

## **GENERAL REQUIREMENTS FOR DISTRICT BOUNDARY/ \*\*EXPEDITED ANNEXATION SUBMITTAL**

**ALL materials must be submitted to the District a *minimum of 14 days* before a Commission meeting. Incomplete submittals may result in delays to the sewer extension approval process.**

***All submittals are to be made in digital/PDF format until further notice.***

The boundary annexation to the District is one contiguous parcel or area. This single parcel to be annexed to the District can include several individually owned parcels, but must be legally described.

The attached "Guidelines for Orderly and Efficient Addition of Territory to the District," adopted by the Commission on May 5, 2001, should be adhered to whenever possible.

What to include with an District boundary annexation request:

**1. Letter of request for annexation from municipal customer**

- To: District - include brief overview of the annexation, future development, and description of enclosed materials.
- CC: CARPC - Send copy of transmittal to regional planning. CARPC will respond with determination of consistency with adopted regional plans.

**2. A complete legal description of parcel to be annexed to the District**

- Coordinate with District staff for descriptions of existing annexations that proposed annexation will be adjacent to. This will avoid gaps and overlaps in the District boundary.
  - (a) 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**
  - (b) 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.
  - (c) The land may **NOT** be described only by:
    - (i) Aliquot part;
    - (ii) Reference to any other document (plat of survey, deed, etc.);

- (iii) Exception or Inclusion;
  - (iv) Parcel ID or tax number
  - Description shall include parcel size in acres, and square feet
  - Provide description in digital (MS Word) format
- 3. Map of parcel to be annexed to the District**
- (1) The map shall be an accurate reflection of the legal description of the parcel being annexed.
  - (2) Show existing municipal boundary
  - (3) Show existing District boundary
- 4. Municipal ordinance(s) which annexed or attached the subject lands to the respective municipality**
- (1) Include copy of ordinance(s), and any other relevant documentation or maps
- 5. Resolution of amendment or Water Quality Management letter for Sewer Service Area Amendment Request by regional planning (Capital Area/Dane County Regional Planning Commission)**
- (1) If not included by municipality, CARPC will provide
- 6. Letter of amendment to the Dane County Water Quality Plan by the Wisconsin Department of Natural Resources**
- (1) If not included by municipality, CARPC will provide

*\*\*200.15(1)(a)3. Territory that is annexed or attached to a city or village or added to a town sanitary district under s. 60.785 (1) if a portion of the city, village, or town sanitary district is located within a district that contains a 2nd class city with a population of 200,000 or more.*