

# 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>

Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>  
This will speed up the process by eliminating the time it used to take to mail the check to us.

## Petitioner Information

Name: **Park Place Investments LLC (Chris Roach)**

Phone: **608 314 1624**

Email: **[croach@janesvilletool.com](mailto:croach@janesvilletool.com)**

### Contact Information if different than petitioner:

Representative's Name: **Combs & Associates INC (Jeff Garde)**

Phone: **608 752 0575**

E-mail: **[jgarde@combsurvey.com](mailto:jgarde@combsurvey.com)**

**RECEIVED**

March 6, 2024

Municipal Boundary Review  
Wisconsin Dept. of Admin.

1. Town(s) where property is located: **Town of Milton**

2. Petitioned City or Village: **City of Milton**

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

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

5. Area (in acres) of the territory to be annexed: **20.66**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
**6-13-212A**

### Include these required items with this form:

- Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(November 2022)

# 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)

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**

Date fee & form received: 3-6-24 Shaded Area for Office Use Only

Payer: Park Place Investments LLC

Check Number: 2861

Check Date: 2-21-24

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 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).

UNANIMOUS PETITION FOR ANNEXATION  
(s. 66.0217(2) WIS STAT)

This petition is made for the purpose of annexing by unanimous approval to the City of Milton, Rock County, Wisconsin, by detaching from Milton Township, Rock County, Wisconsin, the following described territory:

**LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 41, PAGES 442 THRU 446 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 2207505 AND LOCATED IN THE NE 1/4 OF THE NW 1/4 AND IN THE SE 1/4 OF THE NW 1/4 OF SECTION 26, T.4N., R.13E. OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.**

Attached hereto and incorporated herein by reference is a map of the area to be annexed.

The undersigned, who is the owner of and is the elector in all of the above-described property, hereby petition the City Council of the City of Milton, Rock County, Wisconsin, to accept the above-described property and to annex it to the City of Milton. The area described above has zero residents.

It is respectfully requested that the City Council accept this annexation by ordinance and as otherwise may be required by state statute promptly after receipt of this petition.

Property Owner	Parcel Number
Chris Roach	6-13-212A

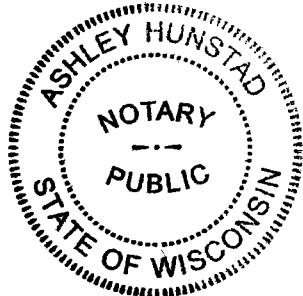
Chris Roach  
(owner signature)

STATE OF WISCONSIN ) ss.  
COUNTY OF ROCK )

Personally came before me this 7 day of FEBRUARY, 2024, the above named CHRIS ROACH to me known to be the persons who executed the foregoing instrument and acknowledged the same.

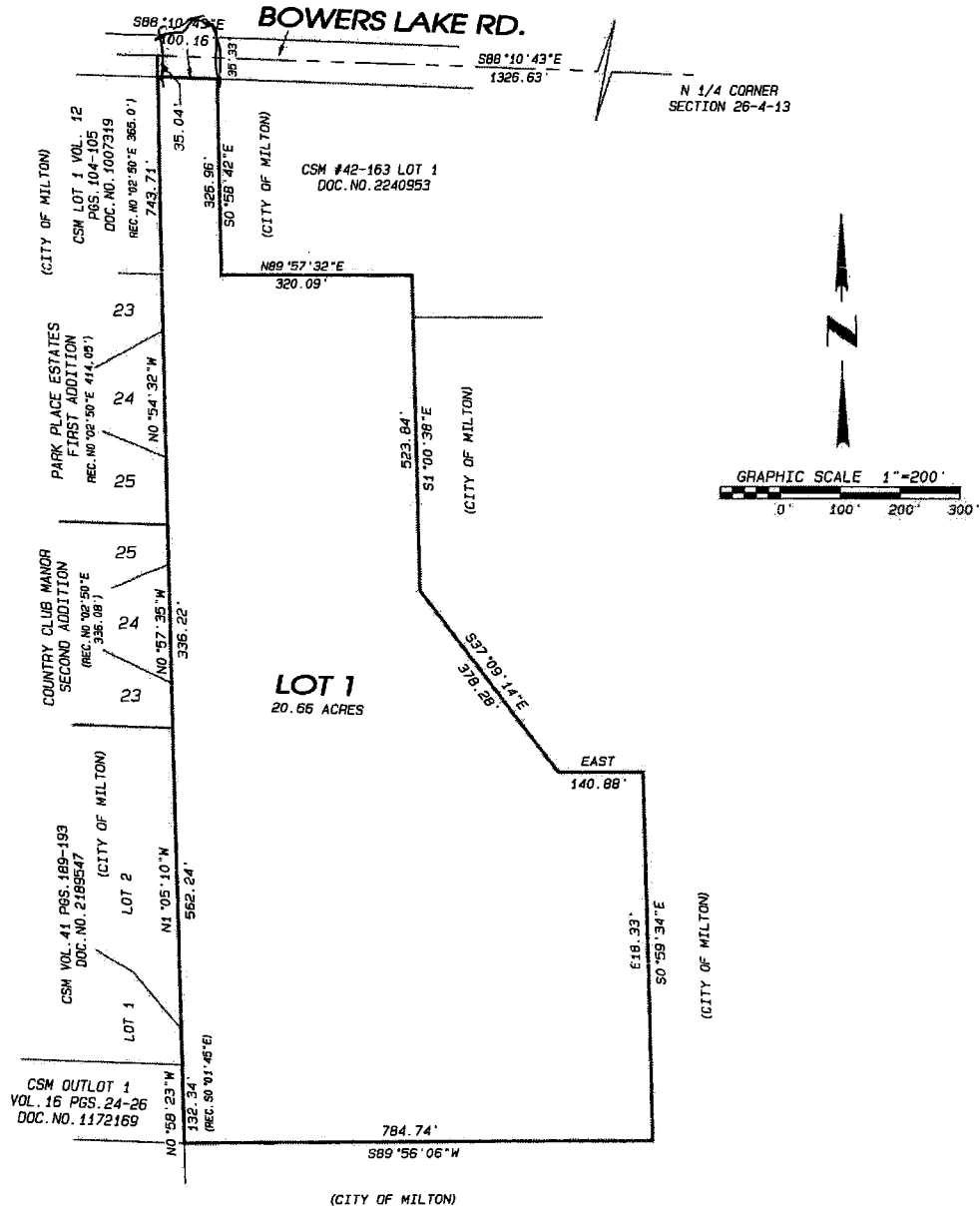
[Signature]

Notary Public, State of Wisconsin  
My Commission expires 11/21/2025



# ANNEXATION MAP

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DATE: 1/18/2024

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 121 - 467



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

# 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: **Park Place Investments LLC**

Petition Number: **14651**

1. Territory to be annexed: From **TOWN OF MILTON** To **CITY OF MILTON**

2. Area (Acres): 21.31

3. Pick one:  Property Tax Payments

OR  Boundary Agreement

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

\$ 7,008.85

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$35,044.25

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: \_\_\_\_\_% 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?

Residential

In the town?: \_\_\_\_\_

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 \_\_\_\_\_

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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

<u>Sanitary Sewers</u> immediately	<input checked="" type="checkbox"/>	<input type="checkbox"/>
or, write in number of years.	_____	_____
<u>Water Supply</u> immediately	<input checked="" type="checkbox"/>	<input type="checkbox"/>
or, write in number of years.	_____	_____

A portion of the property is immediately available to connect to City services. The remaining are will be within less than 5 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: \$500,000

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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?      A-1

c. How will the land be zoned and used if annexed?      R-4

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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>

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

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Prepared by:    Town    City    Village

Name:      Jenny Salvo

Email:      jsalvo@milton-wi.gov

Phone:      (608) 868-6900

Date:      03/16/2024

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Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

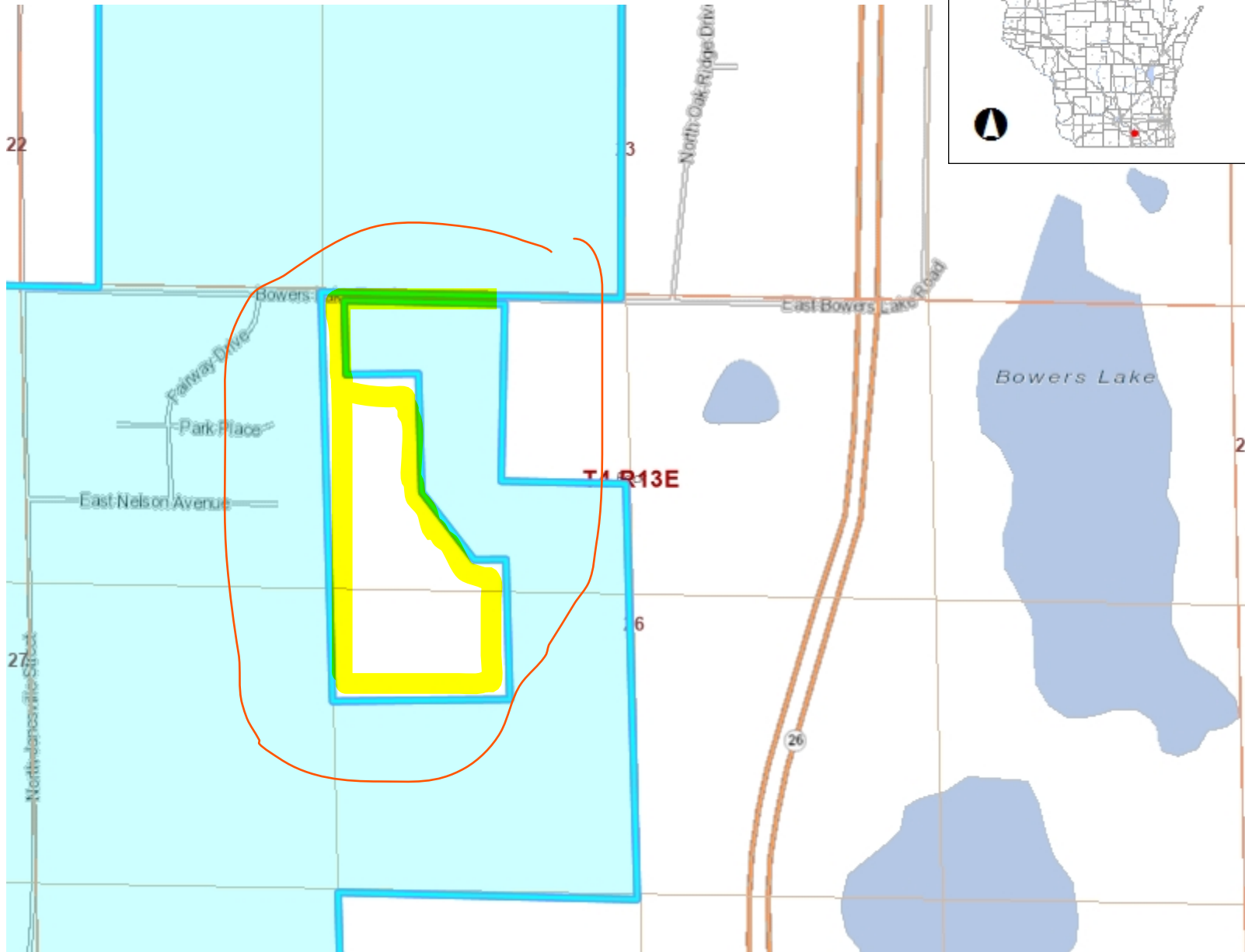
Fax: (608) 264-6104

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



NAD\_1983\_HARN\_Wisconsin\_TM

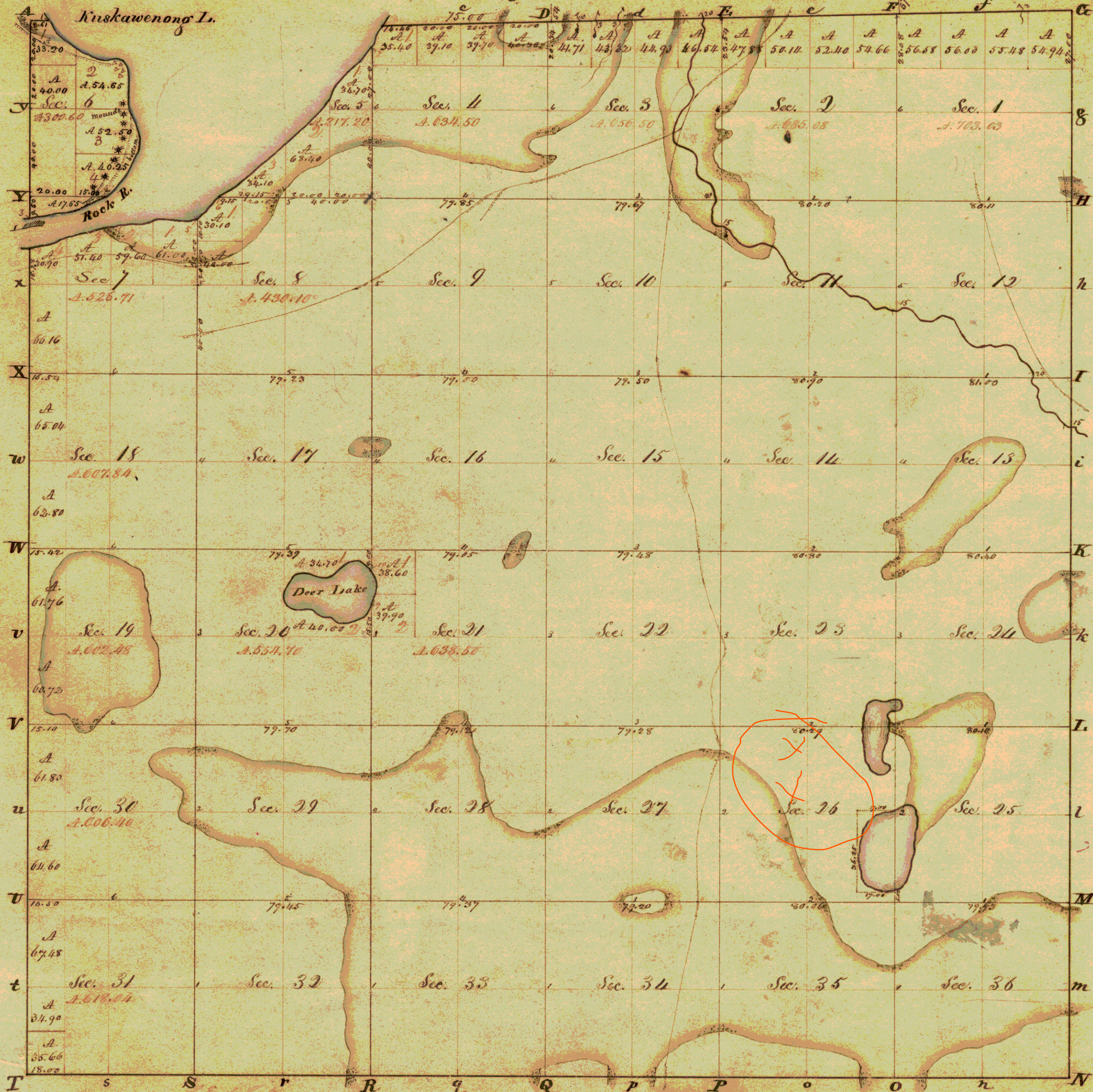
1: 7,920

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<sup>o</sup> 4 N. Range N<sup>o</sup> 13 East 4<sup>th</sup> Mer. (Wis. Ter.)



Meanders of Rock River, Kuskawenong L.

Post	Course	Ch. by
1.	S 42 E	11.00
	S 49 1/2 E	5.57
	S 60 E	13.07
	S 88 1/2 E	9.57
	S 28 E	7.07
	S 3 1/2 E	19.00
	S 22 E	10.00
	S 27 1/2 W	30.00
2.	S 73 3/4 W	21.50
3.	S 77 3/4 W	14.47
East side		
4.	N 69 1/2 E	189
	N 83 E	13.77
	N 58 E	4.39
	N 56 1/2 E	5.27
	N 69 1/2 E	7.74
	N 79 1/2 E	3.13
	N 85 1/2 E	15.61
	N 84 1/2 E	6.05
	N 68 1/2 E	2.41
	S 88 E	5.35
5.	S 86 3/4 E	15.05
6.	N 46 E	14.10
	N 52 1/2 E	9.68
	N 48 1/2 E	21.84
	N 47 E	36.70
	N 3 E	2.25
	N 41 E	12.11
	N 47 1/2 E	1.34
	N 56 1/2 E	3.98
7.	N 55 1/2 E	8.25
	N 21 E	6.57
8.	N 34 1/2 E	7.30
Deer Lake		
10.	N 75 W	9.27
	S 70 W	8.93
	S 79 1/2 W	5.70
	S 77 1/2 W	6.12
	S 79 1/2 W	7.50
	S 52 W	6.34
	S 13 1/2 W	9.89
	S 49 1/2 E	10.00
	N 89 1/2 E	3.93
	S 39 1/2 E	7.00
	N 78 1/2 E	4.24
	S 56 1/2 E	6.12
	N 70 E	13.18
9.	N 6 E	2.40
	N 4 E	3.96
	N 16 E	8.13
	N 28 W	2.36

The above Map of Township N. 4 N. (S. E. of S. Kaska of Range N. 13 E. of 4<sup>th</sup> Principal Meridian (Wis. Ter.) 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  
 Cincinnati,

The above Map of Township N. 4 N. of Range N. 13 East 4<sup>th</sup> Principal Meridian (Wis. Ter.) 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  
 Cincinnati 26. March 1835

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Survey	When Surveyed	When Spotted on the Ground
Subdivision of Township lines	Geo. W. Harrison	18th Nov. 1833	2. 15. 97	1st of 1834	3rd of 1834
	Mullett & Brink	9th July 1833	1. 18. 11	3rd of 1833	3rd of 1834
	Same	17th Aug. 1833	20. 56. 78	11th of 1833	2nd of 1836
Subdivision of Lakes	W. Burnham	26 Dec "	61. 47. 80	3rd of 1836	1st of 1837

Total number of Acres 318,255 = 21,824.00

Jan. 6. 25. 37  
 W. L. Ver. 8:40 '37







TONY EVERS

GOVERNOR

KATHY BLUMENFELD

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>

March 26, 2024

PETITION FILE NO. 14651

JENNY SALVO, CLERK  
CITY OF MILTON  
710 S JANESVILLE ST  
MILTON, WI 53563-1748

TIFFANY M CHINN- BARSNESS, CLERK  
TOWN OF MILTON  
23 FIRST STREET  
MILTON, WI 53563-1122

Subject: PARK PLACE INVESTMENTS LLC ANNEXATION

The proposed annexation submitted to our office on March 06, 2024, 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 Milton, which is able to provide needed municipal services.

Note: this annexation appears to fill in an isolated area of town island territory.

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 14651 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=2725>

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

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner