



Village of Northbrook

VOLUNTARY ANNEXATION APPLICATION

This application for the voluntary annexation of property to the Village of Northbrook must be submitted to the Village's Department of Development & Planning Services and must include all required information and documentation. The voluntary annexation of property to the Village requires approval by the Village Board of Trustees. No petition for a voluntary annexation 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 voluntary annexation **MUST** submit the following:

- 1 hard copy of all application materials
- 1 electronic version of all application materials submitted as a compressed flat **PDF** file no larger than 20 MB

ELIGIBILITY

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

REQUIRED MATERIALS FOR SUBMISSION

Application

Applicants must complete the voluntary annexation application packet. Attach each of following items and complete as necessary:

- Voluntary Annexation Evaluation Form
- Petition for Voluntary Annexation
- Annexation Affidavit
- 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
- Voluntary 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 voluntary annexation. Affirm applicant's receipt of recapture fee information from staff.

Proposed Plans

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

VOLUNTARY ANNEXATION EVALUATION FORM

Current Property Owner Information

Legal Name of Owner or Ownership Entity: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

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)*

Reason for Annexation

Property Information *(if more than one parcel is involved in the request please include the information for all parcels; attach additional sheets as may be necessary)*

Site Location/Common Address: _____

Property Index Number(s): _____

Size of Property: _____ (square feet/acres)

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

Cook County Zoning: _____

Requested Village Zoning: _____

Current Principal Use of Structure(s): _____

Current Accessory Use(s): _____

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

Special Use Approvals (other agencies): _____

Bulk Compliance:

Lot Coverage: _____ Building Coverage: _____

Setbacks: Front _____ Corner Side _____ Interior Side _____ Interior Side _____ Rear _____

General Regulations Compliance:

Outdoor Storage: _____

Parking Spaces: _____

Home Occupation: _____ Type: _____

Special Concerns: _____

PETITION FOR VOLUNTARY ANNEXATION

Now come the undersigned Petitioners requesting annexation of the parcel of land hereinafter set forth to the Village of Northbrook, County of Cook and State of Illinois.

In support of this Petition, the Petitioners respectfully say:

- 1) The undersigned certify that they are the owners of record of the following-described property:
- 2)

(collectively "**Property**") Also attach legal description and survey)

- 3) The undersigned certify [Check One]
 - There are no electors residing on the Property.
 - 51% or more of the electors residing on the Property have joined in this petition by signing below.
- 4) That said property is not within the Village or corporate limits of any other municipality, but is contiguous to the VILLAGE OF NORTHBROOK, ILLINOIS.
- 5) That the property included in this petition does not exceed one-third of the area of the Village of Northbrook before annexation.
- 6) That the undersigned owners of record and electors residing or owning the subject property have made this petition under oath;

WHEREFORE, Petitioners Pray:

- a) That the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois favorably consider the question of annexation of the above-described property; and
- b) That the above-described property be annexed to and declared within the corporate limits of the Village of Northbrook by an affirmative vote of said Board pursuant to the provisions and procedures set forth in Section 7-1-8 of the Illinois Municipal Code (65 ILCS 5/7-1-8).

**Village of Northbrook
VOLUNTARY ANNEXATION**

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)

Electors (registered voters residing on the Property):

By: _____

There are no electors residing at the property.

Print Name: _____

By: _____

Print Name: _____

By: _____

Print Name: _____

By: _____

Print Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__

Notary Public

[ATTACH ADDITIONAL SHEETS IF NECESSARY]

ANNEXATION AFFIDAVIT

The undersigned, on oath, deposes and states that I (we) have read and do understand the following provisions of the Northbrook Zoning Code and their applicability to the property described in the attached Petition for Annexation upon annexation to the Village of Northbrook, Illinois. The Northbrook Zoning Code can be accessed on the Village website at <https://www.northbrook.il.us/230/Zoning-Code>

- 1) Article II Zoning Districts and Official Zoning Map, Section 2-104, Annexed Land.
- 2) Article III Single Family Residential Districts, Sections 3-101 Purpose, 3-102 Permitted Uses and 3-110 Bulk Space and Yard Requirements.
- 3) Article IX District Regulations of General Applicability, Section 9-101 Accessory Structures and Uses, Section 9-102 Home Occupations and Section 9-107 Buffers and Landscaping Requirements.
- 4) Article X Nonconformities

The undersigned further accepts the required amortization schedule for the cited illegal or nonconforming uses identified on the attached Voluntary Annexation Evaluation Form. The undersigned further acknowledges that additional provisions of the Northbrook Zoning Code and other Northbrook codes, ordinances, rules and regulations may be applicable to the property described in the attached Petition for Annexation upon annexation to the Village of Northbrook.

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)

Subscribed and sworn to before me
this _____ day of _____, 20__.

Notary Public

[ATTACH ADDITIONAL SHEETS IF NECESSARY]

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(s) are 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 Planning Applications

- Development & Planning Services
- Fire
- Police
- Public Works and Engineering
- Village Attorney

APPLICATION PROCESS FLOW CHART

