



COMMUNITY DEVELOPMENT DEPARTMENT

ANNEXATION PETITION (NO ELECTORS) (Requires Public Hearing)

INTRODUCTION

This informal material provides a basic outline of the City's requirements. Interested parties should refer to the City's municipal code for specific provisions regarding Zoning, Subdivision Regulations, Parking, Landscape, Sign, Stormwater Drainage, Site Plan Review and other regulations. A copy of the municipal code is available at the City Clerk's office in Galesburg City Hall or on our website at www.ci.galesburg.il.us. This information is not to be considered as a substitute for any Federal, State, County or City law or ordinance. It is merely a guiding tool for the review process.

Definitions:

Annexation: The act or process of adding land to an existing community with a resulting change in the boundaries of that community and extension of its' municipal services, regulations, voting privileges, and taxing authority to the new land area.

Applicant: The legal owner or owners of record of all land sought to be annexed.

If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

COMMUNITY DEVELOPMENT 309/345-3619
Planning, Zoning and Building Inspections

FIRE DEPARTMENT 309/345-3757
Fire Prevention

PUBLIC WORKS/CITY ENGINEER 309/345-3623

APPLICATION PROCESS

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. While there may be variations on each of the following steps, all applications/petitions shall be submitted to the City, on forms provided by the Community Development Department.

In order to annex property located outside the City limits, the following procedure needs to be followed:

1. All applicants must complete an “Annexation Application”. A separate application must be filed for each site, which may comprise one or more contiguous parcels.
2. If the parcel has no Electors (registered voters) residing on the property you must complete the “Annexation Petition”. All owner’s must sign the petition and **all signatures on the petition need to be witnessed and certified by a Notary Public**. If you do not have access to a Notary Public, please contact our Department.
3. An accurate property (legal) description for the property to be annexed must be provided (i.e. a copy of the deed to the parcel). If you have the legal description in a digital word processor format (i.e. Microsoft Word), please submit that as well.
4. Complete all blanks on the application and petition and return, along with a copy of the deed(s) and an annexation plat. The annexation plat is a surveyed map, prepared by a licensed land surveyor, that formally outlines the specific boundaries of land being added into the city. The annexation plat will show things, such as, external boundaries of the area to be annexed, adjacent streets, how the area relates to the existing boundaries, acreage, etc.
5. There is no filing fee for an annexation petition. In addition, there is no annexation fee.
6. The City Council will consider the annexation petition. Once the Council receives the petition a representative from the Community Development Department will assist in processing the request. This may require the development of a pre-annexation agreement that defines conditions agreed to by the property owner and the City Council. The City Council must approve an annexation ordinance before the property can legally be annexed into the City limits. If a preannexation agreement will be used between the owner(s) and the City, the owner(s) or their representatives shall deposit with the City a sum of money equal to the fee charged by the Office of the Recorder of Deeds for Knox County for recording the preannexation agreement.

ANNEXATION APPLICATION (NO ELECTORS)

PLEASE PRINT

DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Primary contact name

Mailing address

City, State, Zip

Phone

Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
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Owner(s)

Developer(s)

**Attach additional sheets as necessary*

GENERAL INFORMATION:

Number of lots involved: _____

Does the property contain a floodplain? _____

How many people reside on the area to be annexed:

Adults (18 years and over) _____ Children (5-17 years) _____ Children (0-4 years) _____ Total _____

Is the property contiguous to the City of Galesburg limits?: _____

Future Land Use(s), if applicable: _____

SITE INFORMATION for each property to be annexed (attach legal descriptions for each):

Acres	Site Address or location	Property Identification Number (PIN)	Current zoning	Proposed zoning	Existing Land Use If residential: # of dwelling units If business: type of business	Proposed Land Use	Owner occupied or rented

**Attach additional sheets as necessary*

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the petition. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

Signature of owner or authorized agent

Date

ANNEXATION PETITION

TO: Mayor and City Council
City of Galesburg, Illinois

OWNER STATEMENTS

Petitioner(s) _____
_____ state(s) under oath as follow(s):

1. Petitioner(s) is/are the sole owner(s) of record of the following described land (Tract):

See Exhibit A, which is attached hereto and incorporated by reference.
2. The Tract is not situated within the limits of any municipality, but is contiguous to the City of Galesburg.
3. No electors reside on the Tract.
4. The foregoing statements of fact are true to the best of the Petitioner(s) knowledge and information.

Petitioner(s) respectfully request(s):

That the above described Tract be annexed to the City of Galesburg by ordinance of the Mayor and City Council of the City of Galesburg, pursuant to Section 7-1-8 of the Illinois Municipal Code of the State of Illinois, as amended.

OWNER(S):

STATE OF ILLINOIS)
) SS.
COUNTY OF KNOX)

_____, being first duly sworn, deposes on oath and says that he/she has read the foregoing petition subscribed by him/her, knows the contents thereof, and that the statements therein are true.

Owner's signature

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__.

STATE OF ILLINOIS)

) SS.

COUNTY OF KNOX

)

_____, being first duly sworn, deposes on oath and says that he/she has read the foregoing petition subscribed by him/her, knows the contents thereof, and that the statements therein are true.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.