

SCANNED

# Request for Annexation Review

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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

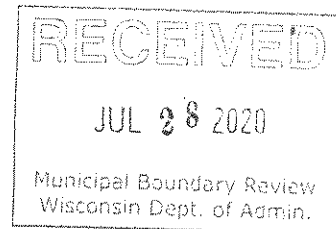
Name: **MATTHEW AND MARIE SZYMANSKI**

Address: **W195 CREST DRIVE**

**PULASKI, WI 54162**

Email: **MSZYMANS@GBP.COM**

Office use only:



1. Town where property is located: **TOWN OF PITTSFIELD**

2. Petitioned City or Village: **VILLAGE OF PULASK**

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

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

5. Area (in acres) of the territory to be annexed: **86.793**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **PI-85-2, PI-118,  
PI-119**

Petitioners phone:

**501-208-7556**

Town clerk's phone:

**920-676-1517**

City/Village clerk's phone:

**920-822-5182**

## Contact Information if different than petitioner:

Representative's Name and Address:

Surveyor or Engineering Firm's Name & Address:  
**LEE NOVAK, ROBERT E. LEE &  
ASSOCIATES, INC.**

**1250 CENTENNIAL CENTRE BOULEVARD**

**HOBART, WI**

**54155**

Phone: **920-662-9641**

E-mail: **LNOVAK@RELEEINC.COM**

## Required Items to be provided with submission (to be completed by petitioner):

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 is included
4. Indicate Statutory annexation method used:
  - ☒ Unanimous per s. 66.0217 (2), or,
  - OR
  - ☐ Direct by one-half approval per s. 66.0217 (3)
5. ☒ Check or money order covering review fee [see next page for fee calculation]

# 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

**\$350 Initial Filing Fee** (required with the first submittal of all petitions)  
\$200 – 2 acres or less  
\$350 – 2.01 acres or more

**\$1,000 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

**\$1,350 TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

**Attach** check or money order here, payable to: **Department of Administration**

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 received: 7-28-2020

Payee: Steeple View Farm

Check Number: 2291

Check Date: 7-20-20

Amount: \$1,350<sup>00</sup>

## 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).
- ☒ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

*[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]*

PETITION FOR DIRECT ANNEXATION  
PURSUANT TO §66.021, WISCONSIN STATUTES

We, the undersigned, constituting all of the electors and owners of the real property in the following territory of the Town of Pittsfield, Brown County, Wisconsin, lying contiguous to the Village of Pulaski, petition to the Village Board of said Village to annex the territory described below and shown on the attached scale map to the Village of Pulaski, Brown County, Wisconsin:

A parcel of land located in part of the Southwest 1/4 of the Southwest 1/4 of Section 5, T25N-R19E, Town of Pittsfield, Brown County, Wisconsin, more fully described as follows:

Commencing at the Southwest Corner of said Section 5; thence N87°29'31"E, 650.82 feet on the south line of said Southwest 1/4 to the southwest corner of lands described in Document Number 1727869; thence N02°33'25"W, 55.00 feet on the west line of said lands to the northerly right of way of CTH 'B', the **POINT OF BEGINNING**; thence continuing N02°33'25"W, 1244.93 feet on said west line to the northwest corner thereof; thence N87°26'43"E, 391.05 feet on the north line of said lands to the northwest corner of lands described in Volume 1118, Records, Page 548; thence S04°34'22"E, 1246.06 feet on the west line of said lands described in Volume 1118, Records, Page 548 to said northerly right of way; thence S87°29'31"W, 434.88 feet on said northerly right of way to the Point of Beginning.

Said parcel contains 514,185 Square Feet (11.804 Acres) or land more or less.

Parcel Number PI-85-2

and also

A parcel of land located in part of the Northwest 1/4 of the Northwest 1/4 and part of the Southwest 1/4 of the Northwest 1/4 all located in Section 8, T25N-R19E, Town of Pittsfield, Brown County, Wisconsin, more fully described as follows:

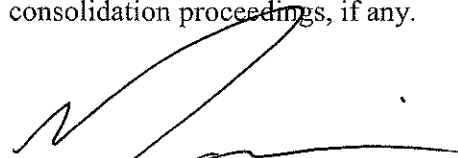
**BEGINNING** at the West 1/4 Corner of said Section 8; thence N01°03'26"W, 2591.46 feet on the west line of the said Northwest 1/4 to the southerly right of way of CTH 'B'; thence N87°49'23"E, 0.89 feet on said southerly right of way; thence N87°29'31"E, 417.38 feet on said southerly right of way; thence S02°30'29"E, 440.00 feet on the northerly extension of the westerly line of lands described in Jacket 15590, Image 18 to the southwest corner thereof; thence N87°29'31"E, 181.55 feet on the southerly line of said lands to the southeast corner thereof; thence N02°30'29"W, 435.00 feet on the easterly line of said lands to said southerly right of way; thence N87°29'36"E, 338.61 feet on said southerly right of way; thence N84°37'46"E, 100.12 feet on said southerly right of way; thence N87°29'31"E, 257.37 feet on said southerly right of way to the easterly line of said Northwest 1/4 of the Northwest 1/4; thence S01°05'04"E, 2575.78 feet on said easterly line and the easterly line of said Southwest 1/4 of the Northwest 1/4

to the southeast corner of said Southwest 1/4 of the Northwest 1/4; thence S86°48'06"W, 1297.51 feet on the south line said Southwest 1/4 of the Northwest 1/4 to the West 1/4 Corner of said Section 8, the Point of Beginning.

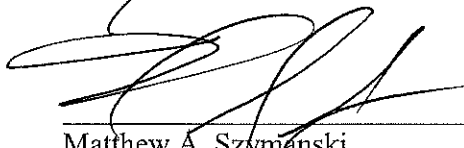
Said parcel contains 3,266,550 Square Feet (74.989 Acres) or land more or less.

Parcel Number's PI-118 (35.951 Acres) & PI-119 (39.038 Acres)

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

  
\_\_\_\_\_  
Marie E. Szymanski

7/10/2020  
Date

  
\_\_\_\_\_  
Matthew A. Szymanski

7/10/2020  
Date

## STATEMENT OF POPULATION AND ELECTORS

The undersigned being the owners of all of the property comprising the Annexation Territory as described in the Petition for Direct Annexation hereto lying in the Town of Pittsfield, Brown County, Wisconsin do hereby certify that there are no residents residing in the said Annexation Territory and there are no electors resident in that Territory.

Dated: 7/10/2020

Matthew A. & Marie E. Szymanski

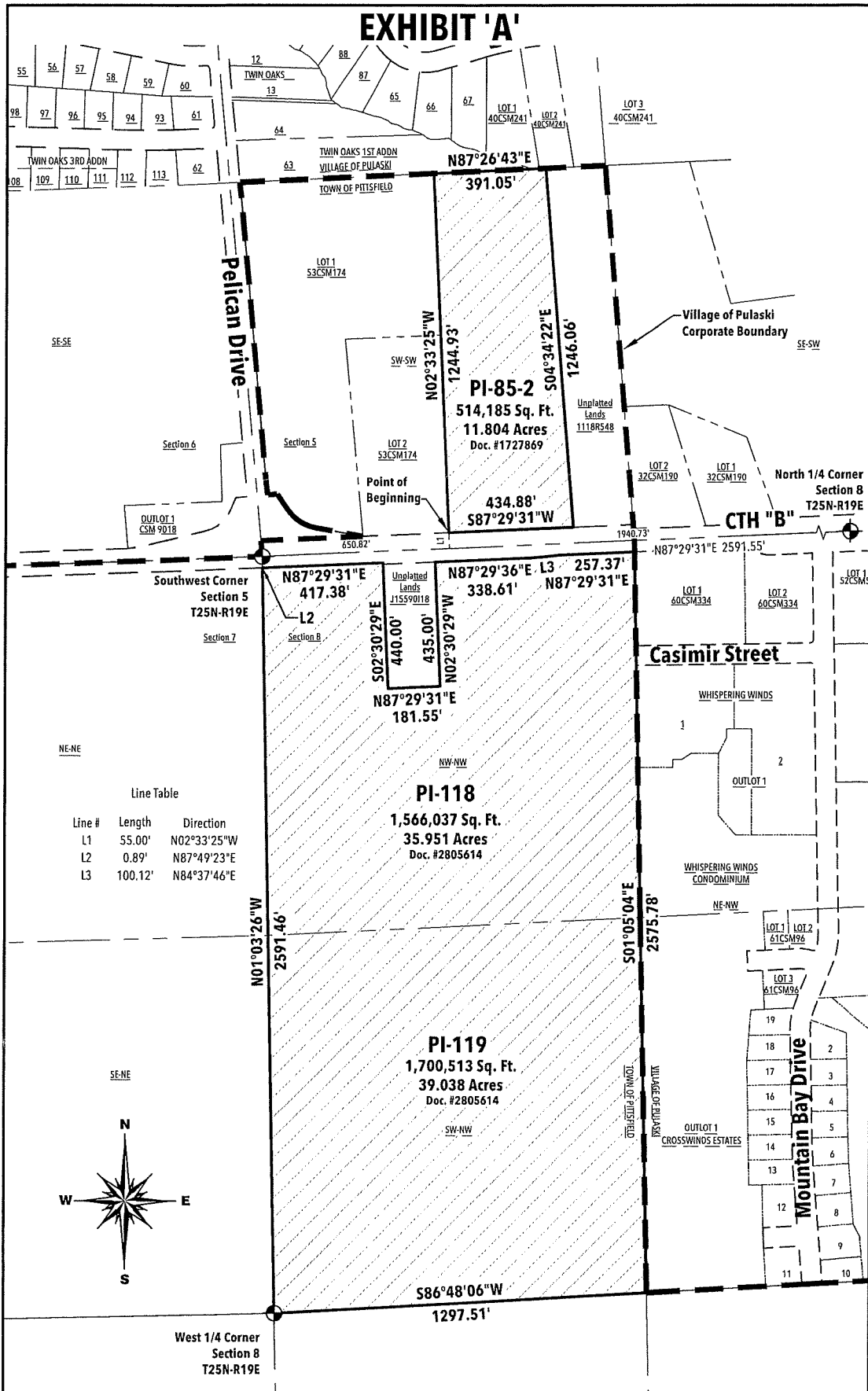
By: 

Matthew A. Szymanski

By: 

Marie E. Szymanski

# EXHIBIT 'A'



Prepared By:  
**Robert E. Lee & Associates, Inc.**  
 ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
 1250 CENTENNIAL CENTRE BOULEVARD  
 HOBART, WI 54155  
 INTERNET: www.releinc.com  
 PHONE: (920) 662-9441  
 FAX: (920) 662-9141  
 R:\61001612216122001\dwg\Annexation Exhibit.dwg

SCALE: 1" = 400'  
 0' 200' 400' 800'  
 Bearings are referenced to the  
 Brown County Coordinate System

DATE: 6/30/20  
 DRAFTED: TEH  
 JOB #6122001

**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: <b>PI-85-2, PI-118, PI-119</b>	From Town of: <b>PITTSFIELD</b>	To City/Village of: <b>PULASKI</b>
---------------------------------------------------------------	------------------------------------	---------------------------------------

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.
- NA (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
- N (7) Legend
- Y (8) Total area/acreage of annexation

3. Other relevant information and comments:

- **Pulaski is misspelled "Pulask" on petition**
- 

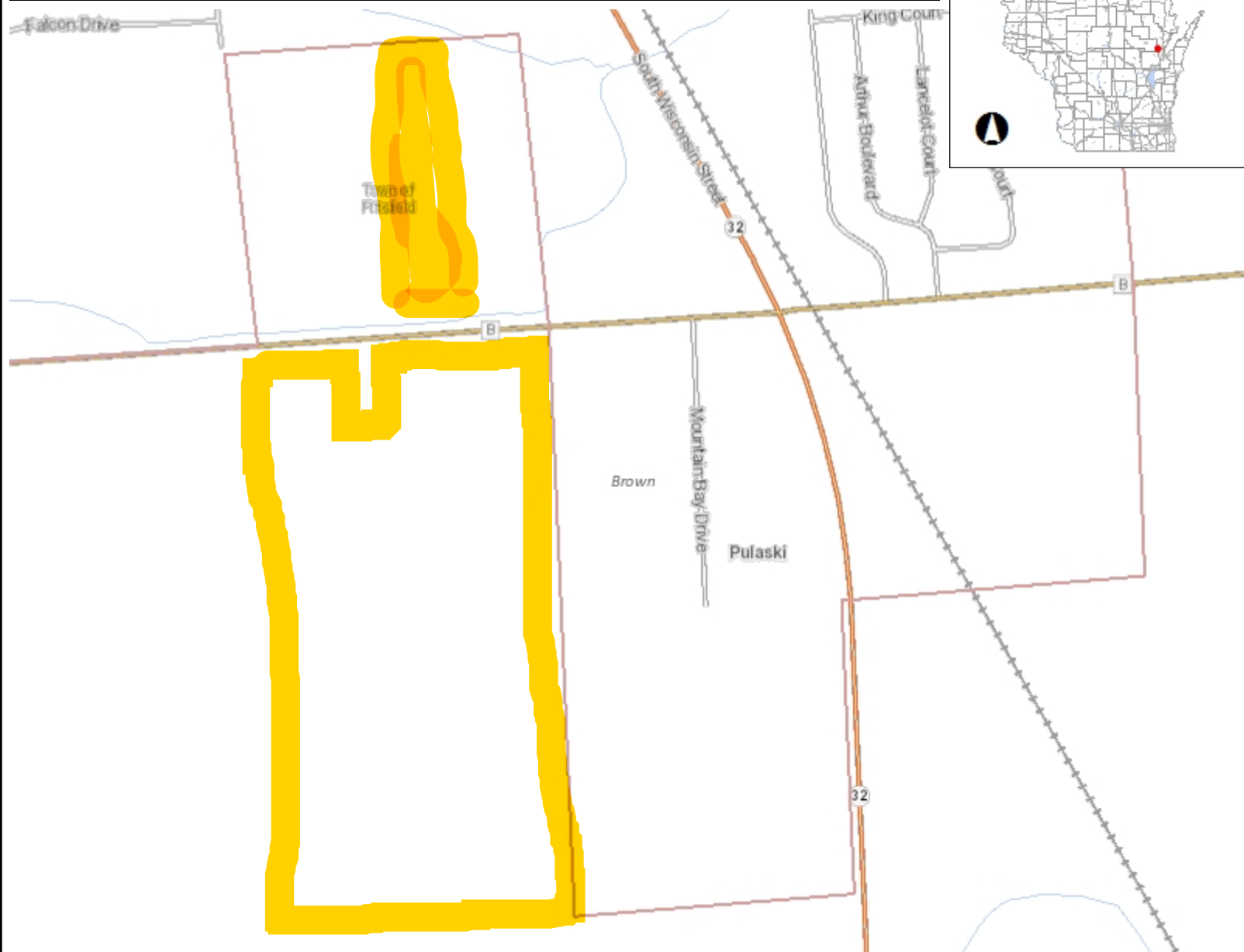
Prepared by: THOMAS LESLIE  
 Title: PROPERTY LISTING  
 Phone: 920-448-4495  
 Date: 7-29-20

Please **RETURN PROMPTLY** to:  
 Municipal Boundary Review  
 PO Box 1645  
 Madison WI 53701  
 (608) 264-6102 FAX (608) 264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)





# Surface Water Data Viewer Map



## Legend

- County Boundary
- Cities, Towns & Villages
  - City
  - Village
  - Civil Town
- Municipality
- State Boundaries
- County Boundaries
- Major Roads
  - Interstate Highway
  - State Highway
  - US Highway
- County and Local Roads
  - County HWY
  - Local Road
- Railroads
- Tribal Lands
- Rivers and Streams
- Intermittent Streams
- Lakes and Open water

0.3 0 0.13 0.3 Miles

NAD\_1983\_HARN\_Wisconsin\_TM

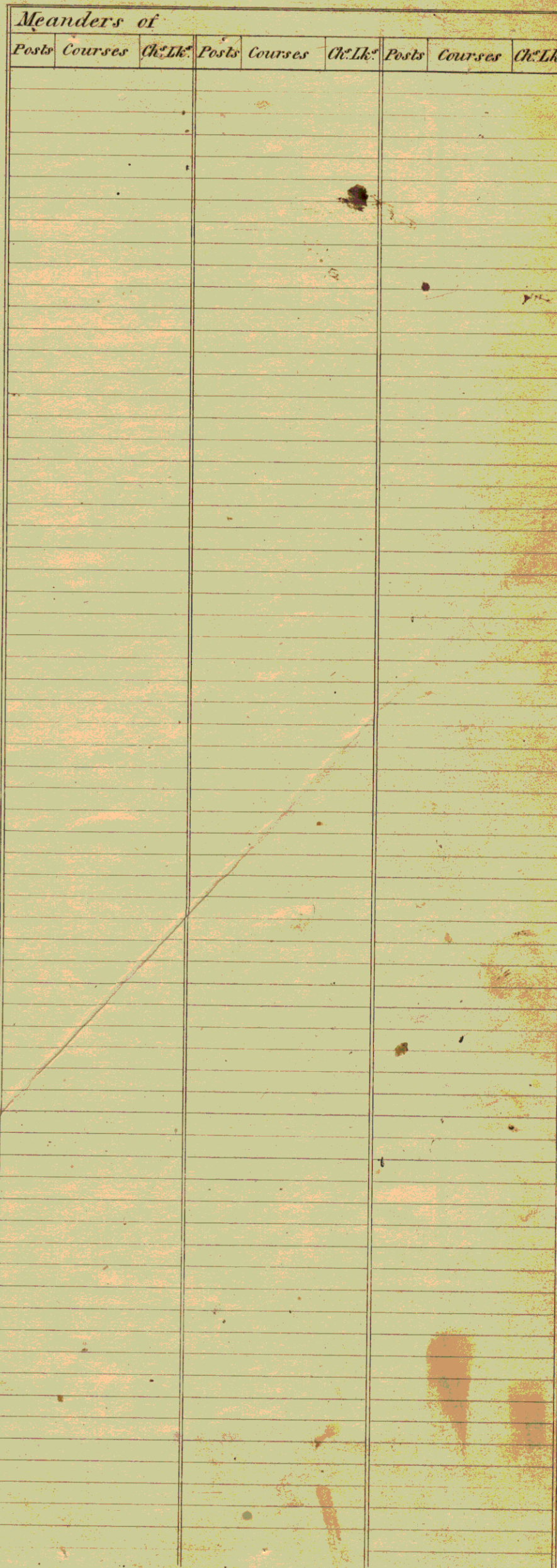
1: 7,920

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

## Notes



A. G. Ellis



For Flat showing partial Reservoirs of Woodbury from Guide Indian Reservation.  
See Large Plak Book, page 14.

Surveys Designated		By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p <sup>d</sup> for and ch <sup>d</sup> in the Sur. <sup>r</sup> Gen <sup>l</sup> acc <sup>t</sup>
S. W. & N.	Township lines	A. G. Ellis	May 18, 1843	M. Ch <sup>s</sup> Lks. 16 " 01 " 14	3d. q <sup>r</sup> 1843	1st q <sup>r</sup> 1844
	Subdivisions	A. G. Ellis	Aug. 5, 1843	58 " 02 " 44	4th. q <sup>r</sup> 1843	4th Q <sup>r</sup> 1844
E.	Township line	J. G. Knapp	April 29, 1839	6 " 00 " 00	2d. q <sup>r</sup> 1839	1st q <sup>r</sup> 1840

The above Map of Township No 25 North, of Range No 19 East, 4th Principal 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, November, 25, 1844

James Wilson

*Sur.<sup>r</sup> Gen.*





**TONY EVERS**

GOVERNOR

**JOEL BRENNAN**

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>

August 21, 2020

PETITION FILE NO. 14328

KAREN OSTROWSKI, CLERK  
VILLAGE OF PULASKI  
PO BOX 320  
PULASKI, WI 54162-0320

DEBBIE DIEDERICH, CLERK  
TOWN OF PITTSFIELD  
6532 OLD 29 ROAD  
SEYMOUR, WI 54165-9208

Subject: SZYMANSKI ANNEXATION

The proposed annexation submitted to our office on July 29, 2020, has been reviewed and found to be against 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 contiguous to the Village of Pulaski, which is able to provide needed municipal services. However, the current shape and homogeneity of the annexation to the Village is problematic in that it would create three town island parcels which would be isolated from remaining Town of Pittsfield. Creation of town islands is prohibited by section 66.0221, Wis. Stats. To improve the shape and homogeneity of the annexation, the owners of these three parcels could join the petition as signors. Alternatively, petitioners could perhaps utilize the annexation method in section 66.0217(3), Wis. Stats. to include the three parcels as part of the petition. Finally, the Village and Town could develop a boundary agreement between themselves under sections 66.0301 or 66.0307, Wis. Stats. to transfer these or other parcels pursuant to the boundary agreement. Department staff reviews and approves boundary agreements so would be able to assist the communities with any questions about the process or requirements for developing a boundary agreement.

Should the Village decide to adopt an ordinance for this petition, 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 14328 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=2402>  
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 flourish at the end.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner  
surveyor