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**Petition for Annexation to the Village of Warrens**

**To:**
Village Clerk
Village of Warrens
301 Main Street
Warrens, WI 54666

We, the undersigned, the owners of the real property described below, hereby petition the Village of Warrens, Wisconsin, to annex the following described property from the Town of Lincoln to the Village of Warrens, pursuant to Wis. Stat. § 66.0217(2), for direct annexation by unanimous approval.

**1. Legal Description of the Property to be Annexed:**

*(Insert full legal description of the property to be annexed. This must be a complete metes and bounds description and not abbreviated.)*

**2. Location/Address (if applicable):**

*(Insert address or parcel number of the property.)*

**3. Map of the Annexation Area:**

*(Attach a scale map that clearly shows the boundaries of the property to be annexed and its relation to the existing Village boundaries.)*

**4. Contact Information:**

**Contact Person:**

*[Insert name of the contact person, if different from the property owner.]*
**Phone Number:**

**Email Address:**

**5. Signatures of All Property Owners:**

*We, the undersigned, are the owners of the property described above and hereby consent to the annexation of the property into the Village of Warrens. (All signatures must be signed in front of a notary.)*

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| --- | --- | --- | --- |
| Printed Name of Owner | Signature | Address | Date |
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| --- | --- | --- | --- |
| Printed Name of Owner | Signature | Address | Date |
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**6. Notary Section:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_**, 20\_\_\_\_\_\_**.

**Notary Public Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**My Commission Expires:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Circulator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Annexation Fee:**

The annexation fee is as follows:

* **Base Annexation Fee:** **$250.00**
* **Annual Town Levy Fee (for the first 5 years):** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (amount based on the Town's levy on the annexed property)

The annexation fee is to be paid at the time the petition is presented to the Village Board. Should the annexation request be denied, the levy fee amount will be refunded.

**Legal Requirement:** Under **Wisconsin Statutes, Act 317**, annexation cannot occur unless the municipality agrees to pay annually to the town for 5 years, an amount equal to the property taxes the town levied on the annexed territory, as shown on the tax roll under **Section 70.65** of Wisconsin Statutes.

**8. Enclosures:**

[ ]  Petition
[ ]  Legal Description of Property (signed and sealed by a licensed surveyor)
[ ]  Map of Annexation Area (to scale)

**9. Property Owner Checklist — Annexation Process**

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| --- | --- | --- |
| Step | Task | Who's Responsible |
| 1 | Meet with Village staff for pre-annexation discussion | Property Owner |
| 2 | Prepare and sign an annexation petition (all owners and electors must sign in front of a notary) | Property Owner |
| 3 | Provide legal description and map of annexation area | Property Owner / Surveyor |
| 4 | Submit petition to Village Clerk | Property Owner |
| 5 |

|  |  |
| --- | --- |
| Village Clerk sends petition and map to the **Wisconsin Department of Administration (DOA), Municipal Boundary Review Section** |  |

|  |  |  |
| --- | --- | --- |
| (Contact: mds@wi.gov | (608) 264-6102 | https://mds.wi.gov) |

 | Village Clerk |
| 6 | Wait for DOA advisory opinion (20 days) | Village / DOA |
| 7 | Village Board considers and adopts annexation ordinance | Village Board |
| 8 | Village Clerk files ordinance and documents with required agencies | Village Clerk |
| 9 | Zoning and service coordination begins | Village Staff |

**FOR OFFICE USE ONLY:**

* Date Petition Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Annexation Fee Received: [ ]  Yes [ ]  No
* DOA Notification Sent: [ ]  Yes [ ]  No
* DOA Advisory Opinion Received: [ ]  Yes [ ]  No
* Date of Board Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ordinance No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Filed with County/State: [ ]  Yes [ ]  No