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ANNEXATIONS

STEPS

Annexation Plat Check List

Annexation Questionnaire

Annexation Petition including **signature(s)** of Petitioners, Owners of Record **and 51% of Electors** if applicable and Notarized.

Planning and Zoning Commission petition for Zoning requests.

THE PROCESS

1. Informal Concept Meeting – assumed
2. Submission of **Annexation Petition** and proposed annexation plat, (presumably including request for zoning).
3. The Petition with instructions and schedule to apply to the Planning and Zoning Commission for **ZONING** is a separate form to submit in addition to the **Annexation Questionnaire and Annexation Petition**.
4. Negotiation of Annexation Agreement.
5. City Council approval of Annexation Agreement and Annexation Plat.

Annexation Questionnaire and Instructions

Submit the following:

- Check with Community Development Director 815-561-2073 and/or City Clerk 815-561-2002 for **submittal deadlines** and **council meeting times** for Annexations.

- (1) Original **Annexation Questionnaire** signed and notarized as required.

- (6) Copies of the **original questionnaire** and **annexation petition**.

- Submit (1) type written copy of the **full legal description** on 8.5 x 11 separate sheet of paper **AND** preferably **email** the full legal description to the Community Development Director to: mpease@rochelleil.us & cc: mknight@rochelleil.us. If you do not have email then **copy** onto a **CD in Word Format**, the typed full legal description and submit with your packet.

- (6) Copies of the Annexation Plat prepared by an Illinois licensed Professional Land Surveyor, folded to approximately 9"x12" size **and**

- (6) Full size Annexation Plats **and**

- (2) (8.5x11) reduce copies of the plat.

- Submit (1) copy of the list of addresses and names of all property owners within 250' of the outer boundaries of the proposed property.

- Pre-address a 9.5"x4" legal size **envelope** for e a c h name on the List of Owners within **250'** and affix the current postage rate stamp on each envelope.

- Address & add postage to an envelope(s) to mail to yourself, the Petitioner & or your Representative. For the return address use: City of Rochelle, Community Development, 417 N. Sixth Street, Rochelle, IL 61068.

FEES PER ANNEXATION AGREEMENT, shall be made payable to the City of Rochelle.

For your convenience, the ROCHELLE MUNIIPAL CODE BOOK IS ON OUR WEBSITE FOR *VIEWING*, along with forms, instructions, meeting and submittal schedules, current zoning map, comprehensive plan and maps to www.cityofrochelle.net.