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## VOLUNTARY ANNEXATION APPLICATION

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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:**

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

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### 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: \_\_\_\_\_

**Village of Northbrook  
VOLUNTARY ANNEXATION**

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**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**

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Owner:

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Signature

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

Owner:

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Signature

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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\_\_\_\_

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Notary Public

**[ATTACH ADDITIONAL SHEETS IF NECESSARY]**

**Village of Northbrook  
VOLUNTARY ANNEXATION**

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**ANNEXATION AFFIDAVIT**

The undersigned, on oath, deposes and states that I (we) have read and do understand the applicable provisions of the Northbrook Municipal Code and 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 Municipal Code and Northbrook Zoning Code can be accessed on the Village website.

The undersigned further acknowledges that additional provisions of the Northbrook Municipal Code and 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:

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Signature

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Signature

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

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

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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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

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## **APPLICATION PROCESS FLOW CHART**

