

Wisconsin Office of the Secretary of State

Annexation/Detachment Ordinance Checklist and Submittal Form

Section 1

Annexed Land Location	Municipality Name	County Name(s)
<input type="checkbox"/> Village or <input type="checkbox"/> City (Annexor):		
Municipality Name(s) (Annexee):		

Section 2: Type of Land Transfer

- Type 1 Annexation by Unanimous Approval, One-half Approval, or Referendum
- Type 2 Annexation by City or Village Initiated Referendum
- Type 3 Annexation of Town Islands
- Type 4 Annexation of Territory Owned by a City or Village
- Type 5 Detachment
- Type 6 Annexation resulting from s. 66.0225 judicial stipulation and order
- Type 7 Annexation or Attachment resulting from s. 66.0301 Boundary Agreement
- Type 8 Annexation or Attachment resulting from s. 66.0307 Boundary Agreement

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. Municipal Boundary Review (MBR) Number assigned by DOA:	
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Ordinance Enactment Date	
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Section 3: The following items are required for a complete submission. Check these items if included. If not included, the ordinance will be returned to the submitting municipality to obtain the missing information.

- Plat (a scale map)
- Complete Legal Description
- Parcel Number(s), if available (if only part of a tax parcel is being annexed, state the number of that parcel)
- Certification of documents with original signature
- Population: List the number of all people living on the annexed land below. If annexing from more than one municipality, list population for each affected municipality

Municipality Name	County	Population

(Form updated on June 2010)

See the next page if you have questions about the information on this form.

Annexation/Detachment Ordinance Checklist and Submittal Form Instructions

Please do not submit these instructions when submitting ordinances.

Section 1

- Check the appropriate Village or City Box, record the municipality name and county location of the transferred property. If property is in more than one county, list each county.
- Record the full name of municipality having property annexed or detached (i.e. City, Village, or Town of _____) and County

Section 2

- Check the appropriate box for the type of property transfer. Type 1 transfers are initiated by property owners, Type 2 through 6 transfers are initiated by municipalities. Type 3 transfers are rarely used. When a lawsuit has been settled by a stipulation and order, or boundary agreements have been adopted by municipalities, Type 1 and Type 6-8 boxes are usually checked. For Detachments, the municipality receiving the property is the “Annexor” and the municipality losing the property is the “Annexee” Statutory references for these transfers are provided below.
- When requested, DOA also reviews annexation petitions in counties having population less than 50,000. Please record the MBR number anytime you know that an MBR review has been completed.
- Record the date your municipality approved the ordinance.

Section 3

- Use the checklist to ensure you have included all of the material our office must have before the ordinance can be accepted. Verify that the scale map includes a scale on the face of the map.
- If only part of a tax parcel is being annexed, state the number of that parcel.
- Fill in the population of the transferred property being sure to list population that is in each municipality when more than one municipality is involved.

Wisconsin State Statute References

66.0217 Annexation initiated by electors and property owners

66.0217(9) Filing requirements; Surveys

66.0219 Annexation by referendum initiated by city or village

66.0221 Annexation of and creation of town islands

66.0223 Annexation of territory owned by a city or village

66.0225 Stipulated boundary agreement in contested boundary actions

66.0227 Detachment of territory

66.0301 Intergovernmental cooperation

66.0307 Boundary change pursuant to cooperative plan

Further Information:

Annexation Ordinances: Phil Wells, 608-266-1927, Philip.Wells@wisconsin.gov

Demographic Services Center, Department of Administration

Annexation Petitions: Erich Schmidtke, 608-266-3200 Erich.Schmidtke@wisconsin.gov

Municipal Boundary Review, Department of Administration

Office of the Secretary of State: 608/266-8888, statesec@sos.state.wi.us