

## **PETITION FOR ANNEXATION PROCEDURES AND CHECKLIST**

### **A. The process required for a Petition for Annexation:**

1. Any record owner of territory (petitioner) which may be annexed to the City may initiate Annexation proceedings by filing an annexation petition with the Director of Planning and Economic Development.
2. The City may enter into an annexation agreement with the petitioner pursuant to Section 18 of the Wheaton City Code. The content and scope of the annexation agreement shall be consistent with Section 18-4 of the City Code.
3. A public hearing regarding the annexation petition and annexation agreement will be conducted by the City Council.
4. A public hearing for any zoning amendment, special use permit, planned unit development, subdivision, or variation required by the proposed annexation shall be held concurrently with the annexation public hearing.

### **B. General Petition Requirements Checklist:**

1. The Petition for Annexation form.
2. \$400 petition fee. The petition fee does not include the court reporter, notification sign, cost of the legal notice publication, and ordinance recording fees which are due at a later date.
3. Evidence of the applicant's ownership of or interest in the property.

### **C. Document Submission Checklist:**

1. Fifteen (15) copies of Plat of Annexation.
2. One (1) Mylar copy of Plat of Annexation.
3. Fifteen (15) copies of Preliminary Engineering Plan.
4. Fifteen (15) copies of proposed building elevations.
5. One (1) copy each of the Plat of Annexation, Preliminary Engineering, and proposed building elevations reduced to 11 inches x 17 inches.
6. Subdivision and/or Zoning Application, if applicable.

**PETITION FOR ANNEXATION**

To: THE WHEATON CITY COUNCIL

Petitioners on oath states as follows:

1. That they are the owners of record of all of the land within the property described herein.
2. That (they are the only) or (there are other) electors residing thereon. (Circle the appropriate answer).
3. That no portion of the property is within the corporate limits of any municipality.
4. That the property which petitioners desire to have annexed to the City of Wheaton is described as follows:

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5. That this petition shall be in full force and effect from and after the date hereof and until the property is contiguous and annexed to the City of Wheaton.

WHEREFORE, the applicant petitions that the property be annexed by ordinance to the City of Wheaton, Illinois, in accordance with the appropriate statutes.

The undersigned on oath states that he/she 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/her knowledge.

Date: \_\_\_\_\_ 20 \_\_\_\_.

**Owner(s) of record of said property**

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

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

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Elector(s) residing on said property**

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

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

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

For more information about Annexation, view the [Wheaton City Code – Chapter 18 – Annexation](https://library.municode.com/il/wheaton/codes/code_of_ordinances?nodeId=CH18AN) – ([https://library.municode.com/il/wheaton/codes/code\\_of\\_ordinances?nodeId=CH18AN](https://library.municode.com/il/wheaton/codes/code_of_ordinances?nodeId=CH18AN) ).