

# Check List for Direct Annexation by Unanimous Consent

Petitioner: \_\_\_\_\_

## Under Wis. State Statute 66.0217(2)

DATE

- \_\_\_\_\_ 1. Petition for Direct Annexation is submitted to the City Clerk along with a complete legal description of the property, scale map, and a copy of the most recent real estate tax bill for the property. A copy of the Petition is also filed by the petitioner to the Clerk of the affected Township.
- \_\_\_\_\_ 2. For annexations in Columbia and Sauk Counties, the petitioner must file a "Request for Annexation Review" along with the appropriate documents and fees to the Wisconsin Department of Administration - Municipal Boundary Review. (The agency has 20 days after receiving the petition in which to review the proposed annexation and issue a public interest determination letter to the city.)
- \_\_\_\_\_ 3. Notice of Public Hearing on permanent zoning of the property is published as a Class II notice in the Dells Events and mail to property owners within 300 ft. Petitioner pays the Public Hearing Fee.
- \_\_\_\_\_ 4. City Plan Commission reviews and makes recommendation on annexation petition and holds Public Hearing on the permanent zoning classification of the property. Petitioner is informed of any deferred assessments against the property
- \_\_\_\_\_ 5. Annexation Ordinance goes before the Common Council for first (and possible second) reading(s).
- \_\_\_\_\_ 6. Ordinance to establish permanent zoning goes before the Common Council for first (and possible second) reading(s).
- \_\_\_\_\_ 7. If needed, second readings of ordinances go before the Common Council.
- \_\_\_\_\_ 8. The City notifies appropriate agencies of the annexation.
- \_\_\_\_\_ 9. Annexation and Zoning become official after final publication in newspaper.