



# *City of West Chicago*

Community Development Department

475 Main Street, West Chicago, IL 60185

Phone: (630) 293-2200 x 156 / FAX: (630) 293-1257

## Requirements for Annexation

1. The Petition for Annexation form shall be signed by the property owner(s).
2. A Plat of Annexation shall be prepared by a Registered Land Surveyor. Seven (7) full-size copies of the Plat should accompany the Petition for Annexation. Prior to the City Council meeting, thirty (30) 11" x 17" copies and one (1) full-size mylar of the Plat shall be submitted to the Community Development Department.
3. If an Annexation Agreement is a part of the Petition, contact the Community Development Department at (630) 293-2200 ext. 141 to ensure proper procedures are followed. A public hearing shall be required for the approval of an annexation agreement
4. When the Petition for Annexation, Plat of Annexation and, if necessary, Annexation Agreement are in final form, the Community Development Department shall forward the documents to the City Administrator for review.
5. The City Administrator shall schedule the date of the Petition for Annexation meeting before the City Council and the Annexation Agreement Public Hearing if necessary.
6. Once the Public Hearing date has been established by the City Administrator, the applicant shall publish the Public Hearing Notice in the Daily Herald no sooner than thirty (30) days and no later than fifteen (15) days prior to the Public Hearing date, but only if an Annexation Agreement is involved.
7. The City shall send by certified mail the Public Hearing Notice to the appropriate public entities that may potentially be impacted by the pending annexation no sooner than thirty (30) days and no later than fifteen (15) days prior to the Public Hearing date.
8. The City Administrator shall also schedule the presentation of the Petition for Annexation to the City Council. The City Council may assign the Petition to the Development Committee who shall review the Petition for Annexation and shall make a recommendation on the Petition to the City Council.
9. The City Council shall then decide if the property is to be annexed after receiving a recommendation from the Development Committee.

10. If the property is annexed, the City shall record the Plat of Annexation and send by certified mail a Notice of Official Annexation to the appropriate public and private entities within thirty (30) days of the City Council approval date.

**ANNEXATION FEES**

<i>Annexation – w/o an Annexation Agreement, less than 2 acre.....</i>	<i>\$200.00</i>
<i>Annexation – w/o an Annexation Agreement, 2 acres or more.....</i>	<i>400.00</i>
<i>Annexation – with an Annexation Agreement, less than 2 acres.....</i>	<i>500.00</i>
<i>Annexation – with an Annexation Agreement, 2 acres or more.....</i>	<i>700.00</i>
<i>Amendment to Annexation Agreement.....</i>	<i>500.00</i>
<i>Pre-annexation agreement.....</i>	<i>500.00</i>

In addition to the application fee, a \$500.00 deposit shall be required for all annexation applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

**APPLICANT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

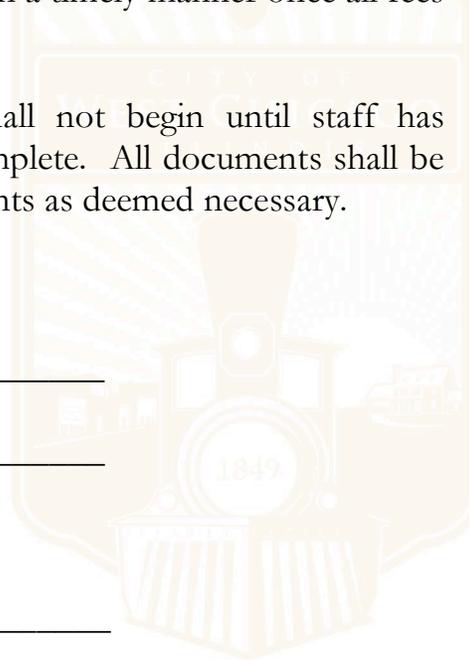
**ATTORNEY INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_



## PETITION FOR ANNEXATION

TO THE MAYOR AND CITY COUNCIL  
OF THE CITY OF WEST CHICAGO  
DU PAGE COUNTY, ILLINOIS

This Petition is made by \_\_\_\_\_  
(hereinafter referred to as the "PETITIONER(S)"). The PETITIONER(S) state the following  
under oath:

1. The subject of this Petition is a tract of real estate in unincorporated DuPage County, commonly known as \_\_\_\_\_ and legally described on Exhibit "A" attached hereto and incorporated herein (the "SUBJECT REALTY").
  2. The PETITIONER(S) are the sole owner(s) of record of the SUBJECT REALTY.
  3. No part of the SUBJECT REALTY is within the corporate limits of any municipality.
  4. The SUBJECT REALTY is contiguous to the City of West Chicago.
  5. No electors reside on the SUBJECT REALTY or, in the alternative, at least fifty-one percent (51%) of the electors residing on the SUBJECT REALTY have executed this Petition.
  6. This Petition is made subject to the conditions hereinafter stated.
- THE PETITIONER(S) HEREBY STATE AND REQUEST:

A. That the SUBJECT REALTY be annexed to the City of West Chicago by Ordinance passed and approved by the Mayor and City Council of the City pursuant to Section 7-1-8 of the Illinois Municipal Code.

B. That the annexation requested herein is contingent upon the City of West Chicago and PETITIONER(S) entering into a mutually agreeable Annexation Agreement concerning the SUBJECT REALTY to govern the annexation and development of the SUBJECT REALTY in a manner satisfactory to PETITIONER(S) (and subject to the terms and conditions stated therein), all in accordance with Section 11-15.1-1 et seq. of the Illinois Municipal Code.

C. That such other action be taken by the City as may be necessary or appropriate to give effect to this Petition.

To the best of the undersigned's information and belief, the statements contained herein are true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I understand that I am responsible for actual costs of professional fees incurred by the City.

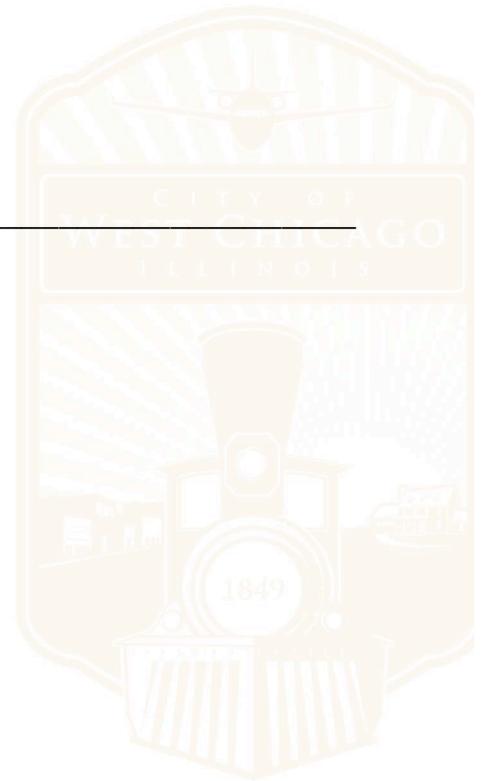
\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

SUBSCRIBED AND SWORN to before me this

The \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CITY OF WEST CHICAGO, ILLINOIS  
PETITION FOR ANNEXATION**

## EXHIBIT A

(insert legal description here)



## Notice of Public Hearing

A public hearing before the City of West Chicago City Council will be held on **(insert the public hearing date)** at 7:00 P.M. at the West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the proposed annexation agreement for certain property in accordance with Chapter 24, Section 7-1-13 of the Illinois Revised Statutes, as amended.

**(insert the petitioner and/or business name and address)**, petitions the City of West Chicago for an annexation agreement in conjunction with an annexation into the corporate limits of the City of West Chicago. The subject property is located at **(insert the property address or general location if the property is vacant)**, and is legally described as:

**(insert the legal description of the property and the P.I.N.)**

All interested persons are invited to attend said hearing and be heard according to the rights afforded to you by law. The Public Hearing date may be recessed to another date if not concluded on the scheduled date. Written comments will be accepted at this hearing and also at the Community Development Department located in the West Chicago City Hall prior to the hearing date. The annexation application, plat of annexation, and annexation agreement are on file and available for inspection at the West Chicago City Hall, 475 Main Street, West Chicago, Illinois.

All interested persons are invited to attend said hearing and be heard. You also have all rights afforded to you by law. Written comments will be accepted at the hearing and also at the Community Development Department at West Chicago City Hall prior to the hearing date. This notice is being published by order of the City Clerk of the City of West Chicago.

Published in the Daily Herald on **(newspaper will insert the publication date)**

