

Request for Annexation Review

Division of Intergovernmental Relations
Municipal Boundary Review
101 E. Wilson Street, 10th Floor
Madison, WI 53702-0001

Wisconsin Department of Administration

608-264-6102 Fax: 608-267-6917
Erich.Schmidtke@Wisconsin.gov

Petitioner Information

Name: _____

Address: _____

Office use only:

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

Petitioner's phone #

Town Clerk's phone #

City/Village Clerk's phone #

Contact Information if different than petitioner:

Representative's Name and Address:

Phone _____

E-mail _____

Surveyor or Engineering Firm's Name and Address:

Phone _____

E-mail _____

Required Items to be provided with submission (to be completed by petitioner):

1. Legal Description meeting the requirements of s.66.0217 (c).....
2. Map meeting the requirements of s. 66.0217 (g)
 - Includes boundary of the annexing city of village & Territory is contiguous.....
3. Signed Petition or Notice of Intent to Circulate is included
4. Statutory method used?
 - Unanimous s. 66.0217 (2), or,.....
 - Direct by one-half approval s. 66.0217 (3).....
5. Check or money order covering Department of Administration annexation fee.....

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 acreage fee

Initial Filing Fee*		\$	_____
2 acres or less	\$200		
2.01 acres or more	\$350		

*NOTE: The \$200 initial filing fee is required with the first submittal of the petition, only.

Acreage Fee		\$	_____
2 acres or less	\$200		
2.01 to 10 acres	\$600		
10.01 to 50 acres	\$800		
50.01 to 100 acres	\$1,000		
100.01 to 200 acres	\$1,400		
200.01 to 500 acres	\$2,000		
Over 500 acres	\$4,000		

TOTAL FEE DUE (Add the Filing Fee to the Acreage Fee)		\$	_____
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Attach check or money order here, payable to: Department of Administration

**THE DEPARTMENT IS PROHIBITED FROM PROCESSING
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**