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## ANNEXATION APPLICATION

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**Application is hereby made by:**

Full Name of Property Owner:

Street Address:

Phone Number with Area Code:

City, State and Zip:

E-mail Address:

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**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):

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## 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

## Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner and Date

**SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.**

### NOTARY

STATE OF \_\_\_\_\_ )

) SS.

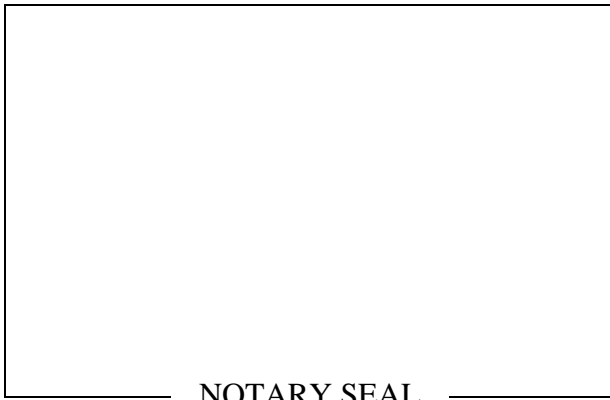
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

\_\_\_\_\_  
(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Signature of Notary Public

# ANNEXATION APPLICATION

## PROCEDURES

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 8th 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 Community Development 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

Fifteen (15) 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).