



**PROCEDURE
FOR
FILING APPLICATIONS
FOR A
ANNEXATION
AND
ZONING**

Questions regarding these procedures should be directed to J. Martin Olsen, Director of Community Development or Marge Linnane, Assistant Planning and Zoning Administrator at (630)260-6030.

**VILLAGE OF GLENDALE HEIGHTS
GENERAL INFORMATION**

Address: Glendale Heights Civic Center
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department

Telephone Number
(630) 260-6030
Fax Number
(630) 260-1317

Regular Business Hours: Monday thru Friday 8:00 A.M. - 4:30 P.M.

Village Board Members

Linda Jackson	Village President
Ed Pope	District 1
Sharon Fonte	District 2
Scott Kibort	District 3
Pat Maritato	District 4
Chester Pojack	District 5
Mary Schroeder	District 6

Plan Commission Members

Bob Ristich, Chairperson
James Baffa
Sohail Bari
Vic Macias
Doug Reimer
Phillip Ritchey
Kurt Preble

Meeting Schedule:

Village Board Regular Meeting 1st & 3rd Thursday 7:30 P.M.
Village Board C.O.W. Meeting 1st & 3rd Thursday Following Reg. Mtg.
Plan Commission Regular Meetings 2nd & 4th Tuesday 7:30 P.M.
Plan Commission C.O.W. Meetings 2nd & 4th Tuesday 7:35 P.M.

Administrative Staff

Donna Becerra, Village Administrator
Roger Mabbitt, Asst. Village Administrator
J. Martin Olsen, Director of Community Development
Marie Schmidt, Village Clerk/Collector
Mike Marron, Chief of Police
Rachael Kaplan, Director of Public Services
Bill Poling, Director of Finance
Alex G. Dilan, Staff Engineer
Cecelia Sullivan, Director of Parks, Recreation & Facilities

Telephone Extensions

5331
5314
5334
5333
5430
630-260-6040
5342
5325
630-260-6060

Consultants

Engineering: Mr. Dan Lynch
Christopher B. Burke Engineering, LTD.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018
Telephone (847) 823-0500

Legal: Mr. Donald J. Storino, President
Storino, Ramello, & Durkin Law Firm
9501 W. Devon
Rosemont, Illinois 60018
Telephone (847) 318-9500

**ANNEXATION AND REZONING OF LAND
GENERAL INFORMATION**

I) PURPOSE:

The Village of Glendale Heights will consider the annexation of any land that is contiguous to the corporate limits and lies within the boundaries of the Comprehensive Land Use Plan. Property annexed to the Village will automatically be zoned AE - Agriculture unless an application of zoning is simultaneously filed.

II) CRITERIA:

In evaluating the suitability of a proposed Annexation, together with the requested zoning district and ultimate land use, the Plan Commission and Village Board will examine the following conditions:

1. The annexation, zoning, and land use is in harmony with the objectives of the Comprehensive Plan and Future Land Use Map.
2. The annexation of the land should have a neutral or positive economic impact on the Village. The Village will assess the balance between real estate tax, income tax, MFT tax, utility tax, etc. (REVENUE) and Village service expense (COST) such as police service, roadway and utility maintenance, recreation, etc.
3. The availability and capacity of existing watermains, fire hydrant coverage, and sanitary sewer mains will be considered. The Village will not pay to extend water and sewer mains to annexing properties, but may permit such extensions at the owners expense when such extensions further the planned sanitary sewer and water distribution systems.
4. A determination will be made as to whether the property is located within a floodplain, flood-prone area, wetland, or is subject to some form of drainage problem. Such flood prone areas will not be annexed until an adequate storm water management plan is approved by the Village Engineer.
5. The Village will assess the condition of public improvements within adjacent right-of-way, ie. street pavements, culverts, ditches, sidewalks, etc. before taking on the obligation of maintaining these improvements. Property owners may be required to make necessary improvements as a condition of annexation.
6. Existing buildings on property proposed to be annexed will be inspected to determine if any zoning or building code violations exist. The Plat of Survey will be reviewed for platting errors or required right-of-way dedications. Property owners will be required to bring properties into compliance to the extent the Village deems necessary prior to annexation.
7. Property owners must agree to annex the land to the appropriate Fire Protection District and Library District if such property is not already annexed.

**ANNEXATION AND ZONING
PROCEDURES AT A GLANCE
AND
AVERAGE PROCESS TIME**

		Target Date
Optional	Informal Hearing 1st or 3rd Tuesday	_____
Start	File Application and Supporting Documents	_____
15 Days	Mail and Publish Legal Notices	_____
15 Days	Public Hearing - Plan Commission 2nd or 4th Tues.	_____
14 Days	Plan Commission C.O.W. Mtg. 2 nd or 4th Tues.	_____
14 Days	Plan Commission Reg. Mtg. Recommendation	_____
9 Days	Village Board C.O.W. Mtg. 1st or 3rd Thurs.	_____
14 Days	Village Board Reg. Mtg. 1st or 3rd Thurs. First Reading of Ordinance	_____
14 Days	Village Board Reg. Mtg. 1st or 3rd Thurs. Final Approval of Ordinance	_____

95 Days TOTAL AVERAGE PROCESSING TIME		

IMPORTANT NOTE: The schedule above provides the approximate time it will take to process your application for Annexation and Zoning. Please recognize that many variables can effect this schedule. For example, months with five (5) Tuesdays or Thursdays, Holidays, cancelled meetings, or full agendas can slow the process down. Difficult issues or additional information, i.e. a Traffic Study may add weeks to the schedule. Upon request, the Village Board may consider waiving the first reading on the ordinance which will save time.

PROCEDURES

The Owner/Applicant must initiate the procedure by submitting the following to the Department of Community Development. All written documents must be on standard 8 1/2 X 11" letter size paper. No legal size paper will be accepted. All blue prints or other drawings must be folded separately.

I DOCUMENTS AND FEES TO BE SUBMITTED TO VILLAGE

1. The completed and signed application form (Attachment I)
2. Application Filing Fee \$250.00 Annexation
 \$250.00 Zoning
3. Annexation Fees, as follows:

 For Residential Use - \$125.00 each dwelling unit
 For Business Use - \$500.00 each acre or fraction of acre
 For Industrial Use - \$500.00 each acre or fraction of acre
4. Application Deposit - \$1000.00 Annexation
 - \$1000.00 Zoning

 All costs incurred by the Village for administrative, engineering, legal services, newspaper publication, etc. shall be applied against this deposit. Any costs incurred in excess of the \$1000.00 cash deposit shall be invoiced by the Village to the applicant who shall be responsible for payment of the invoice upon its receipt. Any remaining balance in the account after final action on the application shall be refunded.
5. If the Annexation is conditioned upon the terms of a proposed Annexation Agreement, an additional cash deposit shall be required, as follows:

 Under 10 acres - \$1,000.00
 10-20 acres - \$1,500.00
 20 acres and over - \$2,000.00
6. An executed Annexation Petition. (See Attachment II) Unexecuted petitions will not be accepted.
7. Evidence of applicant's ownership of or interest in the subject property, and a complete disclosure of interest. (See Attachment III for additional information)
8. A typed list of surrounding property owners within 250' of the affected property according to the records of the County Treasures or Township Assessor. Such list shall include the permanent parcel index number, name, address, and zip code of the record owner, including trust numbers if applicable.
9. Twenty-five (25) copies of the proposed Annexation Agreement, if applicable.

10. Twenty-five (25) folded copies of a recent (one year or less) plat of survey and legal description of the affected property.
11. Twenty-five (25) folded copies of a Plat of Annexation prepared by an Illinois Registered Land Surveyor showing the boundaries of the property being annexed, including adjacent roadways, the existing corporate limit lines of the Village, all required certificates.
12. Twenty-five (25) folded copies of a map identifying the zoning district classification of the property and of all other properties within 250' thereof.
13. Twenty-five (25) folded copies of a site plan showing the locations of all existing or proposed structures, parking and loading areas, open space, landscaping, yards, refuse and service areas, utilities, signs, traffic access and circulation.
14. Twenty-five (25) folded copies of architectural renderings and floor plans illustrating the appearance of any existing or proposed buildings.

II SIGN DISPLAY AND LEGAL NOTICES

After the Director of Community Development has determined that a complete and accurate application has been filed a date for the Public Hearing will be scheduled. All applications must be received a minimum of 30 days prior to the date of the hearing.

(1) Sign Display

The applicant shall post a sign in the front yard of the affected property, facing a public street and no further than thirty (30) feet therefrom. The sign shall plainly state the type of zoning action requested and the scheduled date, time, and location of the public hearing thereupon. The Village will provide the suggested wording for this sign.

The sign shall have length and width dimensions of at least four (4') and eight (8') feet. The sign shall be erected no less than fifteen (15) days prior to the date of the scheduled public hearing and remain continuously in place until the public hearing is concluded but no more than ten (10) days thereafter.

(2) Written Notification

The Applicant shall, not more than thirty (30) days nor less than fifteen (15) days before the hearing, send written notice by certified mail, return receipt requested to the persons appearing on the list furnished by the applicant which notice shall contain:

1. the name and address of the applicant
2. the street address and legal description of the property affected by the application
3. the type of rezoning requested

4. the date, time, and location of the public hearing thereupon.

The Village will provide the suggested wording for this notice. A signed and notarized affidavit of mailing (see Attachment IV) must be submitted to the Village together with the return receipts.

(3) Newspaper Publication

The Village shall publish a notice of the public hearing in the newspaper of general circulation in the Village at least fifteen (15) days but no more than thirty (30) days before the scheduled date of the hearing.

III OTHER AGENCY APPROVALS

1. If the property being annexed is not already part of a Fire Protection District (refer to tax bill), a executed petition to annex must be filed with the appropriate district. For procedures to file petitions contact the Fire Protection District directly.

Glenside Fire Protection District	(630) 668-5323 - All property south of Illinois Central Gulf Railroad
Bloomingtondale Fire Protection District	(630) 894-8488 - All property north of Illinois Central Gulf Railroad

2. If the property being annexed is not already part of the Glenside Library District (refer to tax bill) an executed petition must be filed with the district directly. (See Attachment V) For procedures to file petitions, contact Ms. Kathryn Vojtech, Administrative Librarian at (708) 260-1550.

3. If the property being annexed includes the annexation of any part of a Township Roadway, a notice of such annexation must be mailed to the Township officials, as follows:

Bloomingtondale Township Highway Department
c/o Curt Barnes, Highway Commissioner
6N030 Rosedale Road
Bloomingtondale, Illinois 60108
(630) 529-5221

Milton Township Highway Department
c/o Mr. H. Richard Williams, Highway Commissioner
23N040 Poss Street
Glen Ellyn, Illinois 60137
(630) 682-4270

Affidavits, using the forms attached, must be submitted prior to the hearing to show that notices have been sent to surrounding property owners and Township Authorities, Fire Protection District, and Glenside Library District. The affidavits must be signed, notarized and returned to the Community Development Department together with the return receipts from the certified mailing. (See Attachments VI, VII, IV)

IV THE PUBLIC HEARING

The Public Hearing will be conducted by the Glendale Heights Plan Commission. A joint Public Hearing before the Plan Commission and Village Board will be held if an Annexation Agreement is proposed. The applicants must be prepared to make a brief presentation in support of their application. Following the presentation, the meeting will be opened for questions and comments from the Plan Commission, Village Board, Village Staff, and the general public. Thereafter the hearing will be closed and the application scheduled for further review and discussion by the Plan Commission Committee of the Whole at a near future meeting.

PLAN COMMISSION ACTION

Within sixty (60) days after the close of the public hearing, the Plan Commission shall transmit to the Village Board written findings of fact pertaining to the Criteria for Annexation and Zoning herein together with a recommendation for action on the proposed application.

VILLAGE BOARD ACTION

The Village Board shall not act upon any proposed Annexation or Zoning until either it has received a report from the Plan Commission or until sixty (60) days have elapsed from the close of the public hearing.

The Village Board shall not approve a Annexation or Zoning unless it shall find that the Annexation and Zoning meets applicable Criteria.

V PROTEST

A written protest may be filed with the Village Clerk against a proposed zoning that is signed by the owners of at least 20 percent of the frontage of:

1. the property to be affected by the proposed zoning, or
2. the property immediately adjacent thereto or across the alley therefrom, or
3. the property having frontage directly opposite the frontage to be affected by the proposed zoning.

If such a protest is filed, the proposed zoning shall not be approved except by a vote of two-thirds of the Village Trustees currently holding office.

The protester shall serve a copy of the protest upon the applicant and upon his or her attorney, if any, by certified mail.

VI REPEAL

If no development has taken place on the property affected by the annexation and zoning within one year of the date of such approval, the Plan Commission may hold a public hearing, after giving Public Notice as provided under Requirements for All Applications in the Administration section hereof, and recommend to the Village Board that such zoning be repealed and that the Map be amended to provide for a different zoning classification for the property, unless otherwise provided for in an Annexation Agreement.

VII RESUBMISSION

No application for zoning that has been denied by the Village Board shall be resubmitted within one year of the date of that denial except on the grounds of new factual evidence or a change in conditions found to be valid by the Plan Commission.

This restriction shall not, however, apply to a Map amendment proposing a different zoning classification than that denied by the Village Board.

ATTACHMENT I

APPLICATION FOR ANNEXATION AND ZONING

Annexation, No Annexation Agreement
Annexation, With An Annexation Agreement
Zoning District _____
Pre-Annexation

The undersigned petitions the President and Board of Trustees of the Village of Glendale Heights, Illinois, to annex and zone the property legally described in this application.

Date Filed: _____

Address Of Property: _____

Legal Description: Attach Exhibit A

APPLICANT

Name: _____ Telephone No. () _____

Address: _____ Fax No. () _____

Applicant's Interest: Owner _____ Lessee _____ Contract Purchaser _____ Other _____

OWNER(S)

Name: _____ Telephone No. () _____

Address: _____ Fax No. () _____

ATTORNEY'S

Name: _____ Telephone No. () _____

Address: _____ Fax No. () _____

The Applicant and Owner agrees to pay all costs incurred by the Village for administrative, and engineering and legal services for the review of this application and all supporting plans and documents.

Applicant's Signature _____

Owner(s) Signature _____

Date: _____

Date: _____

This application must be signed by the Owner of the property or his duly authorized agent. **UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND OR PERJURY**, I declare that I have examined and or made this application and its is true and correct to the best of my knowledge and belief.

ATTACHMENT II

SAMPLE FORM ONLY
(Not to be used as a Petition)

PETITION FOR ANNEXATION
VILLAGE OF GLENDALE HEIGHTS

TO THE CORPORATE AUTHORITIES:

Petitioners on oath states as follows:

- 1. That they are the owners of record of all the Territory described as follows:

- 2. That (they are all the) or (there are no) electors residing on said territory.
- 3. That no portion of such territory is within the corporate limits of any municipality, but is contiguous to the Village of Glendale Heights.
- 4. That a Plat of Annexation of the above described territory is attached, marked Exhibit "A", and made a part of this petition.

WHEREFORE, the applicant petitions that the territory be annexed by ordinance to the Village of Glendale Heights, Illinois, in accordance with the appropriate statutes.

The undersigned on oath states that he has read the foregoing petition for annexation, has knowledge of the allegations contained therein, and that said allegations are true and correct to the best of his knowledge.

DATE: _____ 20 _____

Owner of record of said property

Subscribed and sworn before me
this _____ day of _____

Owner of record of said property

Notary Public

Electors residing on said property

ATTACHMENT III

DISCLOSURE OF INTEREST

The party signing the application shall be considered the applicant.

An applicant must be the fee owner, trustee, beneficiary, contract purchaser, lessee, or option holder of the affected property or his or her agent or nominee.

- a. If the applicant is not the fee owner of the affected property, the application shall disclose the full names, addresses, and telephone numbers of all owners.

In addition, an affidavit of the fee owner or owners shall be filed with the application stating that the applicant has authority to make the application.

- b. Applicant or Fee Owner Is Corporation

If either the applicant or the fee owner is a corporation, the application shall disclose the names and addresses of the corporation's officers, directors, registered agents, and those shareholders owning in excess of five percent of the outstanding stock or interest in the corporation.

- c. Applicant is Trustee

If the applicant is a trustee, the full name, address, telephone number, and extent of interest of each beneficiary must be disclosed in the application.

- d. Applicant is Beneficiary, Agent, or Nominee

If the applicant is a beneficiary, agent, or nominee, the application must disclose the names, addresses, and telephone numbers of those parties on whose behalf he or she is acting.

- e. Applicant is Option Holder or Contract Purchaser

If the applicant is an option holder or contract purchaser a valid (unexpired, fully executed, enforceable) non-contingent (except for zoning and financing approval) contract or option to purchase the premises for which the application is being filed shall be submitted.

ATTACHMENT IV

VILLAGE OF GLENDALE HEIGHTS

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

AFFIDAVIT

I (We), _____, being first duly sworn on oath deposes and says that I (we) have served in person or by registered or certified mail, return receipt requested, not less than 15 days nor more than thirty days prior to hearing date, copies of the notice which is attached hereto on the following named persons at the addresses indicated on the list attached hereto, which persons are the owners of record as indicated by the records of the Recorder of Deeds in DuPage County; or the persons, according to the records of the Township Assessor, who paid the general real estate taxes for the last preceding year on each parcel of lot of real estate within 250' of the real estate legally described as follows:

AFFIANT

AFFIANT

SUBSCRIBED and SWORN to before

me this ___ day of _____, 20____

ATTACHMENT V

PETITION FOR ANNEXATION

TO: The Board of Trustees of the
Glenside Public Library District
25 E. Fullerton
Glendale Heights, Illinois 60139

The undersigned Petitioners state as follows:

1. That they request annexation of the following described premises to the Glenside Public Library District:

2. That there are no electors residing in said territory and said territory consists in whole of private property.
3. That said territory is not within the corporate limits of any library district, but is contiguous to the Glenside Public Library District.
4. That the undersigned are the owners of record of all the land in said territory.
5. That a Plat of Annexation is attached to the Petition.

WHEREFORE, pursuant to Article 1002-8 (1) (a) of Chapter 81 of the Illinois Revised Statutes, 1983, the undersigned petition that said territory be annexed to the Glenside Public Library District.

Dated this _____ day of _____, 20_____

OWNERS:

BY: _____

STATE OF ILLINOIS)
) ss
COUNTY OF DuPage)

_____, being first duly sworn on oath,
deposes and says that he has read the foregoing Petition, by him subscribed, and that the
statements contained therein are true and correct.

Subscribed and Sworn to before me
this _____ day of _____, 20 _____

Notary Public

ATTACHMENT VI

VILLAGE OF GLENDALE HEIGHTS

STATE OF ILLINOIS)
) ss
COUNTY OF DU PAGE)

CERTIFICATE OF MAILING NOTICE OF PROPOSED ANNEXATION TO
FIRE PROTECTION DISTRICT

The undersigned, being first duly sworn does herein state that on the _____ day of _____, 20_____, he mailed by certified mail, the attached Notice of Proposed Annexation of Certain Described Territory, to the Board of Trustees of the _____ Fire Protection District; and that said Notice was so received by the Board of Trustees; and that no Municipal action with respect to said annexation took place during or within the period of 10 days following the mailing and the receipt of this Notice.

AFFIANT

SUBSCRIBED and SWORN to before me
this _____ day of _____, 20_____.

ATTACHMENT VII

VILLAGE OF GLENDALE HEIGHTS

STATE OF ILLINOIS)
) ss
COUNTY OF DU PAGE)

CERTIFICATE OF MAILING NOTICE OF PROPOSED ANNEXATION
TO LIBRARY DISTRICT

The undersigned, being first duly sworn does herein state that on the _____ day of _____, 20____, he mailed by certified mail, the attached Notice of Proposed Annexation of Certain Described Territory, to the Board of Trustees of the Glenside Public Library District; and that said Notice was so received by the Board of Trustees; and that no Municipal action with respect to said annexation took place during or within the period of 10 days following the mailing and the receipt of this Notice.

AFFIANT

SUBSCRIBED and SWORN to before me
this ____ day of _____, 20_____.