

**CITY OF RICHLAND CENTER**  
*Office of the Zoning Administrator*  
450 S. Main Street, Richland Center, WI 53581  
608-402-6391

December 1, 2023

**RICHLAND HOSPITAL PROJECT**

**PROJECT OUTLINE FOR LAND DIVISION AND ANNEXATION:**

**Land Division:**

- The Surveyor drafts a boundary and legal description of the subject property. Creates a draft certified survey map (CSM) – **Petitioner**
- The Surveyor provides the boundary, map and legal description to the Zoning Administrator and City Clerk for review.
- City Clerk will schedule a public hearing and mail notices, at least 10 days before hearing, to the owners of properties within 300-feet of the boundary of the proposed land division. – **City Clerk**
- The CSM is presented to the Joint meeting of the Plan Commission and Extraterritorial Zoning Board at a public hearing for review and approval of forwarding on to the Common Council.
- The Common Council reviews and approves the CSM at a regularly scheduled meeting or special meeting.

**Annexation (Direct Annexation by Unanimous Approval):**

- Direct Annexation by Unanimous Approval – a petition filed with the City Clerk and the Town Clerk and signed by all of 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) – **Petitioner**
  - 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. – **Petitioner**
  - Petition shall include the population within the boundary of the annexation.
  - The Petition shall have submitted therewith a certified survey map which meets the requirements of Wis. Stats. § 236.34 – **Petitioner**
    - The certified survey map shall show:
      - All exterior boundaries of the territory to be annexed.
      - The geographic relationship of the territory to the municipalities involved (City of Richland Center and Town of Richland).
      - Access to existing facilities and/or installation of projected facilities related to the furnishing of city services to the lands depicted on the CSM.
      - Access to adequate public highways to serve the lands depicted on the CSM.
      - Placement and development of interior streets, sidewalks and other public works upon the platted lands.
      - Drainage and disposal of rainwater and waters generated by snowmelt.
- **City Clerk**, within 5 days of receiving the petition for annexation shall mail a copy of the petition and the scale map to the Department of Administration. – **City**

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- Petition for annexation and annexation ordinance on the next Common Council meeting agenda.
- **See Timeline**
- 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.

**Current Timeline:**

- December 20, 2023 – Provide agenda item and packet information to the City Clerk for the next Common Council meeting.
- December 27, 2023 – Record Certified Survey Map at the Register of Deeds and provide a copy to the City Clerk and property owner.
- January 2, 2024 – Common Council (1<sup>st</sup> Tuesday of the month)
  - Common Council acts on the Annexation Petition and Annexation Ordinance
- January 3-5 – 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 January 7) – 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

**Application Documents for Land Division:**

There is not an application for land division. The surveyor provides a certified survey map to the Clerk for noticing and then a copy to the Plan Commission. The Plan Commission refers the certified survey map to the Common Council for their review and approval. In this case the Extraterritorial Zoning Board was assembled and met with the Plan Commission during a joint meeting and approved the land division with questions and changes. Changes were made. The Certified Survey Map has been signed and recorded.

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**Application Documents for Annexation:**

Utilize City of Richland Center Petition for Annexation document to file for annexation. The Annexation Process was outlined and followed. This included the notification of the Town of Richland and the Richland School District of the pending annexation.

Attachments to this Process and Timeline include:

- Petition for Annexation
- Ordinance 2024-01
- Certified Survey Map

Mark Steward, AICP  
Zoning Administrator