





## 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.	Yes	See Note 'A'
B. 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. Fifteen (15) copies of evidence of a current title opinion.	Yes	See Note 'B'
D. 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. 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. 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

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|----|--|-----|-----|
| 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 zoning changes AND property zoned and utilized for residential - \$10.00 per acre or \$500.00, whichever is greater. ;
- (2) Zoning change AND/OR non-residential use - \$300.00 per acre

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. Please note that fees associated with a hearing for a Rezoning listed in the formal Petition for Rezoning application still apply, in addition to the annexation fees listed in this application.

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- 4 . . . .	Department of Community Development
5. . . . .	Police Department
6. . . . .	Fire Department
7-15 . . . .	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.