



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.