

Property Annexation Approval Process:

Step 1: Pre-application Staff Meeting

Although not required, it is recommended that the applicant meet with the Community Planning & Development Director to discuss the proposed request. This step is intended to explain to the applicant the process and the regulations related to the request.

Step 2: File Application Materials

The applicant submits a completed application form, a copy of the most recent tax bill for the property, and an annexation petition. The petition must be signed by all of the electors residing in the territory and the owners of all the property included in the petition. The petition must contain the following information:

- a. A statement of purpose.
- b. The name of the city to which annexation is proposed.
- c. The name of the town from which the territory is proposed to be detached.
- d. A legal description of the territory proposed to be annexed.
- e. A scale map that accurately reflects the legal description of the property to be annexed. The map must show the boundary of the annexing city, and its relation to the boundary of the territory proposed for annexation. The land to be annexed must be contiguous to the city
- f. A graphic scale shall appear on the map face, with an estimate of the property area.
- g. The population of the territory to be annexed must be specified.

Upon receipt of the necessary materials, the Zoning Coordinator will place the item on the agenda for the Plan Commission. The application deadline for getting on the agenda is twenty (20) working days prior to the meeting. The Plan Commission meets on the first Monday of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 3: Government Notification

The petition must also be submitted to the clerk for the Town of Platteville, the Platteville School District, and the Wisconsin Department of Administration. The Wisconsin Department of Administration also requires an application form, review fee, and the completion of an annexation review questionnaire.

Step 4: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If more information is needed to adequately review the application, the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted at a later date.

Step 5: Public Notice

City Staff shall give written notice to owners of land within one-hundred (100) feet of the subject property at least ten (10) days prior to the Plan Commission meeting.

Step 6: Plan Commission Review/ Recommendation

The Plan Commission shall review the proposed annexation request, and shall recommend that the annexation be approved or denied. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting.

Step 7: Council Information Meeting

The request will be placed on the Common Council agenda for information and discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information. The City Council meets the second and fourth Tuesdays of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 8: Council Review and Action

The Common Council holds a public hearing and considers the annexation; however, if all property owners/electors in the area agree to be annexed, then the public hearing is not required. The applicant should attend this meeting and be prepared to present the request and answer questions. Members of the public will be allowed to make statements regarding the request. Following such hearing and after careful consideration of the Plan Commission's recommendations, public comments, and comments from the Department of Administration, the City Council shall vote on the application. The ordinance annexing the land must be adopted by a two-thirds vote of the total membership of the Council. The City may refuse to annex any territory.

Step 9: Filing

Upon adoption of the annexation by the City, the clerk must immediately file a certified copy of the ordinance with the Office of the Secretary of State.

Zoning of Annexed Territory

Land annexed into the city must be zoned properly for the proposed use. This process can be done as part of a separate process after the annexation has taken place. However, the Plan Commission may recommend the zoning district classification(s) for land proposed to be annexed to the city, prior to approval by the Common Council of the annexation ordinance. In such a case, the Council may hold the required public hearing on the proposed zoning district(s) concurrently with the annexation public hearing/meeting. Should the Plan Commission not make a recommendation prior to Council consideration, the property in question shall be temporarily placed in a district by the annexation ordinance. Within three (3) months the Plan Commission shall evaluate and recommend a permanent district classification to the Council.