



# ANNEXATION APPLICATION & CHECKLISTS

## VILLAGE OF GURNEE COMMUNITY DEVELOPMENT

### TO BE COMPLETED BY THE APPLICANT:

Is the proposal an (check one):

Fees Paid: \$ \_\_\_\_\_

Annexation

Amendment to Annexation

If amending, please list Annexation Ordinance No's: \_\_\_\_\_

Location of Subject Property (please provide all three)

1. Address: \_\_\_\_\_

2. PIN Number: \_\_\_\_\_

3. Legal Description (Attach, as an additional page and email a copy using Microsoft Word to applicable Planning Staff)

Present Use of Subject Property: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Has Subject Property ever been part of a force annexation petition?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Name (if different than applicant)

Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Proof of Standing provided: \_\_\_\_\_

Proof of ownership, control, authorization, etc.-attach with application materials)

### Office Use

#### Routing (To/Date)

- Planning \_\_\_\_\_
- Engineering \_\_\_\_\_
- Fire Prevention Bureau \_\_\_\_\_
- Police \_\_\_\_\_
- Public Works \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date Received:

**Applicant Checklist (to be completed by Applicant)**

The Applicant shall submit the following items (1–8) with the Annexation Application.

Date Completed:

\_\_\_\_\_ **1. Annexation Petition**

- For no electors, complete the attached Template #1 (most common Annexation). For electors, complete the attached Template #2.
- Sec. 65 ILCS 5/7-1-2 requires an Annexation Petition signed by the property owners or electors of the Annexed Property. Sec. 65 ILCS 5/7-1-1.1 defines “elector” as anyone registered to vote. If electors reside in the Annexed Property, a majority of the electors must sign the respective Petition.

\_\_\_\_\_ **2. Project Description**

- In a separate attachment, describe the proposed annexation request and any development proposal associated with Petition. Include details on any existing/proposed structures & uses, land/building size, setbacks, access points, existing/proposed landscaping, signage, etc.

\_\_\_\_\_ **3. Annexation Agreement**

- Upon request, email Agreement (to applicable Planning staff) in a Microsoft Word document as the Agreement is not required with initial Application submittal.

\_\_\_\_\_ **4. Annexation Plat**

- Sec. 65 ILCS 5/7-1-40 requires an accurate map & legal description of the Annexed Property.
- Specific questions on preparing the Annexation Plat can be directed to the Village Engineer.

\_\_\_\_\_ **5. Plat of Survey**

- A current plat of survey for the Annexed Property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

\_\_\_\_\_ **6. Natural Resources Inventory Report (NRI)**

- The purpose of NRI is to present to officials of the local governing body and to other decision makers natural resource information which may be useful when undertaking land use decisions concerning variations, amendments or relief of local zoning ordinances, the proposed subdivision of vacant or agricultural lands and the subsequent development of these lands because of these decisions. The NRI is a requirement under Section 22.02a of the Illinois Soil and Water Conservation Districts Act.
- *To obtain NRI, please contact:*  
McHenry-Lake County Soil and Water Conservation District  
Ph: (815) 338-0099 x3 Fax: (815) 338-7731 www.mchenryswcd.org

\_\_\_\_\_ **7. Endangered Species Consultation Report (EcoCAT)**

- EcoCAT was developed to help state agencies, units of local government, and the public (as project proponents) initiate natural resource reviews for: Illinois Endangered Species Protection Act [520 ILCS 10/11(b)] and Illinois Natural Areas Preservation Act [525 ILCS 30/17]. These laws require state agencies and units of local governments to consider the potential adverse effects of proposed actions on Illinois endangered and threatened species and sites listed on the Illinois Natural Areas Inventory.
- *To obtain Report, please utilize the Illinois Department of Natural Resources website:*  
www.dnrecocat.state.il.us/ecopublic/ or via email DNR.EcoCAT@illinois.gov.

\_\_\_\_\_ **8. Archeological Survey**

- If applying for State or Federal permits or funding, please contact the Preservation Services Division at the Illinois Historic Preservation Agency to determine if the Annexation Petition has possible effects on cultural resources (both structural or archeological).
- *To obtain Survey, please contact:*  
Anne Haaker, Deputy State Historic Preservation Officer  
Ph: (217) 785-5027 www.illinoishistory.gov

***Annexation Checklist (to be completed by Planning staff)***

Date Completed [in chronological order]:

- \_\_\_\_\_ **1. Legal Notice for Public Hearing (if applicable)**
- Public Hearing required with Annexation Agreement (AA) or Force Annexation
  - Public Hearing occurs before the start of a regularly schedule Village Board (VB) meeting date; confirm date/time with Administration Dept.
  - Email legal notice to newspaper of general circulation 15 - 30 days prior to VB meeting date

- \_\_\_\_\_ **2. Mail Notice to Districts, Municipalities, Townships**
- If a public hearing is required, the Notice states the date/time of the public hearing at the VB meeting. If no public hearing is required, the Notice states the date/time of the VB meeting where the item appears.
  - Mail Notice 10 days prior to respective VB meeting date, must be certified and notarized. Retain certified receipts in project file.
  - Mail Notice to Commissioner of Highways and Town Trustees of Warren Township (8 people) & Trustees of Warren-Waukegan Fire Protection District (4 people)\*
  - Notice contains 3 pieces: Letter, Exhibit A, and Affidavit of Service
    - a. Letter includes date and time of VB meeting, petitioner, description of annexation, proposed zoning, general and specific location, & proposed development/use of Annexed Property.
    - b. Exhibit A includes Annexed Property's legal description, common address, PIN, & parcel locator map.
    - c. Affidavit of Service must be signed by Community Development Director and notarized.

- \_\_\_\_\_ **3. Ordinances for Village Board**
- \_\_\_\_\_ Execution of Annexation Agreement
  - \_\_\_\_\_ Annexation of Property (ordinance for Annexation of Property [and applicable ordinances below] occurs at the VB meeting immediately following the VB meeting executing the AA.
  - \_\_\_\_\_ Rezoning
  - \_\_\_\_\_ PUD, if applicable
  - \_\_\_\_\_ Special Use, if applicable

- \_\_\_\_\_ **4. Recording Documents at Lake County Recorder's Office**
- \_\_\_\_\_ Annexation Ordinance, Plat & Notice
  - \_\_\_\_\_ Annexation Agreement & Exhibits
  - Engineering staff member typically records the applicable material

- \_\_\_\_\_ **5. Notifications**
- \_\_\_\_\_ FEMA (must be completed by Engineering Division within 6 months of annexation approval)
  - \_\_\_\_\_ Address (must be completed by Engineering Division prior to recording of annexation documents [from step #4])

- Notification List (includes 911):

Gurnee Postmaster  
 Lake County GIS  
 SBC  
 AT&T  
 Commonwealth Edison  
 VOG Utility Billing  
 PW-Kristine Poisl

Dispatch-AI Marquardt (911)  
 Connie Dinsmore  
 Pat DePerte  
 Eric Venden  
 Neal Highland  
 Fire-Tom Keefe

Warren Newport Library  
 North Shore Gas  
 High School #121  
 Grade School District (#50 or 56)  
 Warren Township Assessor  
 Gurnee Park District

***Applicant Checklist (to be completed by Applicant)***

**Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner if different from the applicant)**

\_\_\_\_\_  
**Date**

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF LAKE )

BEFORE THE CORPORATE AUTHORITIES  
OF THE VILLAGE OF GURNEE, LAKE COUNTY, ILLINOIS

**PETITION FOR ANNEXATION**

The Petitioner, \_\_\_\_\_, respectfully states under oath:

1. That the petitioner is the owner of the property legally described in Exhibit A attached to this Petition and incorporated herein ("Annexed Property").
2. That the Annexed Property is not situated within the limits of any municipality.
3. That the Annexed Property is contiguous to the Village of Gurnee, Illinois.
4. That there are no electors residing in the Annexed Property.

WHEREFORE, Petitioner respectfully requests that the Corporate Authorities annex the above described Annexed Property to the Village of Gurnee by ordinance, in accordance with the provisions of the Petition and pursuant to 65 ILCS 5/7-1-8 of the Illinois Municipal Code of the State of Illinois, as amended.

The undersigned petitioner(s) and elector(s), being first duly sworn on oath, state(s) that the statements set forth in the Petition for Annexation above are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

OWNER(S)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF LAKE )

BEFORE THE CORPORATE AUTHORITIES  
OF THE VILLAGE OF GURNEE, LAKE COUNTY, ILLINOIS

**PETITION FOR ANNEXATION**

The Petitioner, \_\_\_\_\_, respectfully states under oath:

1. That the petitioner is the owner of the property legally described in Exhibit A attached to this Petition and incorporated herein ("Annexed Property").
2. That the Annexed Property is not situated within the limits of any municipality.
3. That the Annexed Property is contiguous to the Village of Gurnee, Illinois.
4. That there are electors residing in the Annexed Property and at least fifty-one (51) per cent of the electors residing therein join in this Petition for Annexation by executing it.

WHEREFORE, Petitioner respectfully requests that the Corporate Authorities annex the above described Annexed Property to the Village of Gurnee by ordinance, in accordance with the provisions of the Petition and pursuant to 65 ILCS 5/7-1-8 of the Illinois Municipal Code of the State of Illinois, as amended.

The undersigned petitioner(s) and elector(s), being first duly sworn on oath, state(s) that the statements set forth in the Petition for Annexation above are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

OWNER(S)

ELECTOR(S)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Exhibit A

LEGAL DESCRIPTION OF ANNEXED PROPERTY

PIN: \_\_\_\_\_

Common Street Address: \_\_\_\_\_

[Insert or Attach Legal Description]