

# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
608-264-6102  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<https://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

Name: KC DT, LLC  
Phone: 816-645-8963  
Email: Mhelen @ USFPCO.com

**RECEIVED**  
**August 26, 2022**  
Municipal Boundary Review  
Wisconsin Dept. of Admin.

## Contact Information if different than petitioner:

Representative's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

1. Town where property is located: Wycosa
2. Petitioned City or Village: Pardeeville
3. County where property is located: Columbia
4. Population of the territory to be annexed: ~~2940~~ 2020
5. Area (in acres) of the territory to be annexed: 1
6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
2275463

## Include these required items with this form:

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 [see attached annexation guide]
4.  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)**

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

**DON'T attach the check with staples, tape, ...**

**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 & form received: 8-25-2022

Payer: CBC DT LLC

Check Number: 1120

Check Date: 8-8-22

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).

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL  
PURSUANT TO SECTION 66.0217(2) OF THE WISCONSIN STATUTES  
WHERE NO ELECTORS RESIDE IN THE TERRITORY TO BE ANNEXED

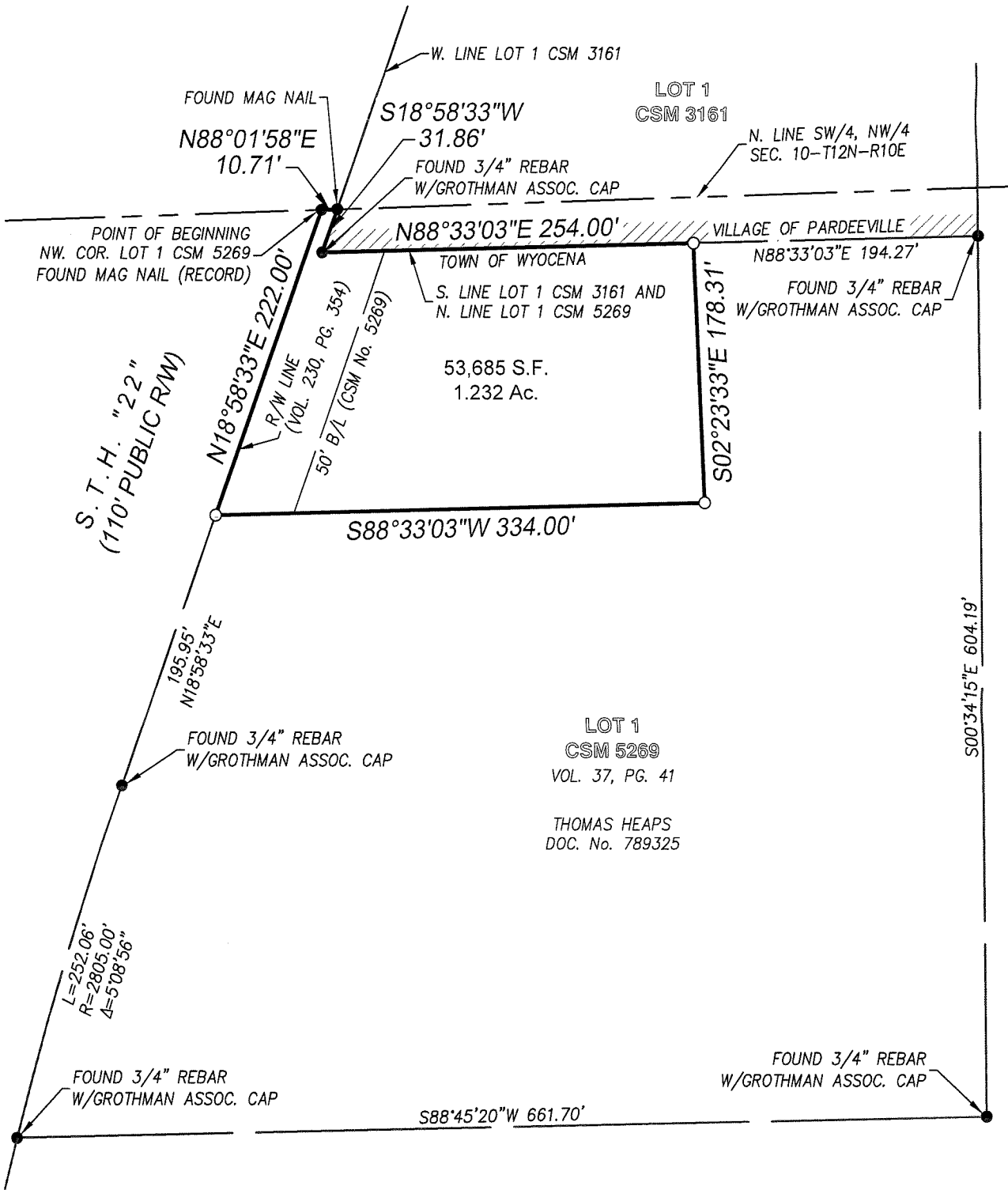
The undersigned, constituting the owners of certain real property in the territory of the Town of Wyocena, Columbia County, Wisconsin, lying contiguous to the Village of Pardeeville, hereby petition the Village Board of the Village of Pardeeville, Columbia County, Wisconsin, to annex certain territories described on the attached Exhibit A and shown on the scale map attached as Exhibit B to the Village of Pardeeville, Columbia County, Wisconsin. Specifically:

1. Petitioner, Thomas Heaps, being the owner of all the real property to be annexed, petitions the Village Board of the Village of Pardeeville to annex the territory identified on the attached Exhibits A and B to the Village of Pardeeville.
2. There are no electors residing within the territory to be annexed.
3. The land to be annexed is currently vacant and the population of the territory to be annexed is zero.
4. The lands being annexed shall be temporarily zoned as B-2. Permanent zoning of the parcel being annexed will be established by separate ordinance following annexation

Date: 8-17-22

By: Thomas Heaps  
Thomas Heaps

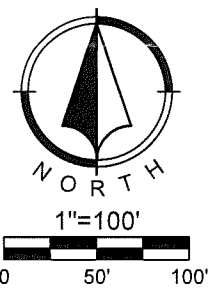
EXHIBIT \_\_\_\_\_



LEGEND:

- FOUND MONUMENT AS NOTED
- SET 1"x18" IRON PIPE (MIN. WT. 1.13 LB/LIN/FT.)

DRAFT COPY



Sheet 1 of 2

FOR THE EXECUTIVE USE OF:

Thomas Heaps  
 Attn: Mike Belew  
 CBC Real Estate  
 4706 Broadway, Suite 240  
 Kansas City, MO 64112



**Renaissance  
 Infrastructure  
 Consulting**

132 Abbie Avenue  
 Kansas City, Kansas 66103

913.317.9500  
 www.ri-consult.com

EXHIBIT \_\_\_\_

A portion of Lot 1 of Certified Survey Map 5269 as recorded in Volume 37 of Certified Survey Maps, Page 41, as Document No. 826124, and being a part of the Southwest Quarter of the Northwest Quarter of Section 10, Township 12 North, Range 10 East, in the Town of Wycocena, Columbia County, Wisconsin

Beginning at the Northwest corner of said Lot 1, said point being at the intersection of the north line of said Southwest Quarter of the Northwest Quarter and the easterly right-of-way line of State Trunk Highway 22;

Continuing along the northerly line of said Lot 1 along the following three courses:

thence North 88°01'58" East, 10.71 feet;

thence South 18°58'33" West, 31.86 feet;

thence North 88°33'03" East, 254.00 feet;

thence departing said northerly line, South 02°23'33" East, 178.31 feet;

thence South 88°33'03" West, 334.00 feet to a point on the westerly line of said Lot 1 and said easterly right-of-way line;

thence North 18°58'33" East along said westerly line, 222.00 feet to the POINT OF BEGINNING.

Containing 53,685 square feet (1.232 acres), more or less.

DRAFT COPY

# Annexation Review Questionnaire

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
608-264-6102 Fax: 608-264-6104

Wisconsin Department of Administration

Petitioner: KC-DT

Petition Number: 14528

1. Territory to be annexed: From TOWN OF WYOCENA To VILLAGE OF PARDEEVILLE

2. Area (Acres): 1.232

3. Pick one:  Property Tax Payments

OR

Boundary Agreement

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

\$ 70

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years):

c. Paid by:  Petitioner  City  Village

Other: \_\_\_\_\_

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

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

d. Statutory authority (pick one)

s.66.0307  s.66.0225  s.66.0301

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: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: 100% Industrial: \_\_\_\_\_%

Other: \_\_\_\_\_%

Comments: \_\_\_\_\_

7. Has a  preliminary or  final plat been submitted to the Plan Commission:  Yes  No

Plat Name: \_\_\_\_\_

SOON though

8. What is the nature of land use adjacent to this territory in the city or village?

B-2  
In the town?: Undeveloped

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: Electric

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? B-2

c. How will the land be zoned and used if annexed? B-2

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 (808) 266-8005, or see their annexation checklist here:

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by:  Town  City  Village

Please **RETURN PROMPTLY** to:

Name: Erin Salmon

Email: dpc@villageofpardeeville.net Municipal Boundary Review

Phone: 608-429-3121

PO Box 1645, Madison WI 53701

Date: 08-26-22

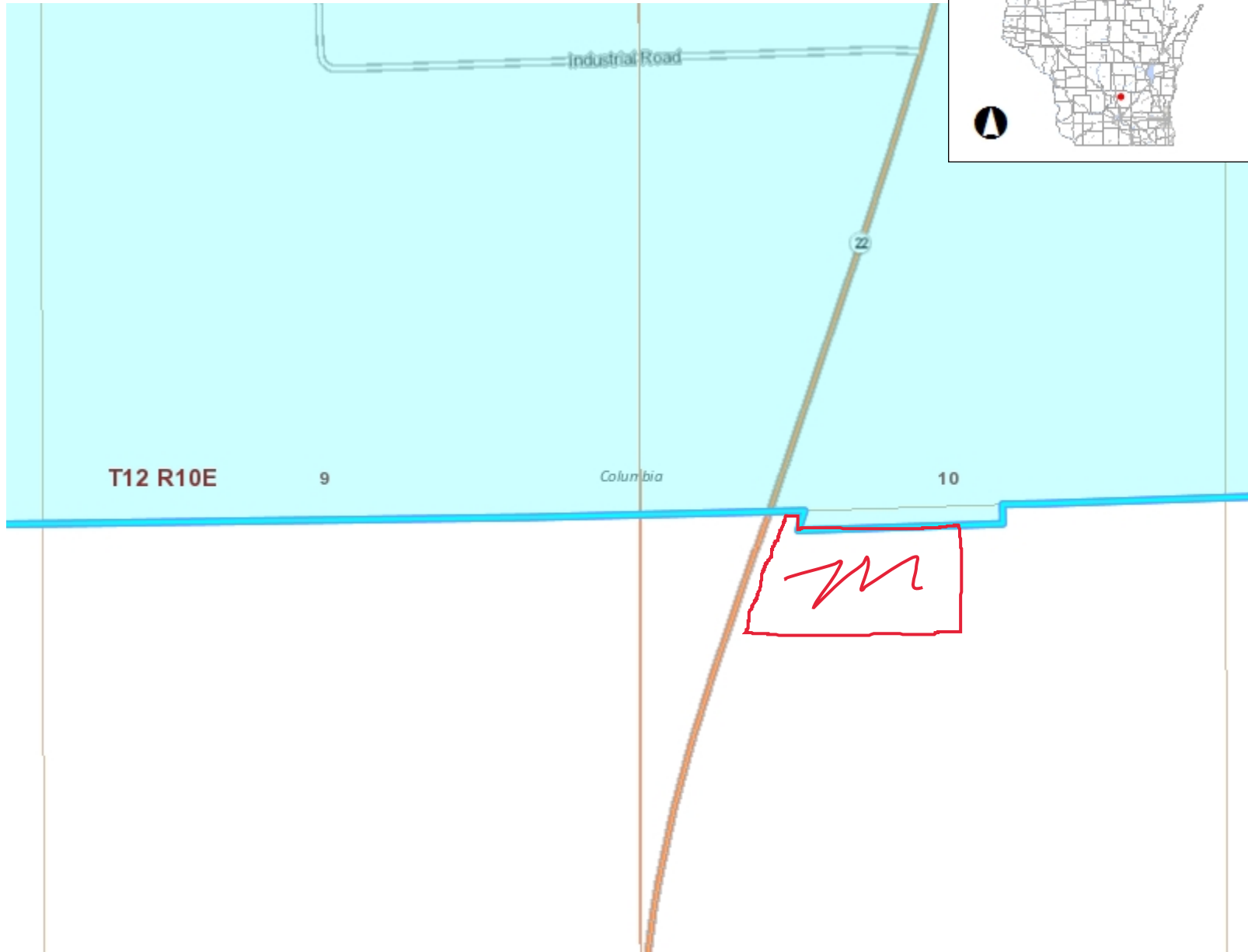
Fax: (608) 284-6104

(March 2018)

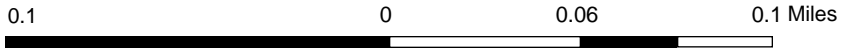




# Surface Water Data Viewer Map



- 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
  - Railroads
  - Rivers and Streams
  - Intermittent Streams
  - Lakes and Open water



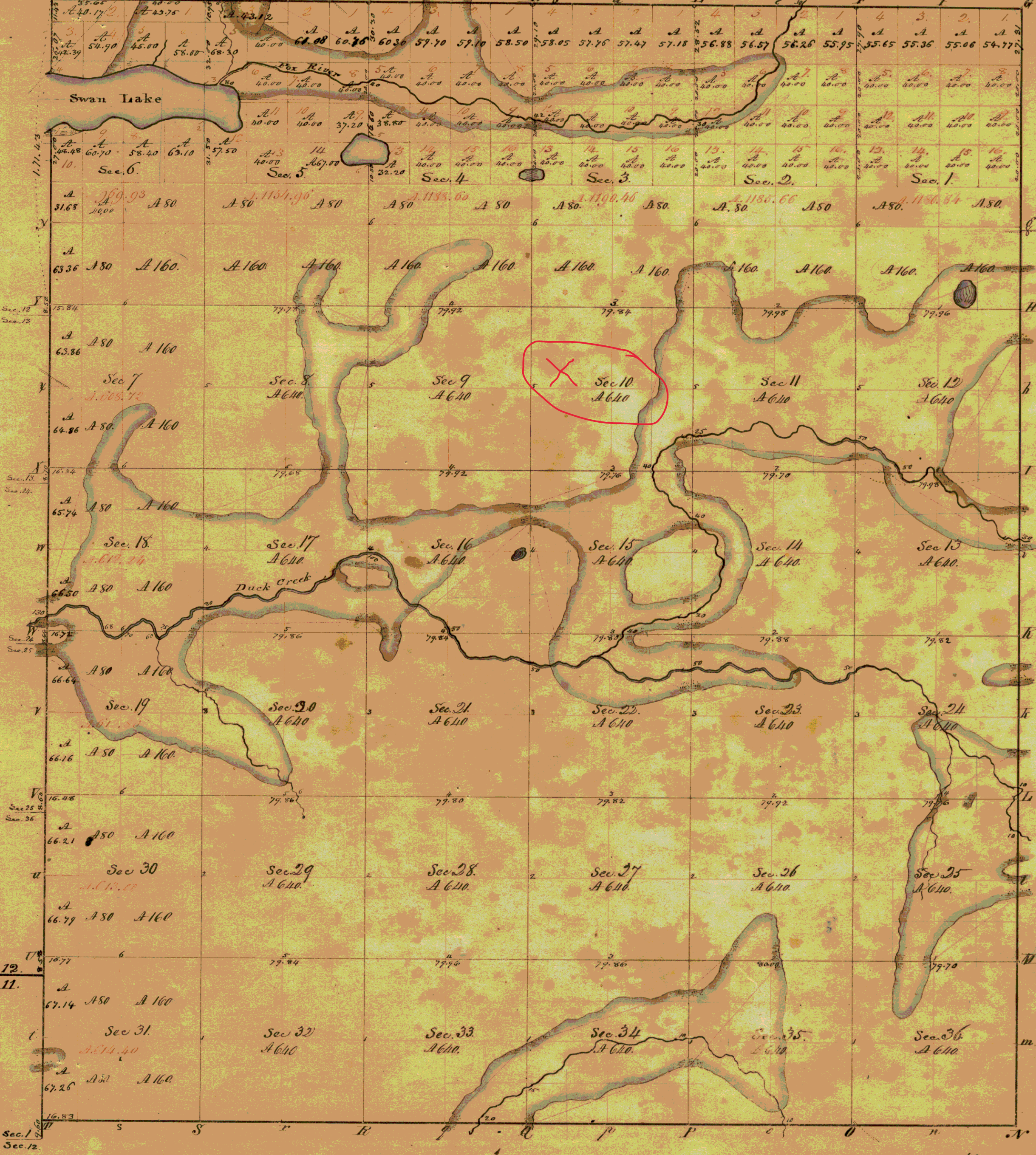
NAD\_1983\_HARN\_Wisconsin\_TM

1: 3,960

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<sup>o</sup>. XII N. Range N<sup>o</sup>. X E. 1<sup>th</sup> Mer. Wis. Terr.



Meanders of Swan Lake							
Points	Course	ch.	ln.	Points	Course	ch.	ln.
1.	N 65 E	7.00		N 12 E	11.00		
	S 60 E	8.00		N 46 W	6.00		
	N 83 E	7.00		N 85 W	14.33		
	N 51 E	12.00		3.	S 88 W	4.00	
	S 4 E	10.00			N 70 W	8.00	
	N 74 E	19.00			N 52 W	9.00	
	S 88 E	13.58			N 74 W	10.00	
					S 72 W	29.00	
2.	S 38 E	14.00		4.			
	N 75 E	7.00					
	N 21 W	6.50					

Meanders of Lake in Sec. 4 & 5.							
5.	N 56 W	3.00		4.	East	7.00	
	S 53 W	12.00			N 8 E	10.00	
	S 13 W	6.00		5.	N 70 W	8.50	
	S 40 E	4.00					
4.	N 82 E	11.25					

Survey of Swan Lake and Duck Creek  
 by D. T. By the  
 1835

Survey Designated	By Whom Surveyed	Date of Contract	Amt. of Survey	When Surveyed	When Paid for
Township lines	Mullett & Binks	9th July 1833	25.51.22	4th of 1833	3rd of 1834

The above Map of Township N<sup>o</sup>. XII North, of Range N<sup>o</sup>. X E, of the 1<sup>st</sup> Meridian N.W.T.  
 is hereby confirmed to the field notes of the survey the copy of which has been  
 examined and approved.

Scale 40 ch<sup>s</sup> to an inch.

Var 8° 30' E



**TONY EVERS**

GOVERNOR

**KATHY BLUMENFELD**

SECRETARY-DESIGNEE

**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>

September 15, 2022

PETITION FILE NO. 14528

KAYLA LINDERT, CLERK  
VILLAGE OF PARDEEVILLE  
P.O. BOX 217  
PARDEEVILLE, WI 53954-0217

MICHELLE A GOLDADE, CLERK  
TOWN OF WYOCENA  
N5366 W HILL RD  
RIO, WI 53960-9605

Subject: KC-DT ANNEXATION

The proposed annexation submitted to our office on August 26, 2022, 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 PARDEEVILLE**, which is able to provide needed municipal services.

Note: The metes and bounds description of the territory to be annexed must commence from a monumented corner of the 1/4-Section in which the territory lies; the scale map must show the point of commencement and the tie to the territory. (Ref: s. 66.0217 (1) (c) & (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 14528 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=2602>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner