



## Annexation Process

NOTICE TO APPLICANTS: Applications shall be submitted at least 30 calendar days prior to the requested Public Hearing date. Applications will not be accepted and/or processed until ALL of the items listed in section 1 (below) are submitted.

1. **The Applicant must file the following with the Community Development Director:**

- a. Petition for Annexation: one (1) signed and notarized original;
- b. Annexation Agreement: one (1) signed and notarized original;
- c. Annexation Plat: one (1) signed and notarized full sized original, 23 full sized copies, and one (1) reduced (8 1/2" X 11") copy;
- d. Cost Recovery Form: one (1) signed and notarized original; and
- e. Filing Fee and Deposit:

R-1 zoning - \$400.00 fee and \$800.00 deposit for 1st acre, plus \$150.00 fee and \$300.00 deposit for each additional 1/2 acre or portion thereof.

All other zoning - \$800.00 fee and \$1,600.00 deposit for 1st acre, plus \$250.00 fee and \$500.00 deposit for each additional 1/2 acre or portion thereof.

NOTE: ALL PLATS MUST BE FOLDED TO 9" X 12"

- 2. Village Staff will review the Annexation Agreement which may be required to be revised.
- 3. The Village publishes Public Hearing Notices for the Annexation Agreement in a local newspaper not more than 30 days nor less than 15 days before the Public Hearing. No hearing is required, if no Annexation Agreement is requested.
- 4. The Petition for Annexation, Annexation Agreement, Plat of Annexation, and Public Hearing Notice are transmitted to the Village Board.
- 5. The Village Board holds the Public Hearing on the 1st or 3rd Monday of the month at 7:00 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue.  
**THE APPLICANT OR A REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE ANNEXATION AGREEMENT AND ANNEXATION TO THE VILLAGE BOARD AT THE PUBLIC HEARING.**

6. The Land Use Committee (Village Board) reviews the request on the 1st or 3rd Monday of the month at 7:30 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue. If they recommend approval of the Annexation Agreement and/or Annexation, staff will transmit the necessary Ordinances to the Village Board for approval.
7. If the Annexation Agreement and/or Annexation are approved by the Village Board, the Ordinances approving the Annexation Agreement and/or Annexation and the Plat of Annexation will be recorded at the DuPage County Recorder's Office.
8. During and/or after the annexation process the Applicant will receive invoices for costs (public hearing notice fees, transcripts, recordings, etc.) incurred by the Village. **The Applicant must pay the invoices prior to the Village releasing the deposit.**

It is recommended that the Applicant meet with the Community Development Director prior to submitting an application.

If you have questions regarding the Annexation process or would like to schedule a meeting, contact the Community Development Director at (630) 286-5412.