			8.79 N.	3.00				
			8.66 N.	5.60				
			8.71 N.	4.50				
			8.45 N.	2.50				
			8.45 N.	1.50				
			8.65 N.	1.36				
			8.53 N.	1.35				
			8.69 N.	6.50				
			8.52 N.	2.00				
			8.31 N.	4.00				
			8.25 N.	1.30				
			8.16 N.	5.00				
			8.75 N.	5.50				
			8.48 N.	3.50				
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			8.13 E.	5.00				
			8.62 E.	4.00				
			8.53 E.	6.50				
			8.64 E.	7.20				
			8.53 E.	1.35				
			8.69 N.	11.00				
			8.52 N.	4.00				
			8.42 N.	3.00				
			8.62 N.	5.00				
			8.84 N.	5.00				
			8.65 N.	3.84				
			8.63 N.	5.00				
			8.60 N.	2.00				
			8.52 N.	4.00				
			8.37 N.	5.00				
			8.34 N.	3.00				
			8.36 N.	2.50				
			8.30 N.	3.00				
			8.28 N.	3.00				
			8.26 N.	3.00				
			8.24 N.	3.00				
			8.22 N.	3.00				
			8.20 N.	3.00				
			8.18 N.	3.00				
			8.16 N.	3.00				
			8.14 N.	3.00				
			8.12 N.	3.00				
			8.10 N.	2.00				
			8.26 E.	4.00				
			8.20 E.	2.50				
			8.33 E.	2.00				
			8.35 E.	2.00				
			8.37 E.	2.00				
			8.39 E.	2.00				
			8.41 E.	2.00				
			8.43 E.	2.00				
			8.45 E.	2.00				
			8.47 E.	2.00				
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			8.51 E.	2.00				
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			8.61 E.	2.00				
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			8.65 E.	2.00			</	



TONY EVERES
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>

January 8, 2026

PETITION FILE NO. 14820

ASHLEY BOHL, CLERK
VILLAGE OF WEST SALEM
175 LEONARD STREET S
WEST SALEM, WI 54669-1620

KATIE REDING, CLERK
TOWN OF HAMILTON
W3197 WALKER RD
WEST SALEM, WI 54669

Subject: TOWN OF HAMILTON ANNEXATION

The proposed annexation submitted to our office on December 11, 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 Village of West Salem, which is able to provide needed municipal services.

Note: It appears that the 'road annexation' parcel is also located in the NE ¼ of the SW ¼ and the NW ¼ of the SE ¼ of Section 34. These quarter-quarter sections should be added to the general location paragraph of the legal description.

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 14820 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=2894>

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".

Erich Schmidtke, Municipal Boundary Review

cc: petitioner