

**PETITION FOR**

**DETACHMENT AND ATTACHMENT**

**TOWN OF LISBON**

**VILLAGE OF SUSSEX**

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Sussex, Waukesha County, Wisconsin:

I/We, the undersigned, being the owner(s) of the land described within this petition, hereby petition the Town of Lisbon for detachment and the Village of Sussex for attachment of the following described real estate presently located within the Town of Lisbon,

Address of requested property \_\_\_\_\_

Tax Key # \_\_\_\_\_

Pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement dated January 22, 2001, and entered by the court on March 2, 2001 (Case No. 99 CV 2407).

The total area of the Land to be detached is \_\_\_\_\_ acres, more or less.

The number of people residing on the land to be detached is \_\_\_\_\_.

A legal description and scale map of the property is attached to this petition. Additional attached documents, if any.

Owner signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone # \_\_\_\_\_

Owner signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone # \_\_\_\_\_

Attach additional copies of this petition as needed for signatures.

**This form and attached information must be filed with both the Town Clerk and the Village Clerk**

INSTRUCTIONS FOR DETACHMENT AND ATTACHMENT  
TOWN OF LISBON – VILLAGE OF SUSSEX

1. Property owners whose property lies within the Village Growth Area within to attach to the Village must file a petition for detachment and attachment with both the Town and Village clerks.
2. The petition for detachment must include a legal description of the property and a scale map.
3. Each clerk must review the petition and check the property legal description to ensure the property is within the VGA.
4. Within 45 days of receipt of the Petition, the Village of Sussex, may adopt an ordinance attaching the property. The Village Clerk shall forward a certified copy of the ordinance to the Town of Lisbon clerk.
5. Within 45 days of receipt of the Village's ordinance the Town of Lisbon shall pass an ordinance detaching the property in the petition and Village's ordinance. The Town Clerk shall forward a certified copy of the ordinance to the Village of Sussex clerk.
6. The detachment and attachment become effective upon the passage of the Town of Lisbon's ordinance.
7. Once the Village receives a copy of the Town's ordinance, the Village Clerk shall
  - a. Immediately file with the Secretary of State a certified copy of the ordinances approving attachment and detachment along with a copy the petition including the legal description and map;
  - b. Send a copy of the above to every utility company in the area that is annexed;
  - c. Record a certified copy of the ordinances, including the legal description and map with the register of Deeds;
  - d. File a certified copy of the ordinances with the clerk of any affected school district.