



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR ANNEXATION

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant annexation for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_



REQUIREMENTS FOR APPLYING FOR  
ANNEXATION

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to applications for **annexation** to the Village of Woodridge. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, in the total amount of:

<i>Acreage of Subject Realty</i>	<i>Application Fee</i>
Less than 2 acres	\$500.00
2-10 acres	\$1,000.00
More than 10 to 25 acres	\$1,500.00
More than 25 acres	\$2,000.00

APPLICATION

The applicant must submit an original complete application and checklist, along with **nine (9) copies**, for a total of **ten (10) application** sets.

FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.

REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.



Appl Staff

**PROOF OF OWNERSHIP**

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

**LEGAL DESCRIPTION**

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

**PLAT OF ANNEXATION**

The applicant shall submit **ten (10) copies** of a plat of annexation for the Subject Realty prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.

**PETITION FOR ANNEXATION**

The applicant shall submit **ten (10) copies** of a Petition for Annexation to be reviewed by the Village Attorney and other Village staff, or submit a statement requesting that the Village Attorney draft the Petition for Annexation. Petitions must be signed by property owners and electors who reside on the Subject Realty.

**ANNEXATION AGREEMENT**

The applicant shall submit **ten (10) copies** of an Annexation Agreement to be reviewed by the Village Attorney and other Village staff, or submit a statement requesting that the Village Attorney draft the Annexation Agreement.