

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
<https://doa.wi.gov/municipalboundaryreview>

**Online Submittal and Payment: Instead of this form go to <https://appengine.egov.com/apps/wi/dir/annexation>
This will speed up the process by eliminating the time it used to take to mail the check to us.**

Petitioner Information

Name: **Gremar LLC**

Phone: **920 543 5403**

Email: **cory@looshomes.com**

Contact Information if different than petitioner:

Representative's Name: **Cory ODonnell**

Phone:

E-mail:

1. Town(s) where property is located: **Watertown**

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

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

4. Population of the territory to be annexed:

5. Area (in acres) of the territory to be annexed: **20**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
032-0815-0741-002

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]

(November 2022)

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 annexe (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).

ANNEXATION MAP

PART OF THE NORTHEAST 1/4 OF THE
SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 8
NORTH, RANGE 15 EAST, IN THE TOWN OF
WATERTOWN, JEFFERSON COUNTY, WISCONSIN

LEGEND

◆ - ALUMINUM SECTION CORNER
MONUMENT FOUND

— - CORPORATE BOUNDARY

P.O.C. - POINT OF COMMENCEMENT

P.O.B. - POINT OF BEGINNING

(XXXX) - PLATTED AS BEARING &
DISTANCE

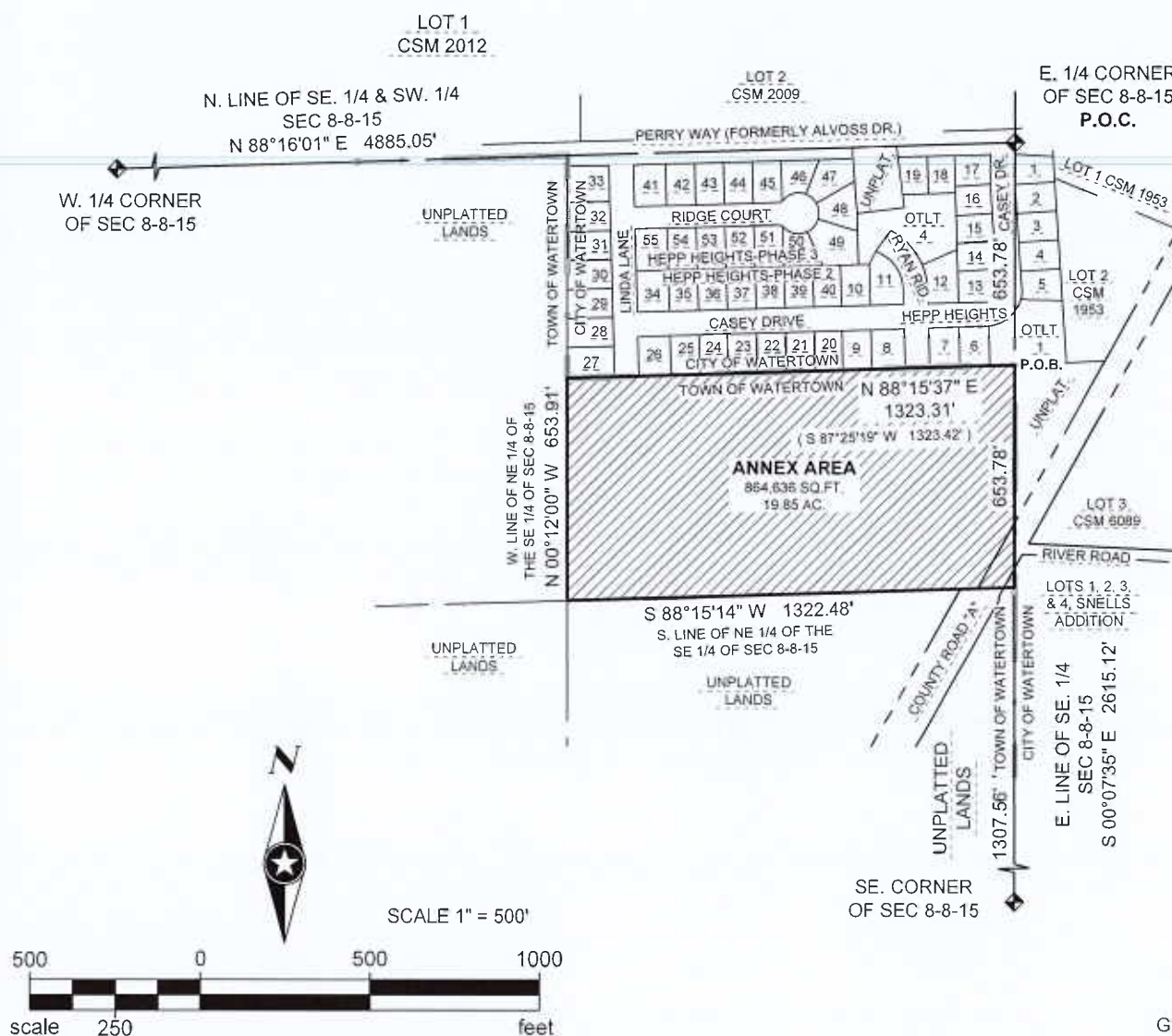
▨ - ANNEXATION AREA

LEGAL DESCRIPTION

Part of the Northeast 1/4 of the Southeast 1/4 of Section 8,
Township 8 North, Range 15 East, in the Town of
Watertown, Jefferson County, Wisconsin, more particularly
described as follows:

Commencing at the East 1/4 corner of Section 8; thence
South 00°07'35" East, along the East line of said Southeast
1/4 a distance of 653.78 feet to the Point of Beginning;
thence continuing South 00°07'35" East along said East line
a distance of 653.78 feet; thence South 88°15'14" West,
along the South line of the Northeast 1/4 of the Southeast
1/4 a distance of 1322.48 feet; thence North 00°12'00"
West, along the West line of the Northeast 1/4 of the
Southeast 1/4 a distance of 653.91 feet to the Southwest
corner of Lot 27 of Hepp Heights Phase 2; thence North
88°15'37" East, along the South line of said Hepp Heights
Phase 2 and Hepp Heights, a distance of 1323.31 feet to the
Point of Beginning.

Said lands contain 864,636 square feet, 19.85 acres, more
or less.



**PETITION FOR ANNEXATION OF LANDS
TO THE CITY OF WATERTOWN
DIRECT ANNEXATION BY UNANIMOUS CONSENT**

TO: City of WATERTOWN

TO: Town of WATERTOWN

1. Pursuant to Section 66.0217 of the Wisconsin State Statutes, I/we the undersigned, being the sole owner(s) and elector(s) of the land described in Annexation Map attached hereto, petition for Direct Annexation by Unanimous Consent of the land described in said Annexation Map from the Town of Watertown, in Jefferson County, Wisconsin, to the City of Watertown.
2. The population of said land is 2. The number of electors that reside on the lands to be annexed is 2.
3. Said land is contiguous to the City of Watertown and is presently part of the Town of Watertown, in Jefferson County, Wisconsin.
4. Area of lands to be annexed contains 20 acres.
5. Tax Parcel number(s) of lands to be annexed: 032-0815-0741-002

-
- Attach a copy of a complete legal description of the property.
 - Attach a copy of a scale map of the property.
 - Attach a copy of the most recent real estate tax bill.

Dated this 20th day of May, 2024

PROPERTY OWNER SIGNATURE(S):

Robert H. Weiland

Manager, RTA B LLC



THE CITY OF WATERTOWN

Building, Safety and Zoning Department

PLAN COMMISSION & SITE PLAN REVIEW APPLICATION

The following information must be submitted two weeks prior to any meeting for staff review and agenda placement. Meetings are every second & fourth Monday in the Council Chambers on the second floor of the Municipal Building, 106 Jones Street, Watertown, WI 53094.

OFFICE USE ONLY	
Date Submitted:	_____
Total Fees: \$	_____
Cash/Check/CC#:	_____
Checks made payable to "City of Watertown".	
Accepted by:	_____

APPLICANT INFORMATION

Name	Gremar LLC		
Address	435 Village Walk Suite 2A	City, State, Zip: Johnson Creek WI 53038	
Phone	920 543 5403	Email: cory@looshomes.com	

PROPERTY OWNER INFORMATION

Name	RJAB LLC		
Address	W182N9049 Amy Ln Menomonee Falls WI 53051		
Phone		Email:	

SUBJECT PROPERTY INFORMATION

Property Address:	County Rd A Watertown WI	Property PIN:	032-0815-0741-002
Proposed Project:	48 lot residential development project		

APPLICATION TYPE (Select all that apply)

Item	Fees	Item	Fees
<input checked="" type="checkbox"/> Annexation	\$500	<input type="checkbox"/> Street Vacation	\$300
<input type="checkbox"/> Certified Survey Map (CSM) - City	\$300 + Park Ded. Fees	<input type="checkbox"/> Subdivision - Preliminary Plat - City	\$100 + \$50/acre
<input type="checkbox"/> Certified Survey Map (CSM) - Extraterritorial	\$50	<input type="checkbox"/> Subdivision - Final Plat - City	\$100 + \$50/lot + Park Ded. Fees
<input type="checkbox"/> Comp. Plan Amendment	\$500	<input type="checkbox"/> Subdivision Plat - Township	\$100 + \$50/lot
<input type="checkbox"/> Conditional Use Permit (CUP)	\$500	<input type="checkbox"/> Temporary Use	\$200
<input type="checkbox"/> Condominium	\$300	<input type="checkbox"/> Zoning Map Change (Rezoning)	\$500
<input type="checkbox"/> Group Development	\$500	<input type="checkbox"/> Zoning Ord. Change (Text Amendment)	\$200
<input type="checkbox"/> Planned Unit Development (PUD)	\$1,000	<input type="checkbox"/> Other: _____ Fee: \$ _____	
<input type="checkbox"/> Site/Building Plan Review	\$300		

This application, as completed, is true and correct.

SIGNATURE Robert H. Weiland, Manager RJAB LLC **Date** 5/20/2024

Please see Chapter 550-145 of the City of Watertown Ordinances for detailed submittals at www.ci.watertown.wi.us or contact the City of Watertown Zoning Administrator at 920-262-4060 to identify items that need to be provided for review. At minimum, the following should be provided:

- 1) One digital plan set shall be submitted to the Building, Safety & Zoning Department.
- 2) A brief description of the proposed project.

All storm water plans will be reviewed with applicable fees charged back to the applicant via City invoice.

Plan Commission Meeting Date _____ Meeting Time: 4:30 p.m.
Site Plan Meeting Date _____ Meeting Time: 1:30 p.m.