

# 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: **Daniel Schmitz**

Phone: **920-894-3228**

Email: **N/A**

**RECEIVED**

**May 21, 2024**

**Municipal Boundary Review  
Wisconsin Dept. of Admin.**

### Contact Information if different than petitioner:

Representative's Name: **Cindy Pitzen or Kurt Schmitz**

Phone: **CINDY (920-418-0708) OR KURT (920-286-2228)**

E-mail: **Cindy ([cjpitzen@charter.net](mailto:cjpitzen@charter.net)) or Kurt ([kschmitz@tcei.com](mailto:kschmitz@tcei.com))**

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

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

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

4. Population of the territory to be annexed: **2**

5. Area (in acres) of the territory to be annexed: **1.26**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
**016-019-015-005.00**

### 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

**\$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: 5-21-2024

Payer: DANIEL SCHMITZ

Check Number: 2524

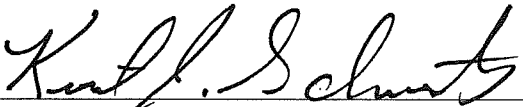
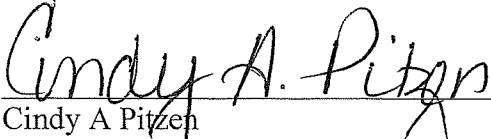
Check Date: 5-3-24

Amount: 400<sup>00</sup>

**Daniel G. & Kay M. Schmitz Irrevocable Trust**  
**(Trustees Kurt J. Schmitz & Cindy A. Pitzen)**  
30 Park Ave  
Kiel, WI 53042  
Phone: (Kurt Schmitz – 920-286-2228 or  
Cindy Pitzen – 920-418-0708)

May 16, 2024

We, the undersigned, constituting all of the owners and electors of the attached described territory proposed for annexation to the City of Kiel, petition the City to annex in accordance with Wis. Stats. to the City of Kiel, Manitowoc County, Wisconsin the territory described on the attached “ANNEXATION LEGAL DESCRIPTION” presently located in the Town of Schleswig, Manitowoc County, Wisconsin. The territory to be annexed is contiguous to the City of Kiel. All territory proposed to be annexed is located in Manitowoc County, Wisconsin. A copy of scale map showing the area proposed for annexation is attached.

Signature of Petitioner(s)	Address	Date of Signing
 Kurt J Schmitz	810 W Park Ave	5-15-24
 Cindy A Pitzen	1611 Jefferson Street	5-15-24

COPY



Anthony Lulloff PLS, SP  
AP Lulloff Land Survey, LLC  
17625 Matznick Road  
Kiel, WI 53042  
[aplulloff@gmail.com](mailto:aplulloff@gmail.com)  
920.894.2151

May 15, 2024

#### ANNEXATION LEGAL DESCRIPTION

Tract 1 of Certified Survey Map recorded in Volume 1 of Certified Survey Map. on Page 227, as Document No. 401592; being a part of the Southwest Quarter (SW1/4) of the Southeast Quarter (SE1/4) of Section 19, Township 17 North, Range 21 East, Town of Schleswig, Manitowoc County, Wisconsin and being described by:

Commencing at the Southeast Corner of said Section 19; thence N88°-08'-08"W along the South line of the SE1/4 of said Section 19 a distance of 1652.61 feet (recorded as West 1652.4 feet) to the point of beginning; thence N01°-14'-36"E 458.93 feet (recorded as N0°-41'W 459.0 feet); thence N88°-01'-59"W (recorded as West) 120.00 feet; thence S01°-14'-37"W 459.14 feet (recorded as S0°-41'E 459.0 feet to the South line of the SE1/4 of said Section 19; thence S88°-08'-08"E (recorded as East) along said South line 120.00 feet to the point of beginning.

The South 35.00 feet dedicated to the public for roadway purposes..

Parcel No: 016-019-015-005.00

Prepared for:  
Daniel G. Schmitz  
30 Park Avenue  
Kiel, WI 53093

PO: 2240403

SHEET 2 OF 2 L-14027

# PROPOSED ANNEXATION TO THE CITY OF KIEL

TRACT 1, CERTIFIED SURVEY MAP RECORDED IN VOLUME 1, PAGE 227,  
 DOC. NO. 401592; BEING A PART OF THE SW1/4 OF THE SE1/4 OF SECTION 19,  
 T. 17 N., R. 21 E., TOWN OF SCHLESWIG, MANITOWOC COUNTY, WISCONSIN.

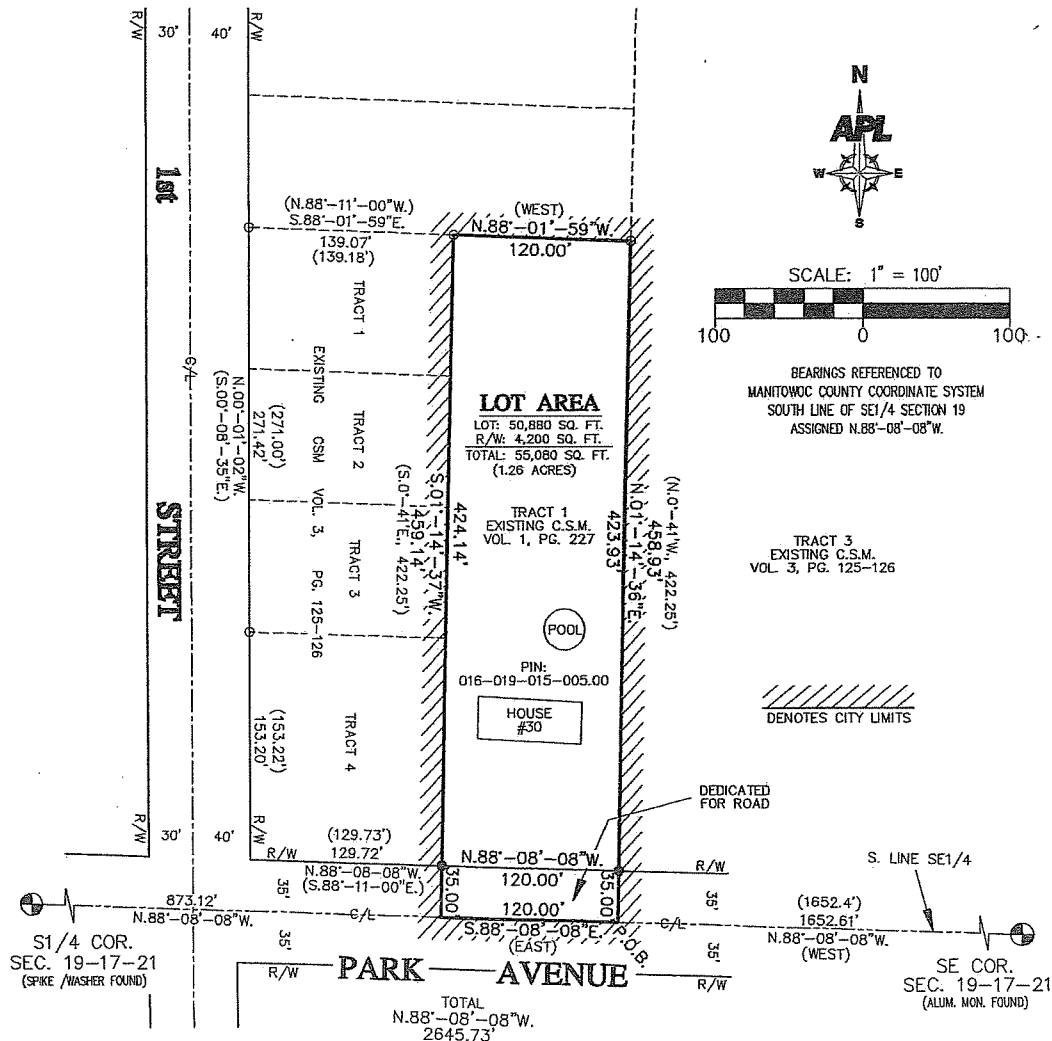
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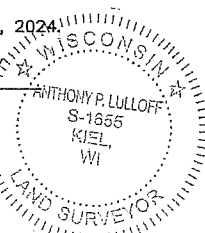


## PROFESSIONAL LAND SURVEYOR'S CERTIFICATE

I, Anthony P. Lulloff, Wisconsin Professional Land Surveyor of AP Lulloff Land Survey, LLC, certify that I have surveyed the described property and that the map shown herein is a true and accurate representation thereof to the best of my knowledge and belief;

Dated this 29th day of April, 2024

Anthony P. Lulloff  
 WISCONSIN PROFESSIONAL LAND SURVEYOR  
 Anthony P. Lulloff, S-1655



- LEGEND**
- = 3/4"x 18" Iron Rebar Set
  - = 3/4" Iron Rebar Found
  - = 1" Iron Pipe Found
  - ( ) = Recorded As Data
  - ⊕ = Manitowoc County Monument

**AP Lulloff**  
 LAND SURVEY, LLC

Anthony Lulloff PLS, SP  
 AP Lulloff Land Survey, LLC  
 17625 Matznick Road  
 Kiel, WI 53042  
 aplulloff@gmail.com  
 920.894.2151

Prepared For:	
Daniel G. & Kay M. Schmitz Irrevocable Trust 30 Park Avenue Kiel, WI 53042	
1	4-27-24 PRELIM.
2	4-0-24 FINAL
DRAWING FILE: SCHMITZ 4	
PROJECT NUMBER: 2240403	
DRAWN BY: KCM CHECKED BY: APL	
NOTEBOOK: MAN-6	PAGE: 41
SHEET 1 OF 1	MAP NO. L-14027

# 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: **Schmitz**

Petition Number: **14672**

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

2. Area (Acres): 1.26

3. Pick one:  Property Tax Payments OR  Boundary Agreement

a. Annual town property tax on territory to be annexed: a. Title of boundary agreement \_\_\_\_\_

\$ 273.94 - 2023's tax

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

b. Total that will be paid to Town  
(annual tax multiplied by 5 years): 1,369.70

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

c. Paid by:  Petitioner  City  Village  
 Other: \_\_\_\_\_

d. Statutory authority (pick one)

s.66.0307  s.66.0225  s.66.0301

4. Resident Population: Electors: 1 Total: 2

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: N/A

7. Has a  preliminary or  final plat been submitted to the Plan Commission:  Yes  No preexisting property, not newly platged  
Plat Name: \_\_\_\_\_

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

Residential to the west, industrial to the east

In the town?: N/A - Surrounding properties are in the city

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: \_\_\_\_\_

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? HD-high density residential

c. How will the land be zoned and used if annexed? 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](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: Casey Witterholt

Email: casey.witterholt@kielwi.gov

Phone: 920-569-0789

Date: 6/3/2024

(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



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>

June 10, 2024

PETITION FILE NO. 14672

KRYSTAL KARLS, CLERK  
CITY OF KIEL  
PO BOX 98  
KIEL, WI 53042-0098

BETH PIEPER, CLERK  
TOWN OF SCHLESWIG  
11842 BADGER MEADOWS ROAD  
KIEL, WI 53042-4106

Subject: SCHMITZ ANNEXATION

The proposed annexation submitted to our office on May 21, 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 Kiel, 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 14672 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=2746>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner