

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
<http://doa.wi.gov/municipalboundaryreview>

Petitioner Information

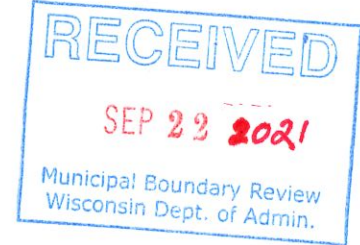
Name: **PETER J & LAINA M ZAKRZEWSKI JOINT
REVOCABLE TRUST**

Address: **2095 N MAPLE ROAD**

Junction City, WI 54443

Email:

Office use only:



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

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

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

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

5. Area (in acres) of the territory to be annexed: **APPROX. 22**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **030-23-0812-
07.01**

Petitioners phone:

(715) 574-7007 Bill Scholfield

Town clerk's phone:

(715) 344-7684 Patricia Weller

City/Village clerk's phone:

(715) 345-5250 Karen Swanson

Contact Information if different than petitioner:

Representative's Name and Address:

BILL SCHOLFIELD

SCHOLFIELD GROUP, LLC

500 N 3RD ST. SUITE # 208-10

WAUSAU, WI 54403

Phone: **715 574-7007**

E-mail: **BILL@SCHOLFIELDGROUP.COM**

Surveyor or Engineering Firm's Name & Address:

POB

4941 KIRSCHLING COURT

STEVENS POINT, WI 54481

Phone: **715 344-9999**

E-mail:

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

\$800 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

\$1150 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**

Date fee received: 9-23-21 Shaded Area for Office Use Only

Payee: Peter Laina Zakrzewski

Check Number: 3105

Check Date: 8-30-21

Amount: \$1150.00

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).

☐ 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 ANNEXATION
(Direct Annexation by Unanimous Approval)

To: Village of Plover
Attn: Karen Swanson, Clerk
2400 Post Road
PO Box 37
Plover, WI 54467

RECEIVED

October 6, 2021

Municipal Boundary Review
Wisconsin Dept. of Admin.

With Signed Counterpart Copies To:

Town of Plover
Attn: Patricia Weller, Clerk
5081 Hoover Avenue South
Plover, WI 54467

&

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

From: Peter & Laina Zakrzewski ("Petitioners")
2095 N Maple Road
Junction City, WI 54443

&

HZZ Acres, LLC ("Petitioner's")
5613 County Road HH
Stevens Point, WI 54481

THIS PETITION ("Petition") by the Petitioners on September 23, 2021.

1. **Petition for Annexation; Legal Description of Property.** Petitioners hereby petition and request that the real property described on **Exhibit A**, attached hereto (herein the "**Property**"), be detached from the Town of Plover, Portage County, Wisconsin and be annexed to the Village of Plover, in Portage County, Wisconsin. The Tax Key Number for the Property are as follows:

<u>Tax Key Number</u>	<u>Owners</u>
-----------------------	---------------

030230812-07.01	Peter J. Laina M. Zakrezewski Joint Revoc Trust dtd 4-5-00
&	

030230812-06.05 (Approx. 1 acre)	HZZ Acres, LLC Deloris Zakrezewski Member
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2. **Ownership of Property; Tax Map.** Petitioners are the sole owners of the Property, which consists of approx... 19 acres, further illustrated on the attached hereto as **Exhibit B.**
3. **Population; Uninhabited Property.** Petitioners represent and state that the property is solely owned by the Petitioners and no persons reside within the Property; the Property consists of Vacant unimproved real estate – farm field.
4. **Direct Annexation.** Petitioner makes this Petition pursuant to Section 66.0217 (2) of the Wisconsin Statutes as a request for direct annexation by unanimous approval of the sole owners of the property, the Petitioners.
5. **Acknowledgement.** The undersigned owners acknowledge that this Petition, the legal Description and Exhibits have been prepared in accordance with Section 66.0217, Wis. Stats., and that the undersigned has or will provide in all required fees to process this Petition.

Owners & Petitioners


Peter J Zakrzewski


Laina M Zakrzewski

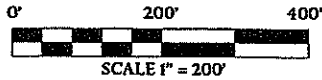
Trustee's of the Peter J & Laina M Zakezewski Joint Revocable Trust


Deloris Zakrzewski

HZZ Acres, LLC Managing Member

ANNEXATION EXHIBIT

BEING A PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4
AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 12,
TOWNSHIP 23 NORTH, RANGE 8 EAST, TOWN OF PLOVER,
PORTAGE COUNTY, WISCONSIN.



BASIS OF BEARINGS

THE WEST LINE OF THE NW1/4, SEC. 12,
T.23N, R.8E, WHICH IS RECORDED TO
BEAR N 00°27'37"W PER CSM # 10644.

FIELDWORK COMPLETED
ON AUG. 13, 2021

NW CORNER
SEC. 12-23-8

NW1/4 - NW1/4

UNPLATTED LANDS
BY HZZ ACRES LLC

PARCEL NO. 030-23-0812-06.05

TOWN OF PLOVER
VILLAGE OF PLOVER

PARCEL NO.
173-23-0812-06.03

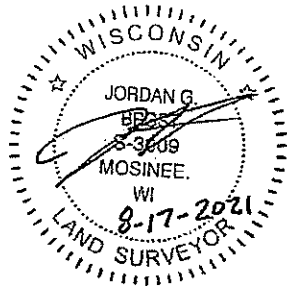
N 89°31'26" E

585.60'

MERIDIAN - 74' DRIVE

NORTH LINE SW1/4-NW1/4

ANNEXATION
DOC. # 743593



village of plover

SW1/4 - NW1/4

TOTAL AREA
819,567 Sq. Feet
18.815 Acres

PARCEL NO.
030-23-0812-07.01
(17.804 Acres)

LOT 1 CSM # 10644
BY OTHERS
PARCEL NO. 173-23-0812-07.04

COMMONS - 82' CIRCLE

LOT 2
CSM # 10644
PARCEL NO. 173-23-0812-07.06

LEGEND

- ⊕ HARRISON MONUMENT FOUND
- ⊗ CHISELED "X" IN CONC. FOUND
- () RECORDED AS

NW1/4 CORNER
SEC. 12-23-8

N 00°27'37" W
1437.30'

(N 87°22'20"E)
N 87°22'04" E 693.49'

VILLAGE OF PLOVER
TOWN OF PLOVER

NW1/4-SW1/4

UNPLATTED LANDS BY BLUE TOP FARMS INC.

EAST-WEST 1/4 LINE

585.48'

SE CORNER
SW1/4-NW1/4

E1/4 CORNER
SEC. 12-23-8



Point of Beginning

Land Surveying
Civil Engineering
Landscape Architecture
Jordan G. Brost, PLS #33009
4941 Kirsching Court
Stevens Point, WI 54481
715.344.9999 (Ph) 715.344.9922 (Fax)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST
AND DRAWN BY JORDAN BROST

FIELD BOOK PAGE
JOB # 21813

SHEET 1 OF 2 SHEETS

ANNEXATION EXHIBIT

BEING A PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4
AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 12,
TOWNSHIP 23 NORTH, RANGE 8 EAST, VILLAGE OF PLOVER,
PORTAGE COUNTY, WISCONSIN.

Annexation Boundary

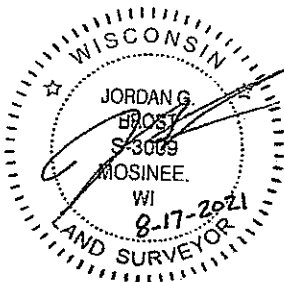
Being a part of the Northwest 1/4 of the Northwest 1/4 and part of the Southwest 1/4 of the Northwest 1/4 of Section 12,
Township 23 North, Range 8 East, Village of Plover, Portage County, Wisconsin, described as follows:

Commencing at the West 1/4 corner of Section 12, Township 23 North, Range 8 East;
Thence N 87°22'04"E along the East-West 1/4 line of said Section 12, 693.49 feet to the Southeast corner of Certified Survey Map
No. 10644 and the point of beginning (POB) of the parcel to be described;
Thence N 00°27'37"W along the East line of said Certified Survey Map No. 10644 and the northerly extension thereof, 1411.21
feet;
Thence N 89°31'26"E, 585.60 feet to a point on the East line of the Northwest 1/4 of the Northwest 1/4 of said Section 12;
Thence S 00°26'17"E along the East line of the Northwest 1/4 of the Northwest 1/4 and the East line of the Southwest 1/4 of the
Northwest 1/4 of said Section 12, 1389.18 feet to the Southeast corner of said Southwest 1/4 of the Northwest 1/4;
Thence S 87°22'04"W along the East-West 1/4 line of said Section 12, 585.48 feet to the point of beginning.

Containing: 819,567 Square Feet - 18.815 Acres.

The above described annexation area is a part of two (2) existing parcels and the affected acreage within each parcel:

1. Parcel No. 030-23-0812-07.01 (Part of the Southwest 1/4 of the Northwest 1/4) = 775,544 Square Feet - 17.804 Acres.
2. Parcel No. 030-23-0812-06.05 (Part of the Northwest 1/4 of the Northwest 1/4) = 44,023 Square Feet - 1.011 Acres.



PREPARED BY:

Point of Beginning, Inc.
4941 Kirschling Court
Stevens Point, WI 54481

CLIENT / OWNER

PARCEL NO. 030-23-0812-07.01:

PETER J & LAINA M ZAKRZEWSKI
JOINT REVOCABLE TRUST
2095 NORTH MAPLE RD
JUNCTION CITY, WI 54443

OWNER

PARCEL NO. 030-23-0812-06.05

HZZ ACRES LLC
5613 COUNTY ROAD HH
STEVENS POINT WI 54482



Point of Beginning

Land Surveying
Civil Engineering
Landscape Architecture
Jordan G. Brost, PLS #3009
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999(PH) 715.344.9922(FX)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST
AND DRAWN BY JORDAN BROST

FIELD BOOK _____ PAGE _____
JOB # 21813

SHEET 2 OF 2 SHEETS

EXHIBIT "B"



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: **Zakrzewski**

Petition Number: **14448**

1. Territory to be annexed: From **TOWN OF PLOVER** To **VILLAGE OF PLOVER**

2. Area (Acres): 18.815

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 6.78

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$33.90

c. Participating jurisdictions _____

c. Paid by: ☐ Petitioner ☐ City ☒ Village

d. Statutory authority (pick one)

☐ 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: _____% 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?

Multifamily Residential

In the town?: Agricultural

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 Sanitary Sewer Extension (\$1.1 Million)

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? Agricultural (County Zoning)

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

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: Steve Kunst

Email: skunst@ploverwi.gov

Phone: 715-345-5250

Date: 10/19/2021

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

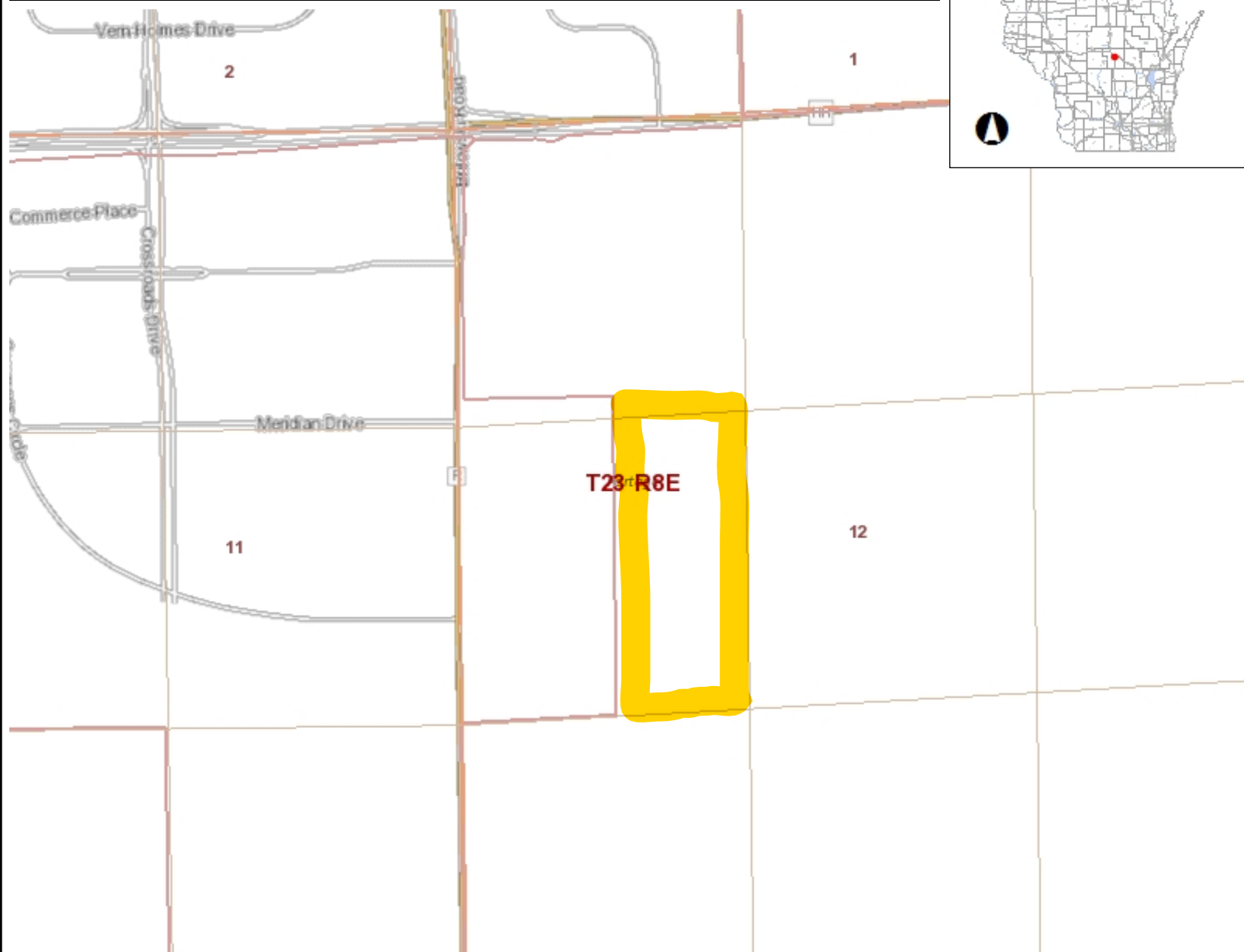
Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



Surface Water Data Viewer Map



Legend

- Township
- Section
- Quarter-Quarter
- 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

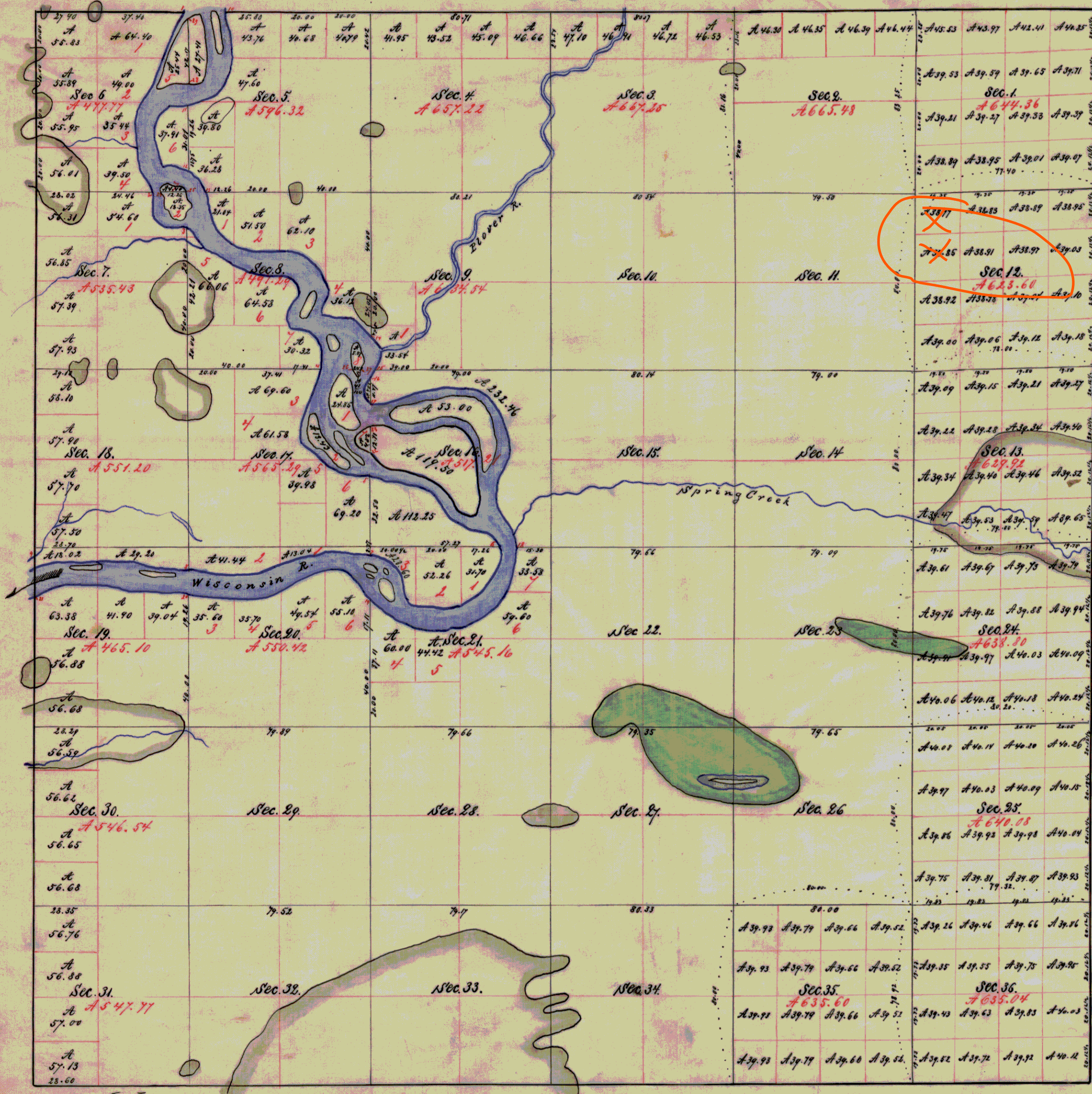
NAD_1983_HARN_Wisconsin_TM

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

Township N^o 23 N, Range N^o 8 East, 4th Mer.



Township lines surveyed June 1839, May 1851

Subdivisions surveyed June & July 1839, February 1852

Total number of acres 21,686.40



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

Web: <http://doa.wi.gov/municipalboundaryreview>

October 26, 2021

PETITION FILE NO. 14448

KAREN SWANSON, CLERK
VILLAGE OF PLOVER
PO BOX 37
PLOVER, WI 54467-0037

PATRICIA WELLER, CLERK
TOWN OF PLOVER
5081 HOOVER AVENUE SOUTH
PLOVER, WI 54467-9738

Subject: ZAKRZEWSKI ANNEXATION

The proposed annexation submitted to our office on October 06, 2021, 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 PLOVER**, which is able to provide needed municipal services.

Note: The annexation scale map should show the Village of Plover municipal boundary as it exists prior to the annexation (ref: s. 66.0217 (1) (g), Wis. Stats.).

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 14448 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=2522>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner