

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

Please include the following information within the ordinance. Missing items may cause the ordinance to be returned.

List type of Land Transfer and associated statute number:

Annexation by: Unanimous Approval ([s. 66.0217 \(2\) Wis.Stats.](#)),

One-half Approval ([s. 66.0217 \(3\) \(a\) Wis.Stats.](#)), or Referendum ([s. 66.0217 \(3\) \(b\) Wis.Stats.](#))

Annexation of Territory Owned by a City or Village ([s. 66.0223 Wis.Stats.](#))

Detachment ([s. 66.0227 Wis. Stats.](#))

Annexation or Attachment resulting from [s. 66.0307 Wis. Stats.](#) Boundary Agreement

Annexation or Attachment resulting from [s. 66.0301 Wis. Stats.](#) Boundary Agreement

Annexation resulting from judicial stipulations and orders ([s. 66.0225 Wis. Stats.](#))

Annexation by City or Village Initiated Referendum ([s. 66.0219 Wis.Stats.](#)) (rare)

Annexation of Town Islands ([s. 66.0221 Wis. Stats.](#)) (very rare)

Ordinance Effective Date (Provide publication date if known in the ordinance)

Municipal Boundary Review (MBR) Number assigned when reviewed by DOA:

Annexation Petitions by Unanimous or One-Half approval require review by the Wisconsin Department of Administration (DOA) for land in counties having a population greater than 50,000.

When requested DOA also reviews annexations in counties having a population less than 50,000.

Record the MBR number in the ordinance transmittal letter or within the clerk's certification of the ordinance.

Square feet or acres- please list the area of the land transferred. If land comes from multiple municipalities show separate areas for each.

Parcel Number(s), if available (if only part of a tax parcel is being transferred, include the number of that parcel)

Clerk's certification of documents with original signature

Population: Include the number of all people living on the transferred land. If transferring from more than one municipality, include population for each affected municipality

Map

The map shall be an *accurate reflection* of the legal description of the parcel being transferred. 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 transferred.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

Continued on next page.

608-264-6102 mds@wi.gov <http://mds.wi.gov>

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Complete Legal Description

The ordinance must include a legal description of the land to be transferred. 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.

Wisconsin Elections Commission Requirements

Will the annexation territory join an existing ward or necessitate creation of a new ward? For more information, please contact the Wisconsin Elections Commission at (608) 266-8005 or elections@wi.gov or see their annexation checklist here: [WEC Annexation Checklist http://elections.wi.gov/forms/el-100](http://elections.wi.gov/forms/el-100).

Email legible scanned copy of required materials to mds@wi.gov
Scan in color any page or map containing color. Scan large maps at full size.

OR mail one copy of required materials to:
Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701-1645

608-264-6102 mds@wi.gov <http://mds.wi.gov>