

ANNEXATION PROCESS
TRI-ELITE HOLDINGS LLC – PARCEL 022-2326-2000

Direct Annexation by Unanimous Approval Process

- 1) Petition filed with the City Clerk and the Town Clerk and signed by all the owners of the real property within the annexation territory. (See Wis. Stats § 66.0217(2) and Sec 400.04(9) of the City Code of Ordinances).
 - a) Direct Annexation petition shall state the purpose of the petition and shall contain a clear and concise description of the exterior boundary of the land proposed to be annexed.
 - b) Petition shall include the population within the boundary of the annexation.
 - c) The Petition shall have submitted therewith a certified survey map which meets the requirements of Wis. Stats. § 236.34
 - i) The certified survey map shall show:
 - (1) All exterior boundaries of the territory to be annexed.
 - (2) The geographic relationship of the territory to the municipalities involved (City of Richland Center and Town of Richland).
 - (3) Access to existing facilities and/or installation of projected facilities related to the furnishing of city services to the lands depicted on the CSM.
 - (4) Access to adequate public highways to serve the lands depicted on the CSM.
 - (5) Placement and development of interior streets, sidewalks and other public works upon the platted lands.
 - (6) Drainage and disposal of rainwater and waters generated by snowmelt.
- 2) Petition for annexation and annexation ordinance on the next Common Council meeting agenda.
- 3) After annexation ordinance adopted – City agrees to pay the Town, for 5 years (or one lump sum equal to the 5 years), an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown on the tax roll in the year in which the annexation becomes effective.

Tri-Elite Holdings LLC Annexation Timeline:

- 12/9/2024: Tri-Elite Holdings LLC submitted a Petition for Annexation.
- 2/26/2025: Petition for Annexation to be reviewed by the ETZ Board and Planning Commission.
- 3/4/2025: Petition for Annexation to be considered for approval by the Common Council.
 - Common Council acts on the Annexation Petition and Annexation Ordinance
- March 5-9 – City Clerk shall file with:
 - The Department of Administration:
 - Clerk’s certification
 - Certified copy of the annexation ordinance with effective date
 - Accurate legal description
 - Population of territory being annexed
 - Certified Survey Map
 - The Utilities that service the area annexed:
 - Certified copy of the annexation ordinance with effective date
 - Certified Survey Map
 - The County Clerk:
 - Within 5 days of adoption (no later than March 9) – transmit one copy of the annexation ordinance and legal description to the County Clerk
 - The Register of Deeds:
 - Record the annexation ordinance and legal description
 - The School District:
 - File the annexation ordinance and legal description with the School District