



PRE-ANNEXATION AGREEMENT APPLICATION

This pre-annexation agreement application with the Village of Northbrook must be submitted to the Village's Department of Development & Planning Services and must include all required information and documentation. A pre-annexation agreement requires approval by the Village Board of Trustees. No pre-annexation agreement will be presented to the Board of Trustees until (1) the applicant(s) schedule a pre-submittal consultation with Village staff and (2) Village staff determines that the application is complete.

Applicants for a pre-annexation agreement MUST submit the following:

- ☐ **One (1) electronic version of all application materials submitted as PDFs.** Each electronic file should be no larger than 20 MB.

ELIGIBILITY

- ☐ **All parcels must be located outside of the Village**
- ☐ **Owners of parcels to be annexed must agree to pay any/all applicable utility recapture fees established by ordinance.**
- ☐ **Pre-annexation of parcels may only be requested by the property owner(s).**

REQUIRED MATERIALS FOR SUBMISSION

- ☐ **Application**

Applicants must complete the pre-annexation agreement application packet.. Attach the following items and complete as necessary:

- Pre-Annexation Evaluation Form
 - Pre-Annexation Agreement – Draft (DPS staff will provide a copy of the draft agreement)
 - Plat of Survey for Property sought to be annexed
 - Proof of property ownership (e.g. recorded deed or title policy)
 - Tax Bill from the Cook County Treasurer's Office indicating no current property taxes due and owing
 - Pre-Annexation Fee \$750.00 - Checks should be made out to the "Village of Northbrook"

- ☐ **Written Explanation of Application Request**

Attach a written statement explaining the request and reason for requesting a pre-annexation agreement. Confirm receipt of recapture fee information from staff.

- ☐ **Proposed Plans**

Attach proposed plans for the property sought to be annexed, if applicable.

PRE-ANNEXATION EVALUATION FORM

Current Property Owner

Legal Name of Owner or Ownership Entity: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: _____

Property Index Number(s): _____

Size of Property: _____ (square feet/acres)

Size of Building Space, if applicable: _____ (square feet)

County Zoning: _____

Proposed Zoning: _____

Comprehensive Plan Designation: _____

Current Principal Use(s): _____

Current Accessory Use(s): _____

Lot Area: _____ Lot Width: _____ Lot Depth: _____

Is the property held in trust? ☐ Yes ☐ No *If yes, please append names and signatures of all beneficiaries*

Is the property under contract? ☐ Yes ☐ No *If yes, please append name and signature of contract purchaser(s)*

Owner:

Owner:

Signature

Signature

Print Name (and title, if signing on behalf of
corporation or trust)

Print Name (and title, if signing on behalf of
corporation or trust)

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Code
- Subdivision & Development Code
- Standards and Specifications Manual
- Tree Protection and Tree Preservation Ordinance
- Existing Conditions
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Development & Planning Services
 - Fire
 - Police
 - Public Works and Engineering
 - Village Attorney
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APPLICATION PROCESS FLOW CHART

