

Reasoning Behind Voluntary Annexation Review Process

1-2 lot parcels requesting annexation into the Village of Glenview can follow the annexation process below rather than an annexation with agreement process which tends to be more time consuming.

Petition for Voluntary Annexation of property into the corporate boundaries of the Village of Glenview is contingent upon 2 factors:

1. The property must be contiguous to the existing corporate boundaries of the Village of Glenview in accordance with State Statues.
2. The property must be located in an area deemed appropriate for voluntary annexation based on a study, per commissioned by the Village Board, and performed in the Spring of 1993. The study determines appropriateness of annexation based on the ability of the Village to provide adequate public services to the potential annexation areas studied. If the annexation area is not within the Study Area, a discretionary referral of the annexation by the Board of Trustees is required. If this is the case, a letter addressed to the Village must be submitted to staff detailing the proposed development of the subject property. Contact staff for a specific timeframe as this will likely add approximately 4 weeks to the process.

NECESSARY VOLUNTARY ANNEXATION DETAILS AND EXHIBITS

Technical Requirements for Plat of Annexation should abide by the following requirements

1. Must be prepared by a licensed surveyor.
2. Drawn to a scale no smaller than one inch equals one hundred feet (1" = 100').
3. Affix an accurate legal description of all property to be annexed, including adjacent right-of-way if it is to be annexed also.
4. Show boundary lines and bearings of the parcel(s) to be annexed, and the line(s) of contiguity between the parcel(s) and the present corporate limits of the Village.
5. Indicate the size of the property to be annexed in acres.
6. Include a Board of Trustees signature block, accompanied clerk attesting signature block
7. Include the address of the parcel to be annexed, and its PIN (Property Index Number).
8. Please refer to the Village Subdivision and Engineering Guide for more specific details as related to the technical requirements for the plat.

Board of Trustees Certificate:

Accepted by the President and Board of Trustees of the Village of Glenview, Cook County, Illinois at a meeting held this ___ day of _____, A.D. 20 ___.

By: _____

President of the Board of Trustees

Attest: _____

Village Clerk

annexmap.jpg

Petition for Annexation

To:

The President and Board of Trustees of the Village of Glenview,

Cook County, Illinois

(State of Illinois)

(County of Cook)

_____ [print name(s) of petitioner] (individually or collectively, as the case may be, "Petitioner") respectfully states under oath:

Petitioner is the sole owner of record of the land comprising approximately ____ acres and legally described on Exhibit A attached hereto and incorporated herein (the "Territory").

The Territory is not situated within the limits of any municipality, but is contiguous to the Village of Glenview.

There [are electors] or [are no electors] [circle one] residing in the Territory.

If there are electors residing within the Territory, at least 51% of them join in this Petition for Annexation by executing it.

Petitioner respectfully requests:

That the Territory be annexed to the Village of Glenview by ordinance of the President and Board of Trustees of the Village of Glenview, pursuant to Section 7-1-8 of the Illinois Municipal Code of the State of Illinois, as amended.

That such other action be taken as is appropriate in the premises.

Dated this _____ day of _____, 20____.

Under penalties as provided by law, Petitioner, being first duly sworn upon oath, deposes and states that he/she/they has/have knowledge of the foregoing Petition for Annexation and of the facts alleged

therein; and that the same are true and correct to the best of his/her/their knowledge, information and belief.

Petitioner/Owner of Record:

Petitioner/Owner of Record:

[Signature]

[Signature]

[Print Name & Address]

[Print Name & Address]

[Seal]

[Signature of Notary Public]

Under penalties as provided by law, Petitioner, being first duly sworn upon oath, deposes and states that he/she/they has/have knowledge of the foregoing Petition for Annexation and of the facts alleged therein; and that the same are true and correct to the best of his/her/their knowledge, information and belief.

Electors:

Electors:

[Signature]

[Signature]

[Print Name & Address]

[Print Name & Address]

[Signature] _____

[Signature]

[Print Name & Address]

[Print Name & Address]

[Signature] _____

[Signature]

[Print Name & Address]

[Print Name & Address]

[Signature] _____

[Signature]

[Print Name & Address]

[Print Name & Address]

[Seal]

[Signature of Notary Public]

Exhibit A to Petition for Annexation

Legal Description of the Territory

PIN: _____

Common street address: _____

[Insert or Attach Legal Description]

