

# Checklist

**All Annexation submittals must complete a Plan Check prior to submitting final exhibits.**

## Step 1: Plan Check

**Please submit 1 copy of each of the following to staff for review. Staff will contact you with review comments within 5 business days of receiving your application.**

- Original Annexation Application
- Application fee
- Proof of Ownership
- Annexation Petition
- Executive Summary
- Plat of Annexation
- Current Plat of Survey
- Legal Description (digital text file)

## Step 2: Final Exhibit Submittal (see calendar)

- Plat of Annexation (1 copy of the final Mylar)
- PDFs: A digital copy of each of the below exhibits
- 15 individually COLLATED packets:
  - Voluntary Annexation Application
  - Annexation Petition
  - Executive Summary
  - Plat of Annexation
  - Current Plat of Survey



## Board of Trustees 2014 Calendar

Final Exhibit Submittal (Step 2)	BOT Meetings @ 7:30 p.m.
12/05	01/07
12/20	01/21
01/03	02/04
01/17	02/18
01/31	03/04
02/21	03/18
02/28	04/01
03/14	04/17
04/04	05/06
04/18	05/20
05/02	06/03
05/16	06/17
05/30	07/01
06/13	07/15
07/03	08/05
07/18	08/19
08/01	09/02
08/15	09/16
09/05	10/07
09/19	10/21
09/31	11/04
10/17	11/18
11/07	12/09

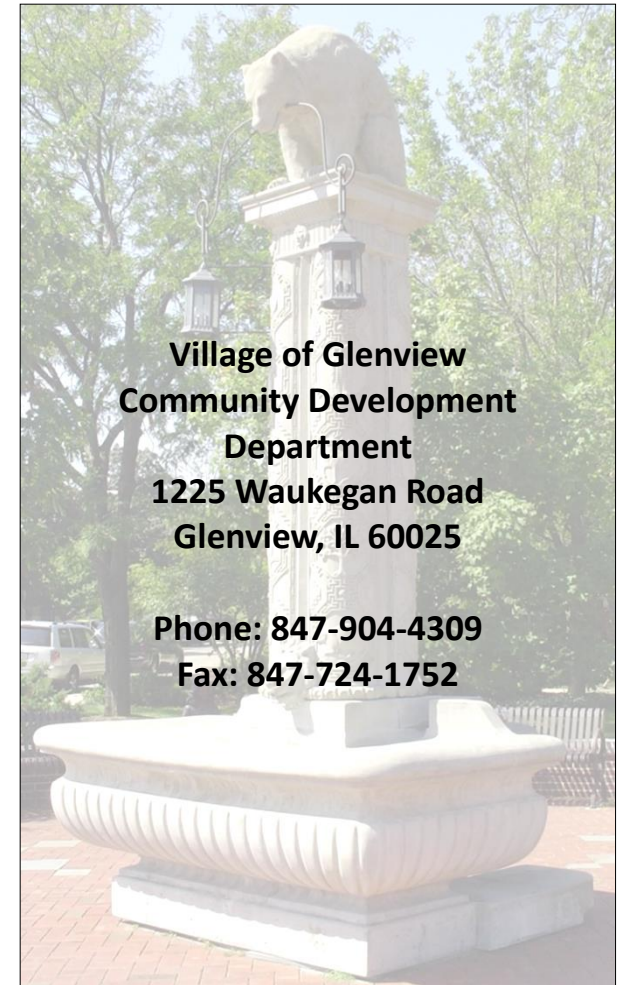
**Meeting availability depends on case load.  
AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.**



# Voluntary Annexation

## Application Form

Application Fee:  
 1 acre or less - \$100.00  
 Greater than 1 acre - \$500.00  
 Recording Fee:  
 \$118.00 plus \$2.00 per lot  
 + Publication Cost



**Village of Glenview  
Community Development  
Department  
1225 Waukegan Road  
Glenview, IL 60025**

**Phone: 847-904-4309  
Fax: 847-724-1752**

# Voluntary Annexation Application

## Applicant Information

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Information

Project Name:

Project Address:

Existing Zoning:

Proposed Zoning:

## Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager: