

## HOW TO PETITION THE CITY FOR ANNEXATION

In order to receive the benefit of City of Joliet services, including sewer and water service, police and fire protection, and other services, a property must be situated within Joliet's corporate limits. Any property which is in unincorporated Will County and contiguous to Joliet's corporate limits may be annexed to the City upon application to the City and approval by City Council. Any property which meets these requirements may be annexed to the City by having the owner or their authorized agent follow this procedure:

1. Applicant meets with a staff member from the Planning Division to discuss requirements for annexation.
  - a. Fees
    - i. Annexation application filing fee: \$750
    - ii. Annexation Agreement filing fee:
      - a. \$250 for a lot improved with or to be improved with a single-family house
      - b. \$1,000 for all other proposed uses
    - iii. Detachment fees – The detachment fees from your existing fire protection and library district are calculated at the rate of 310% of the annual tax paid to the fire and library district. You can obtain a recent copy of your tax bill from the Will County Treasurer's website or from their office. The City takes these fees, which are set by state law, and reimburses any fire protection district and library district that the property currently pays taxes to over the forthcoming five-year period.
    - iv. Sign deposit (properties that are less than one acre): \$100
  - b. Utility connections
    - i. Water and sewer line excavation costs - The property owner is responsible for bringing sewer and water lines to the property and shall hire a licensed and bonded contractor to perform the work. The property owner is typically required to connect to City water and sewer within 60 days of City Council approval. The City, through the annexation agreement, may allow the property owner to delay connection until the time of development or when sewer and water service becomes available to the property.
    - ii. Water and sewer connection fees - The property owner is also required to pay sewer and water connection fees. The connection charge for a water service is \$4,250 and \$3,250 for a sanitary sewer service connection. These connection charges are per equivalent residential unit.
  - c. Plat of Annexation – the applicant shall prepare and submit a plat of annexation of the proposed property to be annexed prior to filing the petition for annexation.
2. Applicant meets with staff member(s) from the Public Works & Public Utilities Departments to ascertain availability of utilities.

3. Applicant files a petition for annexation, complete with legal description, signature of all owners, plat of annexation, filing fees, and detachment fees, at least 27 days prior to the Plan Commission meeting.
4. Staff reviews application. If the application submittal is complete, the annexation petition will be scheduled for the next Plan Commission Meeting.
5. Applicant attends a **Design Review meeting** to further elaborate on and finalize annexation plans. Design Review meetings are held the first Thursday of the Month from 9:00 – 11:00 a.m. This meeting is with staff only.
6. **Plan Commission** holds a public hearing on the annexation petition and recommends action to the City Council. The applicant or authorized agent must appear at the Plan Commission meeting to affirm the petition and answer any questions. Plan Commission meetings are held the third Thursday of the month at 4:00 p.m.
7. The annexation petition then gets reviewed by the **City Council** at their second meeting of the month, which typically occurs on the third Tuesday of the month. During this meeting, the City Council acts upon recommendation of Plan Commission.
8. Prior to the City Council review, the applicant will work with City staff to prepare an annexation agreement. The annexation agreement must be signed by the applicant and submitted to staff one week prior to the intended City Council meeting.
9. If approved by City Council, the City records the ordinance approving annexation along with the plat of annexation received from applicant.
10. Sewer and water connection fees are payable to the City Collector at the time of building permit application.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 60 DAYS

**Forms:** Applications, the ownership disclosure, the fee schedule, and filing deadlines and meeting dates can be found on the City's website:

<https://www.joliet.gov/government/departments/community-development/planning-zoning/petitions-meeting-dates>

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF WILL )

**BEFORE THE MAYOR AND CITY COUNCIL  
OF THE CITY OF JOLIET, ILLINOIS**

**PETITION FOR ANNEXATION TO THE CITY OF JOLIET**

Pursuant to Section 7-1-8 of the Illinois Municipal Code, the undersigned being duly sworn, states on oath as follows:

1. The undersigned is duly authorized by law to execute and file this Petition for Annexation.
2. The undersigned is the owner of record of all of the land within the territory described in Exhibit "A" ("Territory"), attached hereto and incorporated herein by reference.
3. The undersigned constitutes at least 51% of the electors residing within the Territory, if any.
4. The Territory is not within the corporate limits of any municipality.
5. The undersigned requests the annexation of the Territory to the City of Joliet, Illinois, together with that portion of any highway adjoining the Territory, which is not within any municipality.

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**PETITIONER**

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

CASE NO. \_\_\_\_\_  
DATE FILED \_\_\_\_\_

ANNEXATION INFORMATION SHEET

(PLEASE PRINT CLEARLY)

**I. Applicant's information:**

NAME OF APPLICANT(S):

_____	_____	_____	_____
FN	(MI)	(LN)	(Suffix)
_____	_____	_____	_____
FN	(MI)	(LN)	(Suffix)

_____	_____	_____	_____
HOME ADDRESS (include Suite, Apt. No.)	CITY	STATE	ZIP CODE
_____	_____	_____	_____
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

CONTACT NUMBERS:

(H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**II. Owner's information:**

NAME OF OWNER(S): (If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing power.)

_____	_____	_____	_____
FN	(MI)	(LN)	(Suffix)
_____	_____	_____	_____
FN	(MI)	(LN)	(Suffix)

_____	_____	_____	_____
HOME ADDRESS (include Suite, Apt. No.)	CITY	STATE	ZIP CODE
_____	_____	_____	_____
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

CONTACT NUMBERS:

(H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**In case of a land trust, attach a sheet with the name, address and telephone numbers of all trustees and beneficiaries of the trust.**

**III. Agent Authorization:**

Please check one of the following:

\_\_\_\_\_ *I will represent my petition before the Plan Commission and the City Council of the City of Joliet.*

\_\_\_\_\_ *I hereby authorize the person named below to act as my agent in representing this application before the Plan Commission and the City Council of the City of Joliet.*

Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Please Print)

\_\_\_\_\_  
Agent's Name Company Name *(If Applicable)*

\_\_\_\_\_  
Agent's Mailing Address City/State/Zip

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Agent's Phone Area Code Mobile Area code Fax

Email address: \_\_\_\_\_

If an agent is representing the owner of the property, please complete the following information:

I hereby authorize the person named above to act as my agent in processing this application before the City Council of the City of Joliet:

Owner's Signature (s):  
\_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. REGISTERED VOTERS RESIDING ON TERRITORY TO BE ANNEXED:**

\_\_\_\_\_  
NAME ADDRESS (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone

\_\_\_\_\_  
NAME ADDRESS (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone

\_\_\_\_\_  
NAME ADDRESS (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone

**v. Property information:**

**PROPERTY ADDRESS:**

\_\_\_\_\_  
PROPERTY ADDRESS                      CITY                      STATE                      TOWNSHIP                      ZIP CODE

PROPERTY IDENTIFICATION NUMBER (P.I.N. or tax number(s)): \_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY (OR ATTACH COPY OF "PLAT OF SURVEY"):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOT SIZE:      WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_ AREA \_\_\_\_\_

PRESENT LAND USE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

PROPOSED LAND USE AND/OR PURPOSE OF ANNEXATION: \_\_\_\_\_  
\_\_\_\_\_

ZONING CLASSIFICATION REQUESTED: \_\_\_\_\_

**USES OF SURROUNDING PROPERTIES:**

NORTH \_\_\_\_\_ EAST \_\_\_\_\_

SOUTH \_\_\_\_\_ WEST \_\_\_\_\_

**IMPORTANT**

You must appear before the Plan Commission and the City Council to present your annexation request. A lawyer may appear on your behalf.

The undersigned understands that they are not entitled to any City of Joliet funding for public improvements by virtue of this annexation.

I hereby depose and say that all of the above statements are true and correct to the best of my information and behalf.

\_\_\_\_\_  
PETITIONER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PETITIONER

\_\_\_\_\_  
DATE

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

## CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

### I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

### II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

\_\_\_\_\_

PIN(s): \_\_\_\_\_

### III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**IV. BUSINESS OWNERSHIP**

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NOTE:**

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:**

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### **How to Post a Sign for any Land Use Change**

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to page 2 for information.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

**Requirements For Posting Land Use Change Informational Signs**

(6) Land Use Change Informational Signs: In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

**(A) For parcels comprising 1 acre or more:**

- (1) The applicant or the applicant’s agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.
- (2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)
- (3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.
- (4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.
- (5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

<b>NOTICE OF PUBLIC MEETING</b>	
<b>CITY OF JOLIET, IL</b>	
DATE/TIME:	_____
LOCATION:	City Hall Council Chambers _____
	150 W. Jefferson St., Joliet _____
DESCRIPTION OF REQUEST:	_____
	_____
FOR MORE INFORMATION CALL:	815-724-4040 OR _____
	815-724-4050 _____
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>	
<b>CITY OF JOLIET</b>	