

# 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

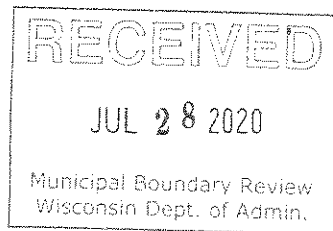
Name: **SHEBOYGAN CHRISTIAN SCHOOL**

Address: **929 GREENFIELD AVENUE**

**SHEBOYGAN, WI 53081**

Email: **JOHN.WARMUS@SHEBOYGANCHRISTIAN.COM**

## Office use only:



1. Town where property is located: **WILSON**

2. Petitioned City or Village: **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: **0.99**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **59030450310,**  
**59030450330, 59030450320**

Petitioners phone:

**920-458-9981**

Town clerk's phone:

**920-208-2390**

City/Village clerk's phone:

**920-459-3361**

## Contact Information if different than petitioner:

Representative's Name and Address:

**ERIC OTTE**

**JE ARTHUR AND ASSOCIATES, INC.**

**548 PRAIRIE ROAD**

**FOND DU LAC, WI 54935**

Phone: **920-922-5703**

E-mail: **ERICOTTE@JEAAA.COM**

Surveyor or Engineering Firm's Name & Address:

**ERIC OTTE**

**JE ARTHUR AND ASSOCIATES, INC.**

**548 PRAIRIE ROAD**

**FOND DU LAC, WI 54935**

Phone: **920-922-5703**

E-mail: **ERICOTTE@JEAAA.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

**\$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)

**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: Sheboygan Christian School

Check Number: 23858

Check Date: 7-15-20

Amount: \$400<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 BY UNANIMOUS APPROVAL

We, the undersigned, constituting 100% of the owners of the following described territory located in the Town of Wilson, Sheboygan County, Wisconsin, lying contiguous to the City of Sheboygan, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Sheboygan, Sheboygan County, Wisconsin.

A parcel of land located in the Northeast 1/4 of the Northwest 1/4 of Section 2, T. 14 N.-R. 23 E., Town of Wilson, Sheboygan County, Wisconsin and more particularly described as follows:

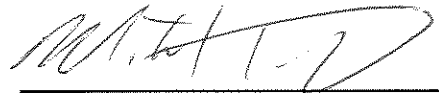
Commencing at the Northeast Corner of the Northwest 1/4 of said Section 2; thence South 89°-47'-18" West along the North line of the Northwest 1/4 of said Section 2, 1292.10 feet; thence South 40°-30'-28" East along the Southwesterly right of way line of Greenfield Avenue and its Northwesterly extension, 174.09 feet to the point of beginning; thence North 50°-08'-46" East, 33.00 feet to a point on the centerline of Greenfield Avenue; thence South 40°-30'-28" East along said centerline, 116.04 feet; thence South 49°-11'-23" West, 136.74 feet; thence South 00°-27'-31" East, 103.29 feet; thence South 89°-32'-29" West, 150.46 feet; thence North 01°-27'-33" East, 217.71 feet; thence North 88°-04'-55" East, 99.04 feet; thence North 50°-08'-46" East, 62.38 feet to the point of beginning and containing 0.99 acres (43,178 sq. ft.) of land, more or less.

There are no persons residing in the above described territory.

**Petitioner: Sheboygan Christian School**  
**929 Greenfield Avenue**  
**Sheboygan, WI 53081**



Timothy John Hendrikse  
Board Chairperson



Michael Toerpe  
Board Secretary

Date: 7-15-20

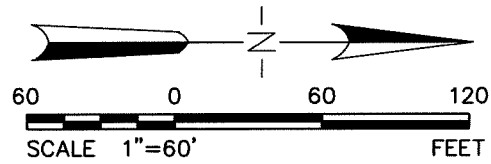
Date: \_\_\_\_\_

**SHEBOYGAN CHRISTIAN SCHOOL**

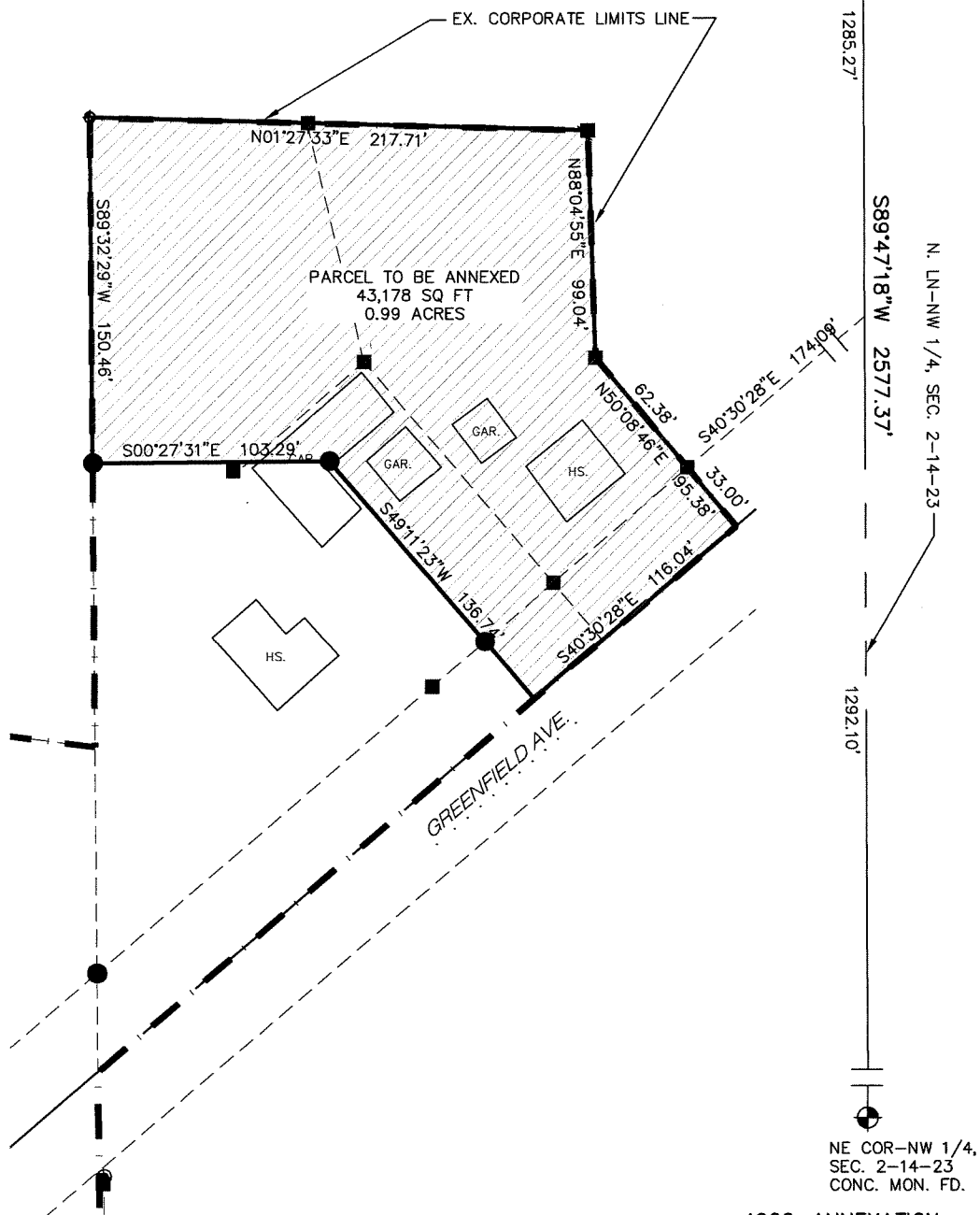
LOCATED IN THE NE 1/4 - NW 1/4,  
SECTION 2, T. 14 N.-R. 23 E.,  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN

**LEGEND**

- IRON PIPE FOUND IN PLACE
- 1" X 18" (O.D.) IRON PIPE SET  
WEIGHING 1.13 LBS. PER  
LINEAL FOOT
- ⊙ SECTION CORNER



SW COR-SW 1/4,  
SEC. 34-15-23  
HARRISON MON. FD.



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

Petitioner: **Sheboygan Christian School**

Petition Number: **14329**

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

To **CITY OF SHEBOYGAN**

2. Area (Acres): **0.99**

3. Pick one: ☒ Property Tax Payments

OR

☐ Boundary Agreement

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

\$ **633.00**

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **3,165.00**

c. Participating jurisdictions \_\_\_\_\_

d. Statutory authority (pick one)

c. Paid by: ☐ Petitioner ☒ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: \_\_\_\_\_

4. Resident Population: \_\_\_\_\_ Electors: **0** Total: **0**

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/Institutional**

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 **Expansion of a private school**

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? Residential

c. How will the land be zoned and used if annexed? Suburban Residential 5-Institutional

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](mailto: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: Chad Pelishek

Email: Chad.pelishek@sheboygan.wi.gov

Phone: 920-459-3383

Date: 8/6/20

(March 2018)

Please RETURN PROMPTLY to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



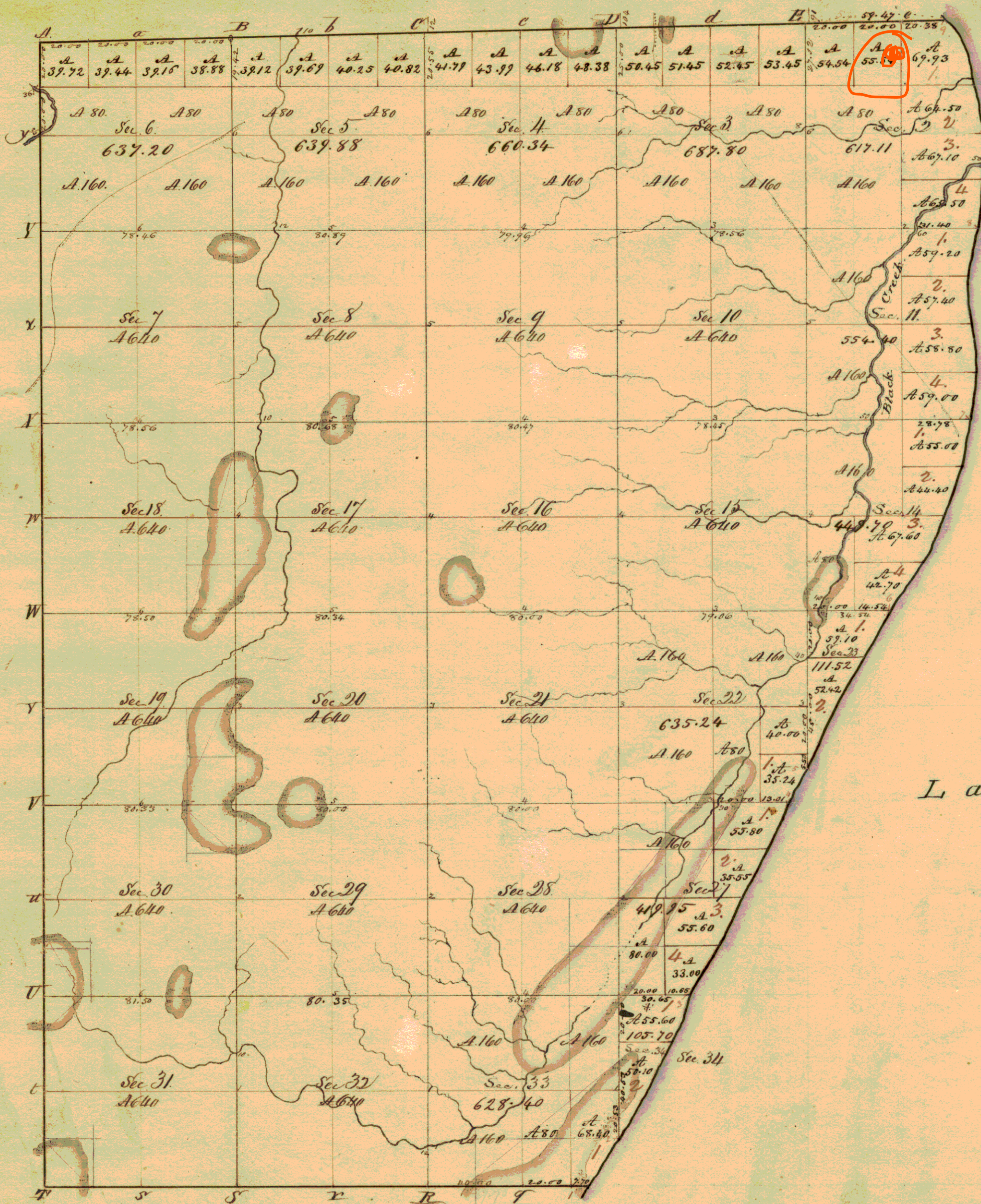
- ## Notes

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/>



# Township N<sup>o</sup> 14 North, Range N<sup>o</sup> 23 East 4<sup>th</sup> Mer (N.W.T.)

4. Miller 174  
57



Meanders of Lake Michigan			
Posts	Courses	Ch <sup>s</sup>	M <sup>s</sup>
1	N 30° E	8.66	
2	N 30° E	13.89	
3	N 30° E	5.61	
4	N 30° E	5.00	
5	N 30° E	11.42	
6	N 30° E	29.78	
7	N 30° E	54.30	
8	N 30° E	15.80	
9	N 30° E	26.84	
10	N 30° E	27.35	
11	N 30° E	15.26	
12	N 30° E	29.00	
13	N 30° E	25.06	
14	N 30° E	18.28	
15	N 30° E	15.25	
16	N 30° E	4.69	
17	N 30° E	13.32	
18	N 30° E	43.53	
19	N 30° E	19.43	

Lake Michigan.

Total Number of Acres 16,387.24

Surveys Designated	By whom Surveyed	Date of Contract	Am <sup>t</sup> of Surveys	When Surveyed	Thence for 8 <sup>th</sup> ch <sup>s</sup> in the Sub. Acc <sup>t</sup>
Town Lines	Mallett & Sink	9 <sup>th</sup> July 1833	M. Ch <sup>s</sup> Lk <sup>s</sup>	1 <sup>st</sup> of 1834	3 <sup>rd</sup> of 1834
Sub-division	Hiram Rumbach	22 <sup>nd</sup> Dec <sup>r</sup> 1834	49.22.42	2 <sup>nd</sup> of 1835	3 <sup>rd</sup> of 1835

The above Map of Township N. 14 N. of Range N. 23 E. of the 4<sup>th</sup> Meridian N.W. Cor. is thence conformable to the field notes of the Survey thereof on file in this office, which have been examined & approved.  
Surveyor General's Office  
Winona<sup>te</sup>, Sept. 14<sup>th</sup> 1835

Robt. Lytle S. G.





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 18, 2020

PETITION FILE NO. 14329

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

JULIE WICKER, CLERK  
TOWN OF WILSON  
5935 S BUSINESS DR  
SHEBOYGAN, WI 53081-8930

Subject: SHEBOYGAN CHRISTIAN SCHOOL ANNEXATION

The proposed annexation submitted to our office on July 29, 2020, 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.

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 14329 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=2403>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner