

VILLAGE OF HEWITT
Hewitt, Wisconsin 54441

PROCESS FOR ANNEXING LAND
Adopted: 3/2002

1. PROPER DOCUMENTATION:

The property owner(s) requesting the annexation to the Village of Hewitt must have the legal description of the land to be annexed and a detailed map of the land to be annexed.

2. AFFIDAVIT OF PERSONAL SERVICE:

The property owner(s) requesting the annexation to the Village of Hewitt must issue an Affidavit of Personal Service to the clerk of the Village of Hewitt and to the clerk where the property to be annexed currently resides in.

3. PETITION FOR DIRECT ANNEXATION:

The property owner(s) requesting the annexation to the Village of Hewitt must issue a Petition for Direct Annexation to the Village of Hewitt Board. Along with this petition a complete legal description of the property to be annexed and a detailed map of the property to be annexed must be included. The Village Board must review this petition and the clerk must send a copy of the petition to the Department of Administration in Madison so they can review it per Wis. Stats. 66.021(12). This must be sent certified mail.

4. AFFIDAVIT OF PERSONAL MAILING:

The Village of Hewitt Clerk needs to create an Affidavit of Mailing that states the clerk has sent the Petition for Direct Annexation to the Department of Administration by certified mail. This Affidavit of Personal Mailing must be notarized.

5. CREATE AND APPROVE AN ANNEXING TERRITORY TO THE VILLAGE OF HEWITT ORDINANCE:

The Village of Hewitt Clerk must create a new ordinance that officially annexes the land described in the Petition for Direct Annexation to the Village of Hewitt. This Ordinance must have three readings at the Village Board meetings and the Ordinance must be posted in the Hewitt Happenings and at the three normal posting places within the Village of Hewitt. A letter must be received back from the Department of Administration stating that both boards must respond to the Department of Administration with any comments against the annexation before a certain date. If no comments are received, the Petition for Direct Annexation stands approved by the Department of Administration.

6. PREPARE OF FINAL DOCUMENTS:

After the Annexing of Territory to the Village of Hewitt Ordinance has been approved, a cover letter must be written up stating the Ordinance had been approved. This cover letter along with a copy of the Ordinance, a copy of the Petition for Direct Annexation, a legal description of the property annexed, and a scale map of the annexed property must be sent to the Office of Secretary of State in Madison. Copies of the above must also be sent to the Marshfield School District, Marshfield Electric & Water Department, and Wisconsin Gas Company. A copy must also be sent to the Wood County Register of Deeds along with the appropriate recording fees which are established by the Register of Deeds.

7. ANNEXATION FEES:

Wisconsin State Statute 16.53(14), as created by 2001 Wisconsin Act 16, provides that the Department of Administration may prescribe and collect a fee for review of any petition for annexation of municipal territory under s. 66.0217. By statute, the Department is required to set fee that will recover all costs of operation.

Accordingly, beginning September 1, 2001, the following fees will be required with any request for review of petition of annexation. These fees will be reviewed annually and adjusted as required. The total annexation petition review fee consists of a one-time file fee and a review fee based on acreage as follows.

Initial File Fee	\$200
Review Fee:	
2 acres or less	\$200
2.01 – 10 acres	\$300
10.01 – 50 acres	\$400
50.01 – 100 acres	\$500
100.01 – 200 acres	\$700
200.01 – 500 acres	\$1,000
Over 500 acres	\$2,000

The person or persons filing the intent to circulate the petition or the petition of the proposed annexation pay the annexation petition review fee. The fee must accompany the documents submitted to the Department of Administration when the Petition for Direct Annexation is requested.