

Department of Administration  
Annexation Review  
PO Box 1645, Madison WI 53701  
608-264-6102

**RE: Petition for Direct Annexation to the City of Hartford**

To Whom It May Concern,

On behalf of the property owner(s), please find enclosed a Petition for Direct Annexation requesting that the subject parcel be annexed from the Town of Hartford into the City of Hartford.

This petition is being submitted pursuant to the statutory provisions governing direct annexation by unanimous approval. The petition has been signed by all owners of record and all electors residing on the subject parcel, thereby satisfying the requirements for unanimous approval.

The subject parcel has a population of one (1) person, and no other electors reside on the property. As such, the petition reflects the consent of all individuals required under the applicable statutes.

We respectfully request that the Department of Administration review the enclosed petition and proceed with the annexation process in accordance with state law. Should you require any additional information or documentation, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Scott Simon  
Winter Park Builders  
262-613-2022  
[scott@simongroup.net](mailto:scott@simongroup.net)

## PETITION FOR ANNEXATION

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Hartford, Washington County, Wisconsin, lying contiguous to the City of Hartford, petition the Honorable Mayor and Common Council of said city to annex by Unanimous Approval the territory described below and shown upon the attached map, as permitted by Wisconsin Statute s. 66.0217 (2), to the City of Hartford, Washington County, Wisconsin.

### **LEGAL DESCRIPTION OF LAND TO BE ANNEXED TO THE CITY OF HARTFORD:**

Being a part of the Southwest 1/4 of the Southeast 1/4 of Section 7 and a part of the the Northwest 1/4 of the Northeast 1/4 of Section 18, all in Township 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin, described as follows:

Commencing at the southwest corner of the Southeast 1/4 of said Section 7, thence South 89°58'35" East along the south line of said Southeast 1/4, 71.31 feet to the easterly right of way line of West State Street - County Trunk Highway "N" and the Point of Beginning;

Thence continuing South 89°58'35" East along said south line, 588.53 feet to the west line of the East 1/2 of the Southwest 1/4 of said Southeast 1/4; thence North 00°28'14" West along said west line, 1315.93 feet; thence South 89°52'33" East along the north line of the Southwest 1/4 of said Southeast 1/4, 659.68 feet; thence South 00°28'40" East along the east line of the Southwest 1/4 of said Southeast 1/4, 1314.78 feet; thence South 00°19'27" East along the east line of the Northwest 1/4 of the Northeast 1/4 of said Section 18, 1224.82 feet to the aforesaid easterly right of way line of West State Street; thence South 31°26'32" West, 110.19 feet to the westerly right of way of said West State Street; thence North 89°57'10" West along the south line of the Northwest 1/4 of said Northeast 1/4, 1261.06 feet; thence North 00°21'02" West along the aforesaid west line of the Northeast 1/4, 770.04 feet to south right of way line of Independence Avenue; thence North 67°46'11" East along said south right of way line, 34.14 feet to a point on a curve; thence northeasterly 308.63 feet along the arc of said curve to the left, whose radius is 834.98 feet and whose chord bears North 57°12'35" East, 306.88 feet to the westerly right of way of said West State Street; thence North 44°34'08" West, 170.05 feet; thence North 45°27'12" West along the aforesaid west right of way line, 242.92 feet to the west line of the Northeast 1/4 of Section 18; thence North 42°23'06" East, 105.07 feet to the Point of Beginning.

There are 1 persons residing in the territory.

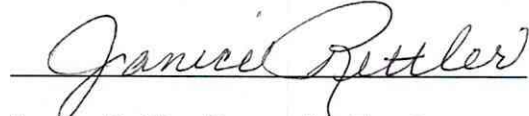
Dated this 31<sup>st</sup> day of December, 2025

A handwritten signature in cursive script, appearing to read "James E Rettler", written over a horizontal line.

James E Rettler Revocable Trust

1500 W. State St.

Hartford, WI 53027

A handwritten signature in cursive script, appearing to read "Janice Rettler", written over a horizontal line.

Janice Rettler Revocable Trust

1500 W. State St.

Hartford, WI 53027

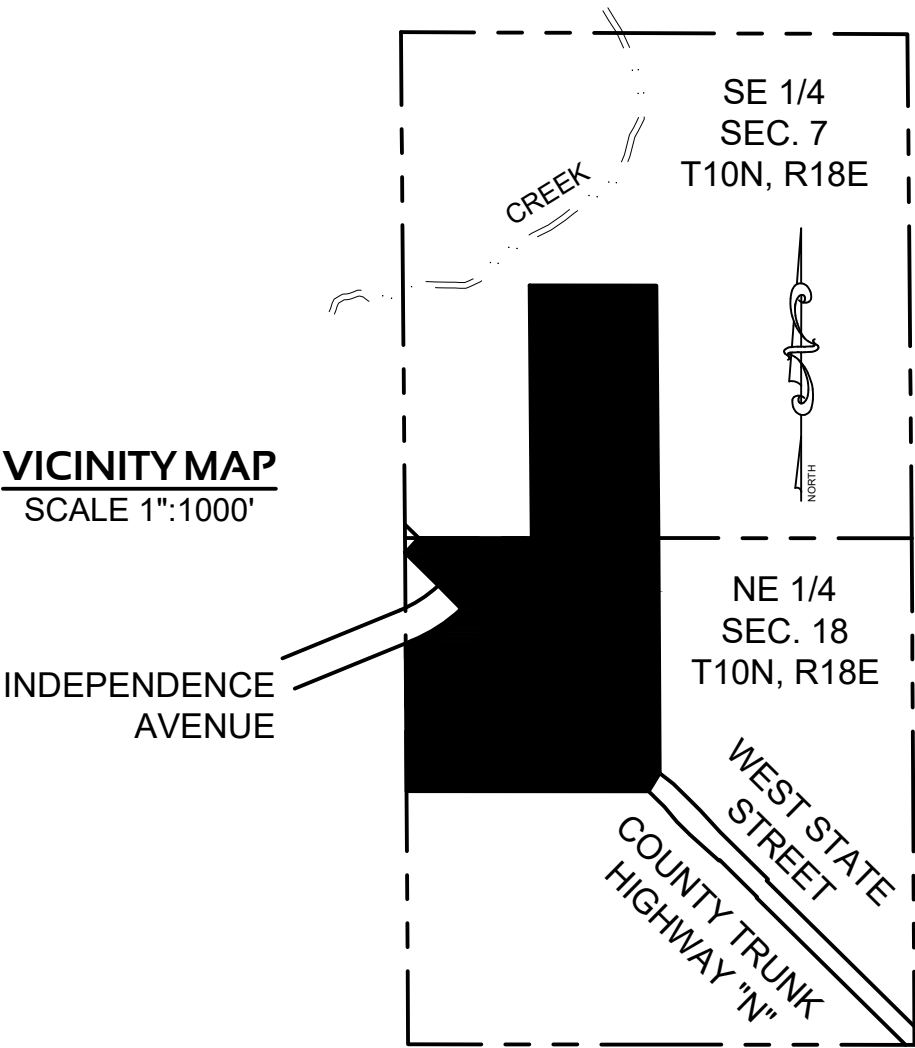


**LEGAL DESCRIPTION OF LAND TO BE ANNEXED TO THE CITY OF HARTFORD:**

Being a part of the Southwest 1/4 of the Southeast 1/4 of Section 7 and a part of the the Northwest 1/4 of the Northeast 1/4 of Section 18, all in Township 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin, described as follows:

Commencing at the southwest corner of the Southeast 1/4 of said Section 7, thence South 89°58'35" East along the south line of said Southeast 1/4, 71.31 feet to the easterly right of way line of West State Street - County Trunk Highway "N" and the Point of Beginning;

Thence continuing South 89°58'35" East along said south line, 588.53 feet to the west line of the East 1/2 of the Southwest 1/4 of said Southeast 1/4; thence North 00°28'14" West along said west line, 1315.93 feet; thence South 89°52'33" East along the north line of the Southwest 1/4 of said Southeast 1/4, 659.68 feet; thence South 00°28'40" East along the east line of the Southwest 1/4 of said Southeast 1/4, 1314.78 feet; thence South 00°19'27" East along the east line of the Northwest 1/4 of the Northeast 1/4 of said Section 18, 1224.82 feet to the aforesaid easterly right of way line of West State Street; thence South 31°26'32" West, 110.19 feet to the westerly right of way of said West State Street; thence North 89°57'10" West along the south line of the Northwest 1/4 of said Northeast 1/4, 1261.06 feet; thence North 00°21'02" West along the aforesaid west line of the Northeast 1/4, 770.04 feet to south right of way line of Independence Avenue; thence North 67°46'11" East along said south right of way line, 34.14 feet to a point on a curve; thence northeasterly 308.63 feet along the arc of said curve to the left, whose radius is 834.98 feet and whose chord bears North 57°12'35" East, 306.88 feet to the westerly right of way of said West State Street; thence North 44°34'08" West, 170.05 feet; thence North 45°27'12" West along the aforesaid west right of way line, 242.92 feet to the west line of the Northeast 1/4 of Section 18; thence North 42°23'06" East, 105.07 feet to the Point of Beginning.



# DIR - Request for Annexation Review

1/13/2026 1:41:06 PM

## Introduction

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### 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](mailto: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

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**Name:** Scott Simon

**Phone:** (262) 613-2022

**Email:** [scott@simongroup.net](mailto:scott@simongroup.net)

**Contact information if different than Petitioner**

**Representative Name:**

**Phone:**

**Email:**

### Property Information

**Town(s) where property is located:** Town of Hartford

**Petitioned City or Village:** City of Hartford

**County where property is located:** Washington

**Are there multiple counties for this annexation?:**

☐ Yes

☒ No

**Population of the territory to be annexed:** 1

**Area (in acres) of the territory to be annexed:** 34.04

**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):** 037800Z

Questions: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov) or 608-264-6102

## Required Items

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### The Description

**Legal Description of the property being annexed:** [6624.00 ANNEXATION EXHIBIT.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:** [6624.00 ANNEXATION EXHIBIT.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:** [Cover Letter and Petition Combined.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](mailto:wimunicipalboundaryreview@wi.gov) or 608-264-6102

## Fees

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### 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 (34.04 acres) \$350 + Review Fee \$800 = \$1150



**Total Fee Due:** \$1,150.00

Questions: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov) or 608-264-6102