



**APPLICATION FOR
ANNEXATION**

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY OWNERS(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

COMMON ADDRESS (DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION IF ADDRESS IS NOT ASSIGNED): _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant **annexation** for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request. I also acknowledge that each staff review beyond four (4) will require additional fees as provided for in section E of this application.

Signature of Property Owner(s): _____ Date: _____

**REQUIREMENTS FOR APPLYING FOR
ANNEXATION**

The following is a summary of the requirements pertaining to applications for **annexation**. Additional details on the required items and checklists for all plans are included in a supplementary packet.

A. FEES

- APPLICATION FEE (check, cashier's check, or money order made payable to the Village of Woodridge)

<u>Acreage of Subject Realty</u>	<u>Application Fee</u>
Less than 2 acres	\$250.00
2-10 acres	\$1,000.00
More than 10 to 25 acres	\$1,500.00
More than 25 acres	\$2,000.00

B. REQUIRED DOCUMENTS/PLAN SUBMITTAL (review Attachments A and B for descriptions/checklists for each item)

- REIMBURSEMENT OF FEES AGREEMENT (separate document)
- PROOF OF OWNERSHIP (current title policy report or a deed and current title search)
- LEGAL DESCRIPTION
- PLAT OF SURVEY
- SITE PLAN
- PETITION FOR ANNEXATION (separate document)
- ANNEXATION AGREEMENT (to be provided by staff)

C. SUBMITTAL INSTRUCTIONS

All required application materials should be submitted to the Community Development Department in the following manner:

PLANS

- 7 COPIES (24" x 36") folded to 8 ½" x 11"
- 1 COPY (11" x 17") folded to 8 ½" x 11"
- ELECTRONICALLY ON CD

DOCUMENTS

- 7 COPIES (8 ½" x 11")
- ELECTRONICALLY ON CD

D. REVIEW LIMITATION

- Note that four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant's request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application obtaining Village approval, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.