





## VILLAGE OF ELK GROVE VILLAGE, ILLINOIS ANNEXATION PROCEDURES & RELATED INFORMATION

### I. INITIATION

The Petitioner should submit a written request for annexation to the Village Manager, 901 Wellington Avenue, Elk Grove Village, Illinois 60007.

The Petitioner should indicate which of the following methods he wishes to pursue and provide the information and documents accordingly:

<u>Documents</u>	<u>Required for Formal Method</u>	<u>Required for Informal Method</u>
A. If a particular Village Zoning classification is a pre-requisite for annexation, the petitioner should include fifteen (15) copies of the "Petition for Rezoning" application (attached).	Yes	See Note 'A'
B. Transmit fifteen (15) copies of a Petition for Annexation signed by the owner or owners of record and the electors, if any, residing on the property. Property ownership information must be provided in accordance with Village Ordinance No. 923 (attached).	Yes	See Note 'B'
C. Transmit fifteen (15) copies of evidence of a current title opinion.	Yes	See Note 'B'
D. Transmit original linen and fifteen (15) copies of a Plat of Annexation of the property no smaller than 24" x 36" or larger than 30" x 36".	Yes	Yes
E. Transmit fifteen (15) copies of a Plat of Survey of the property showing the location, size and proposed use of all structures on the property no smaller than 24" x 36" or larger than 30" x 36".	Yes	Yes
F. Transmit fifteen (15) copies of a map which shows the location of the property in relation to the Village; the land use proposed by the Elk Grove Comprehensive Plan and Official Map; the existing zoning of adjacent land, and the existing zoning of your property.	Yes	Yes

- |    |  |     |     |
|----|--|-----|-----|
| G. | Transmit fifteen (15) tentative site plans indicating the proposed land development (scale: 100' to 1") and the location and size of water and sewer utilities you propose to use and major street patterns proposed in your property. | Yes | Yes |
| H. | Transmit fifteen (15) copies of a tentative landscaping plan for Village review when residential development abuts multi-family, office-transitional, commercial or industrial zoned properties.                                       | Yes | Yes |
| I. | Transmit fifteen (15) copies of a plan which reflects the alignment of proposed streets with existing State, County and Village roadways.  | Yes | Yes |
| J. | Transmit fifteen (15) copies of provisions proposed to be included in pre-annexation agreement.  | Yes | Yes |
| K. | Transmit a check made payable to the Village of Elk Grove Village to meet the following applicable requirement:  | Yes | Yes |

Annexation and

- (1) No agreement for zoning or development plans or a hearing - \$100.00;
- (2) Pre-annexation agreement with no zoning changes - \$10.00 per acre or \$500.00 whichever is the greater sum;
- (3) Zoning change without pre-annexation agreement - \$400.00;
- (4) Zoning change with pre-annexation agreement - \$10.00 per acre or \$500.00, whichever is the greater sum, plus a \$150.00 filing fee and \$250.00 court reporter deposit for a public hearing before the Plan Commission; and a \$150.00 filing fee and \$250.00 court reporter deposit for a public hearing before the Mayor and Board of Trustees.

Note A: Specific zoning classification request may be submitted in letter form. This letter should indicate tax number and assessed valuation, as equalized, for the prior three years.

Note B: Upon completion of the Review process described in II below, these documents are to be filed by the petitioner with the Village Manager prior to the scheduling of a public hearing.

**II. REVIEW AND PROCESSING**

Upon receipt of an annexation inquiry the Village Manager will:

- A. Examine the request for compliance with the above requirements for information, documents and fees. Incomplete inquiries will be returned to the petitioner for his action. Step B will be taken when all application requirements have been fulfilled.
- B. Refer the inquiry and supporting documents simultaneously to the following for review, comments and recommendation:

<u>Set Number</u>	<u>To</u>
1. . . . .	Village Clerk (Official Records)
2. . . . .	Department of Public Works
3. . . . .	Department of Engineering
4. . . . .	Department of Community Development
5. . . . .	Police Department
6. . . . .	Fire Department
7. . . . .	Village Manager's Office
8. . . . .	Plan Commission

- C. Following Formal Procedures:

Receive written reports from the foregoing agencies and compile a consolidated report for the Mayor and Board of Trustees and/or the Plan Commission setting forth:

- (1) Unusual problems, conditions or requirements;
- (2) Conclusions and recommendations;
- (3) Recommendations for:
  - (a) Pre-annexation zoning hearing by the Plan Commission sitting as a Zoning Commission should a change in zoning be requested.
  - (b) Pre-annexation agreement hearing by the Mayor and Board of Trustees should there be such an Agreement.
  - (c) Village to advise the petitioner of the next steps to be taken to complete the annexation.

- D. Following Informal Procedures:

Receive written reports from the foregoing agencies and compile a consolidated report for the Mayor and Board of Trustees and/or the Plan Commission setting forth:

- (1) Unusual problems, conditions or requirements;
- (2) Conclusions and recommendations;
- (3) Recommendations for follow-up consideration by the President and Board of Trustees, which may include:
  - (a) A conference with the petitioner and/or other interested parties.
  - (b) Pre-annexation zoning hearing by the Plan Commission sitting as a Zoning Commission should a change in zoning be requested.
  - (c) Pre-annexation agreement hearing by the Mayor and Board of Trustees.
  - (d) Village to advise the petitioner of the next steps to be taken to complete the annexation.

### III. PUBLIC HEARINGS:

#### A. Types:

- (1) Annexation and zoning hearing to be held by the Plan Commission sitting as a Zoning Commission when requested zoning is different than indicated on official map of Elk Grove Village. A recommendation will then be filed with the Mayor and Board of Trustees.
- (2) Pre-annexation agreement hearing to be held by the Mayor and Board of Trustees.

#### B. Advertisement Procedures: The Village has established certain procedures and outlined responsibilities for the processing of applications and notification of interested individuals prior to the conducting of a public hearing. We solicit your cooperation in discharging your responsibility as the petitioner.

After your application is determined by the Village to be complete, the Village will:

- (1) Review your application and in consultation with the hearing body, schedule a date when the public hearing may be held. We will notify you when the hearing date is established.
- (2) Prepare and place the legal notice for newspaper publication as required by state statute.
- (3) Prepare and distribute notices of the public hearing to all property owners and/or residents and, if deemed necessary, other interested parties within 300 feet of the subject property under petition.

As the petitioner, it is your responsibility:

- (1) To post at each street frontage of the subject property, a wooden or metal sign(s) four (4) feet by eight (8) feet in size with letters of sufficient size as to be clearly legible to the public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing. The sign(s) shall list briefly (1) the nature and purpose of the hearing, (2) the common address or location of the property in question, (3) the approximate area size of the subject property, (4) the time and place of the hearing.
- (2) To remove the sign (s) within five days after the public hearing is held.

Based on the above procedures the minimum time required between receipt of your complete application and a public hearing on your petition will be at least forty-five (45) days. Due to meeting schedules, newspaper publication schedules, other petitions under consideration more than 45 days may be necessary before your hearing can be held.

Please be assured, however, that the Village of Elk Grove will process your application and schedule a public hearing at the earliest possible date.

#### **IV. FINAL ACTION**

By the Mayor and Board of Trustees, Village of Elk Grove Village, Illinois:

- A. Deny the request.
- B. Approve the request with or without modification.
- C. Adopt appropriate Ordinances of Annexation and Zoning.

**Mayor**  
CRAIG B. JOHNSON

**Village Clerk**  
JUDITH M. KEEGAN

**Village Manager**  
RAYMOND R. RUMMEL



**Village Trustees**  
NANCY J. CZARNIK  
PATTON L. FEICHTER  
JEFFREY C. FRANKE  
SAMUEL L. LISSNER  
JAMES P. PETRI  
CHRIS PROCHNO

**DATE:** \_\_\_\_\_

**RECORDER OF DEEDS**

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, Illinois Land Surveyor No. \_\_\_\_\_  
Surveyor's Name

hereby authorize the Village of Elk Grove Village – Village Clerk's Office, to record the following described document:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Surveyor's Signature:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

CLERK/Forms/RecorderOfDeeds  
Revised 7/20/12



AN ORDINANCE REQUIRING DISCLOSURE OF INTERESTS IN REAL ESTATE IN CERTAIN CASES

WHEREAS, the President and Board of Trustees of the Village of Elk Grove Village deem it necessary that they be aware of interests and identities of all persons making application for benefits or relief from any Village ordinance governing the use of real estate; and

WHEREAS, it is the purpose of this ordinance to require disclosure of the true identities of all parties having interests in real estate for which a permit or license is requested;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Elk Grove Village, Counties of Cook and DuPage, State of Illinois:

Section 1. Definitions As used in this ordinance,

AGENT means a person authorized to act for another person or corporation;

APPLICANT means one who applies for any benefits on behalf of himself or some other entity;

BENEFICIAL INTEREST means any interest in a land trust;

BENEFICIARY means any person, corporation or other entity having a beneficial interest in a land trust;

CORPORATION means a body of persons authorized by law to act together as a single person, and, for the purpose of this ordinance, includes any association, joint stock company, syndicate, or partnership;

LAND TRUST means an express agreement whereby the legal and equitable title to real estate is held by a Trustee for the benefit of beneficiaries who have the exclusive right to manage and control said real estate;

LESSEE means one who has an interest in real estate by virtue of a lease;

NOMINEE means one designated to act for another, with limited authority;

OPTION HOLDER means one having the right to purchase real estate upon compliance with conditions named in a contract; and

STOCKHOLDER means one owning certificates of stock in a corporation or membership in an association, joint stock company, syndicate, or partnership.

Section 2. Applications

Any application to the Village Board of Trustees or Village Boards and Commissions for authorization, benefit, license, permit, variation, zoning amendment or planned unit development relating to real estate shall be signed by the owner, lessee, option holder, agent, or nominee of either.



- (a) If the application is made by a person other than the fee owner, it shall be accompanied by an affidavit of the owner that the person signing the application has authority to make the application; and the application shall disclose the full names, addresses, and telephone numbers of the applicant and owner.
- (b) If the applicant or the owner is a corporation, the application shall disclose the names and addresses of the officers, directors, registered agent, and those shareholders or members owning in excess of five per cent of the outstanding stock or interest in the corporation.
- (c) If the applicant is a trustee, the full name, address, telephone number, and the extent of the interest of each beneficiary must be disclosed.
- (d) If the applicant is a beneficiary, nominee, or option holder, the application must disclose the name, address, and telephone number of those persons or entities for whom he is acting, and if it is a corporation, the provisions of subparagraph (b) of this section shall be complied with.

Section 3. Penalty

Any person making a false or incomplete statement in the application shall be guilty of a misdemeanor and subject to a fine of Five Hundred Dollars (\$500.00).

After a statement is determined to be falsified, missing or incorrect, a written notice of the omission or falsification shall be sent to the applicant; each day that elapses until the date the required information is furnished or corrected shall constitute a separate offense.

Section 4. Severability

If any provisions of this ordinance shall be held unconstitutional, invalid, or illegal by a court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this ordinance.

Section 5. Effective Date

This ordinance shall be in full force and effect from and upon its passage, approval and publication according to law.

PASSED this 7th day of May, 1974.

APPROVED this 7th day of May, 1974.

VOTE: AYES 6  
 NAYS 0  
 ABSENT 0

Charles J. Zettek  
 Village President

ATTEST:

by Fay Bishop  
 Eleanor G. Turner/ Deputy Clerk  
 Village Clerk

Published this 15th day of May, 1974 in the Elk Grove Herald,