

ANNEXATION APPLICATION

<u>For Office Use Only</u>		
Project Name: _____	Project Number: _____	Date Received: _____

PART I. REQUIRED DOCUMENTATION

- Completed and signed ANNEXATION APPLICATION
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- All documents and information required by the SOUTH ELGIN STANDARD FORM - PETITION FOR ANNEXATION
- All documents and information required by the ANNEXATION PLAT CHECKLIST
- Completed and signed AMENDMENT APPLICATION with applicable fees
- APPLICATION FEE **\$300**
- Developer Reimbursable Fee Determined at the discretion of the Zoning Administrator
- Proof of Ownership or Option (1 copy)
- Plat of Survey including Legal Description of the property to be annexed (2 copies)

PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: _____

Applicant Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Owner Contact:

Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Is the Applicant the owner of the subject property?

YES [] NO []

(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)

Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust? YES [] NO []

(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)

STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Name of Development

Parcel Index Number(s)

*This form must be executed and accompany all Unified Development Ordinance changes.
No Application will be accepted or processed without this completed form.*

Per Section 156.03.A – Annexation Applications

1. Purpose. The purpose of this application is to provide a procedure and criteria for annexation of unincorporated Kane County to the Village of South Elgin, and is specifically intended to establish standards to manage the fiscal impacts of annexation, preserve, protect, and enhance the character of residential neighborhoods, and strengthen South Elgin’s economic resources.
2. Initiation. An annexation may be initiated by the Village or requested by a property owner.
3. Procedure.

Figure 156.03.A-A. Annexation Application Procedure



4. Standards for Annexations. The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for annexations with specific written findings based on each of the standards of this Section.
 - a. The proposed annexation is in compliance with state law.
 - b. The parcels proposed for annexation are contiguous to parcels located in the Village.
 - c. The annexation reflects all annexation or service extension policies of the Village.
 - d. The annexation will not adversely affect the planned pace of growth or redevelopment in other areas of the Village as indicated in the Comprehensive Plan.
 - e. The proposed annexation supports any planned capital improvement policy.
 - f. Proposed public infrastructure and utilities are provided to the satisfaction of the Village Engineer, including water facilities, wastewater facilities, drainage facilities, streets, and transportation facilities.
 - g. The proposed land use and related densities or intensities of development reflect the Village’s Comprehensive Plan.