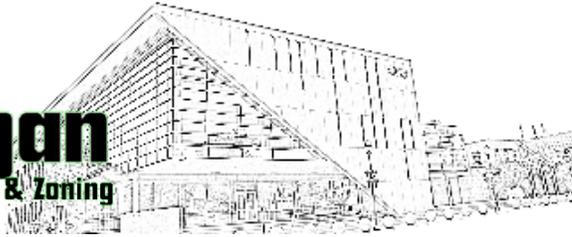




City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



ANNEXATION APPLICATION

Application is hereby made by:

Full Name of Property Owner:

Street Address:

Phone Number with Area Code:

City, State and Zip:

E-mail Address:

Property Information

Street Address (if different than address provided above):

Direction from nearest intersection:

FULL legal description of property, including any contiguous unincorporated rights-of-way. **(MUST BE TYPED HERE. CANNOT BE ATTACHED):**

Lake County Parcel Identification Number(s) (PIN) (List all):

ANNEXATION APPLICATION

Parcel Information

1. **Size of Parcel(s):** Length: Width: Square Feet: Acres:

2. **Current zoning classification under the Lake County Ordinance (contact the Lake County Planning, Building and Development at (847) 377-2600):**

3. **The above-referenced premises proposed for annexation is:**

 Improved with (list utilities):

 Unimproved

4. **Currently used as:**

5. **Number of people residing on the premises:**

6. **Names of registered voters residing on the premises:**

 Registered Voter:

 Registered Voter:

 Registered Voter:

 Registered Voter:

ANNEXATION APPLICATION

PROCEDURE

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative is asked to review the application prior to this meeting so that any questions regarding what is required can be addressed and so that staff can determine if annexation is even possible and/or desired.
2. Submittal Meeting. Applications are due by the 15th of the month in order to be placed on the Judiciary Committee agenda for the following month. This allows for the required publication of notices. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the next month.
3. The applicant and/or his representative are **REQUIRED** to attend the Judiciary Committee meeting whenever the proposed annexation is scheduled to be heard. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month anytime between 5:00 PM and 7:00 PM.
4. Annexations which include an annexation agreement, or are not voluntary, require a public hearing at the City Council at 7:00 PM, typically scheduled the first Monday of the following month after the application is received.

ATTACHMENT CHECKLIST

Seven (7) hard copies of the following:

 this application.

 the proposed Plat of Annexation.

 annexation agreement (if required).

One (1) hard copy of deed or title insurance policy to provide proof of parcel ownership.

One (1) electronic copy of this application, annexation agreement (if required) and the proposed Plat of Annexation, on a CD.

Application fee of

(Make checks payable to City of Waukegan).