

# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
608-264-6102

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<https://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

Name: **Park Place Investments LLC**

Phone: **608-314-1624**

Email: **chris@janesvilletool.com**

## Contact Information if different than petitioner:

Representative's Name: **Christopher Roach**

Phone: **608-931-3379**

E-mail: **chris@janesvilletool.com**

1. Town where property is located: **Milton**

2. Petitioned City or Village: **Milton**

3. County where property is located: **Rock**

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **49.43**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):  
**6-13-212A**

## Include these required items with this form:

- Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(2021)

# 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 review fee

\$350 **Initial Filing Fee** (required with the first submittal of all petitions)  
\$200 – 2 acres or less  
\$350 – 2.01 acres or more

\$800 **Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)  
\$200 – 2 acres or less  
\$600 – 2.01 to 10 acres  
\$800 – 10.01 to 50 acres  
\$1,000 – 50.01 to 100 acres  
\$1,400 – 100.01 to 200 acres  
\$2,000 – 200.01 to 500 acres  
\$4,000 – Over 500 acres

\$1150 **TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

**Include** check or money order, payable to: **Department of Administration**

**DON'T attach the check with staples, tape, ...**

**THE DEPARTMENT WILL NOT PROCESS  
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**

**Shaded Area for Office Use Only**

Date fee & form received: \_\_\_\_\_

Payer: \_\_\_\_\_ Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_

## ANNEXATION SUBMITTAL GUIDE

### s. 66.0217 (5) THE PETITION

- State the purpose of the petition: -Direct annexation by unanimous approval; OR  
-Direct annexation by one-half approval; OR  
-Annexation by referendum.
- Petition must be signed by: -All owners and electors, if by unanimous approval.  
-See 66.0217 (3) (a), if by one-half approval.  
-See 66.0217 (3) (b), if by referendum.
- State the population of the land to be annexed.

*[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]*

### s. 66.0217 (1) (c) THE DESCRIPTION

- The annexation petition must include a legal description of the land to be annexed. 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.

### s. 66.0217 (1) (g) THE MAP

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

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

### s. 66.0217 FILING

- The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.

- If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).

**PETITION FOR ANNEXATION – LAND DESCRIPTION**

**(Section 66.0217(2), Wis. Stats)**

TO: Clerk, Town of Milton  
23 First St  
Milton, WI 53563

Clerk, City of Milton  
710 S Janesville St  
Milton, WI 53563

The undersigned, "Owners," being the sole owners of the Territory (described and defined below), hereby petition the Common Council of the City of Milton, a municipal corporation, located in Rock County, Wisconsin to annex the Territory from the Town of Milton, located in Rock County, Wisconsin, to the City of Milton. There are no persons residing in such Territory. The Territory is contiguous to the City of Milton

The territory proposed for direct annexation from the Town of Milton to the City of Milton is more particularly described on Exhibit A, and is shown on the scale map attached as Exhibit B (the Territory).

The undersigned request that this annexation be approved and take effect in the manner provided for by law.

By: Christopher Roach Date: 1-27-22

Christopher Roach, Member  
Park Place Investments, LLC

Exhibit A

PART OF THE NE 1/4 OF THE NW ¼ AND PART OF THE SE 1/4 OF THE NE 1/4 OF SECTION 26, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON ROCK COUNTY, WISCONSIN

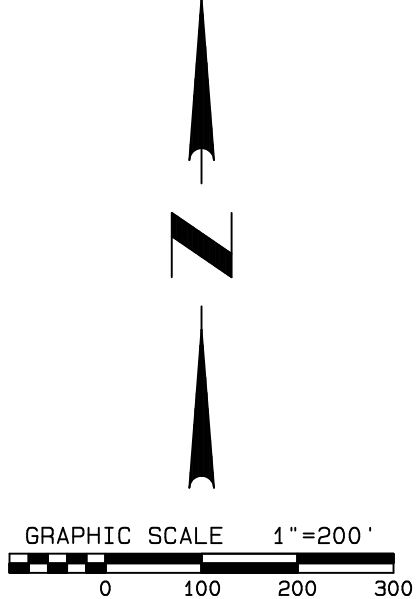
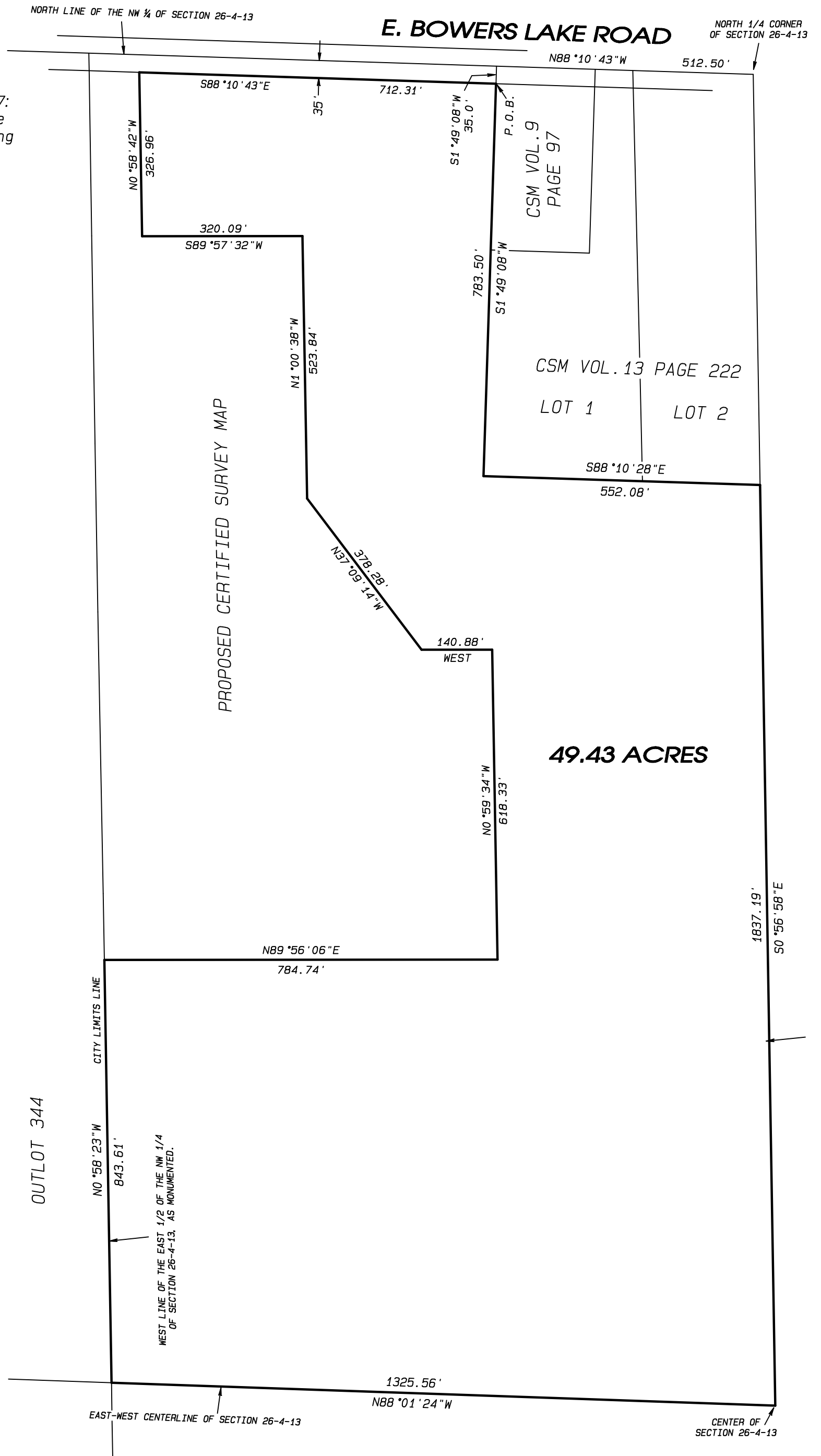
DESCRIBED AS FOLLOWS: Commencing at the North 1/4 Corner of said Section 26; thence N88° 10' 43" W along the North Line of the NW 1/4 of said Section, 512.50 feet to the NW Corner of a Certified Survey Map recorded in Volume 9, Page 97: thence S1° 49' 08" W along the West Line of said Certified Survey Map, 35.0 feet to the NW Corner of Lot 1 of said Certified Survey Map, also being at the place of beginning for the land to be herein described; thence S1° 49' 08" W continuing along said West Line and along the West Line of Lot 1 of a Certified Survey Map recorded in Volume 13, Page 222, a distance of 783.50 feet to the SW Corner of said Lot 1; thence S88° 10' 28" E along the South Line of said Lot 1 and of Lot 2 of said Certified Survey Map (Vol. 13, Pg. 222) a distance of 552.08 feet to the SE Corner of said Lot 2; thence S0° 56' 58" E along the North-South Centerline of said Section, 1837.19 feet to the Center of said Section; thence N88° 01' 24" W along the East-West Centerline of said Section 1325.56 feet to the West Line of the East 1/2 of the NW 1/4 of said Section; thence N0 58' 23" W along said West Line, 843.61 feet; thence N89° 56' 06" E 784.74 feet; thence N0° 59' 34" W 618.33 feet; thence WEST 140.88 feet; thence N37° 09' 14" W 378.28 feet; thence N1° 00' 38" W 523.84 feet; thence S89° 57' 32" W 320.09 feet; thence N0° 58' 42" W 326.96 feet to a line 35 feet South of and parallel to said North Line of the NW 1/4 of said Section; thence S88° 10' 43" E along said parallel line, 712.31 feet to the place of beginning.

Said parcel contains 49.3 acres with a population of zero.

# ANNEXATION MAP


PART OF THE NE 1/4 OF THE NW 1/4 AND PART OF THE SE 1/4 OF THE NW 1/4 OF SECTION 26, T.4N., R.13E., OF THE 4TH P.M., TOWN OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at the North 1/4 Corner of said Section 26; thence N88°10'43"W along the North Line of the NW 1/4 of said Section, 512.50 feet to the NW Corner of a Certified Survey Map recorded in Volume 9, Page 97; thence S1°49'08"W along the West Line of said Certified Survey Map, 35.0 feet to the NW Corner of Lot 1 of said Certified Survey Map, also being at the place of beginning for the land to be herein described; thence S1°49'08"W continuing along said West Line and along the West Line of Lot 1 of a Certified Survey Map recorded in Volume 13, Page 222, a distance of 783.50 feet to the SW Corner of said Lot 1; thence S88°10'28"E along the South Line of said Lot 1 and of Lot 2 of said Certified Survey Map (Vol. 13, Pg. 222) a distance of 552.08 feet to the SE Corner of said Lot 2; thence S0°56'58"E along the North-South Centerline of said Section, 1837.19 feet to the Center of said Section; thence N88°01'24"W along the East-West Centerline of said Section 1325.56 feet to the West Line of the East 1/2 of the NW 1/4 of said Section; thence N0°58'23"W along said West Line, 843.61 feet; thence N89°56'06"E 784.74 feet; thence N0°59'34"W 618.33 feet; thence WEST 140.88 feet; thence N37°09'14"W 378.28 feet; thence N1°00'38"W 523.84 feet; thence S89°57'32"W 320.09 feet; thence N0°58'42"W 326.96 feet to a line 35 feet South of and parallel to said North Line of the NW 1/4 of said Section; thence S88°10'43"E along said parallel line, 712.31 feet to the place of beginning.



NOTES:  
THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
THE BASIS OF BEARINGS IS ASSUMED.

REVISED: FEBRUARY 28, 2022

 109 W. Milwaukee St. Janesville, WI 53548 www.combsurvey.com	• LAND SURVEYING • LAND PLANNING • CIVIL ENGINEERING	DATE <b>01/10/2022</b>
		BY <b>s11</b>
		PROJECT NO. <b>121-467</b>
		CLIENT <b>PARK PLACE</b>
	tel: 608 752-0575 fax: 608 752-0534	