

**CITY OF ST. CHARLES**  
 TWO EAST MAIN STREET  
 ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY DEVELOPMENT/PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**PETITION FOR ANNEXATION APPLICATION**

*Received Date*

<b>For City Use</b>	
Project Name:	_____
Project Number:	_____ -PR- _____
Application Number:	_____ -AP- _____

*Instructions:*

*To request annexation of property, complete this application and submit it with all required attachments to the Planning Division.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.*

<b>1. Property Information:</b>	Location:	
	Parcel Number (s):	
	Proposed Subdivision Name:	
<b>2. Applicant Information:</b>	Name	Phone
	Address	Fax
		Email
<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email

## Application Checklist

If multiple zoning or subdivision applications are being submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

- ❑ **APPLICATION:** Completed application form signed by the applicant
- ❑ **APPLICATION FEE:** Refer to attached Schedule of Application Fees (\$500, plus an additional \$500 when an annexation agreement is proposed).
- ❑ **REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City.
- ❑ **REIMBURSEMENT OF FEES INITIAL DEPOSIT:**

Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

- ❑ **PROOF OF OWNERSHIP and DISCLOSURE:**

- a) A current title policy report; or
- b) A deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

- ❑ **LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper
- ❑ **PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

- ❑ **ANNEXATION PETITION (Complete either Form #1 for Electors, or Form #2 for No Electors).**

Petition to include the following information:

- Addressed to: Mayor and Members of the City Council, City of St. Charles, 2 E. Main Street, St. Charles, Illinois 60174
- A common address of the property and tax parcel number are included in the petition
- Signatures of all of the owners of record of the territory to be annexed and also by the majority of electors, if any, residing in the territory. Petition shall be signed under oath.

□ **ONE MYLAR PRINT OF THE PLAT OF ANNEXATION.**

The Plat shall contain the following information:

- Survey of property to be annexed
- Legal description of property to be annexed
- Present corporate limits
- Number of acres to be annexed
- Name and address of person who prepared plat
- Indicate that the new boundary shall extend to the far side of any adjacent highway and shall include all of every highway within the area annexed.
- Certificate for signature by Mayor and the City Clerk as follows:

*This is to certify that this Accurate Map of Territory Annexed is identified as that incorporated into and made a part of the City of St. Charles Ordinance No. \_\_\_\_\_ adopted by the City Council of said City on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Mayor City Clerk

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**

\_\_\_\_\_  
Record Owner Date

\_\_\_\_\_  
Applicant or Authorized Agent Date

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COMMUNITY & ECONOMIC DEV./PLANNING

PHONE: (630) 377-4443 FAX: (630) 377-4062

**SCHEDULE OF APPLICATION FEES**

**DEVELOPMENTS WITHIN CORPORATE LIMITS**

Type of Application	Application Fee
Appeals	\$150
Design Review	\$200
Variations	\$300
General (Text) Amendment	\$500
Zoning Map Amendments	\$500
Special Use and Amendment to Special Use	\$750
Annexation of Property	\$500
Annexation Agreement	\$500
Concept Plan	No fee
Special Use as a Planned Unit Development (PUD)	\$1000
PUD Preliminary Plan	\$500
PUD Final Plan	\$500
Minor Change to PUD	\$200
Subdivision Preliminary Plan/Plat (not a PUD)	\$500
If less than 3 acres	\$300
Final Plat of Subdivision	\$300
Minor Subdivision Final Plat	\$300

**DEVELOPMENTS OUTSIDE CORPORATE LIMITS (WITHIN 1 ½ MILE JURISDICTION)**

Concept Plan	No fee
Subdivision Preliminary Plan:	
1 to 4 lots, no new public road construction	No fee
1 to 4 lots, with new public road construction	\$200
5 or more lots, with new public road construction	\$300
Final Plat of Subdivision	\$300

**PLEASE MAKE CHECKS PAYABLE TO THE CITY OF ST. CHARLES**

***A SINGLE CHECK CAN BE USED TO COMBINE ALL APPLICATION FEES  
AND REIMBURSEMENT OF FEES DEPOSIT.***

**CITY OF ST. CHARLES**  
**REIMBURSEMENT OF FEES AGREEMENT**



City of St. Charles Acct. # \_\_\_\_\_

**I. Owner:**

Owner of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust:

\_\_\_\_\_

**II. Person Making Request (Petitioner/Applicant):**

Name of Petitioner/Applicant: \_\_\_\_\_

Petitioner's/Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Petitioner's /Applicant's Phone Number: \_\_\_\_\_

**III. Location of Property:**

General Location of Property: \_\_\_\_\_

Acreage of Parcel: \_\_\_\_\_

Permanent Index Number(s): \_\_\_\_\_

Legal Description (attach as Exhibit A)

**IV. Reimbursement of Fees:**

If the City determines, in its sole and exclusive discretion, that it is necessary to obtain professional services, including, but not limited to, attorneys; engineers; planners; architects; surveyors; court reporters; traffic, drainage or other consultants, and/or to incur costs related to any required notices or recordations, in connection with any Petition or Application filed by the Petitioner/Applicant, then the Petitioner/Applicant and Owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the City.

The City Administrator is hereby authorized to assign the above described services to the City staff or to consultants, as they deem appropriate. When the City staff renders any services contemplated by this agreement, then in such case the City shall be reimbursed for its cost per productive work hour for each staff person providing said services.

At the time the Petitioner/Applicant requests action from the City, he shall deposit the following amounts with the City as an initial deposit to collateralize the obligation for payment of such fees and expenses:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

As the review proceeds, the City shall deduct incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner/applicant, upon notice by the City, shall be required to replenish the deposit to its original amount. The Petitioner/ Applicant shall replenish the deposit amount within fifteen (15) days of receipt of an invoice directing the replenishment of said deposit. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

A petitioner/applicant who withdraws his petition or application may apply in writing to the Director of Community Development for a refund of his initial deposit. The City Administrator may, in his sole discretion, approve such refund less any actual fees and costs, which the City has already paid or incurred relative to the Petition or Application.

Upon the failure to the Petitioner/Applicant or Owner to reimburse the City in accordance with this Agreement, no further action shall be undertaken on any Petition or Application by the Mayor and City Council, or by any other official or quasi-deliberations, the granting of any relief or approvals, and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Further, the City may deny any application for a grading, building or other permit if such amounts have not been paid in full.

Upon any failure to reimburse the City in accordance with this section, the City may in its discretion, apply any or all of the initial deposit to the outstanding balance due and/or elect to place a lien against any real property associated with the Petitioner/Applicant's Petition or Application. In the event such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the City, such amounts due shall be deemed delinquent and finance charges in accordance the City's policy for accounts receivable shall be added to the amount due until such amount due, including all delinquency charges, is received by the City. Said lien shall be in an amount equal to the outstanding amount owed to the City.

The remedies available to the City as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the City's right to seek relief of such fees against any or all are responsible parties in a court of competent jurisdiction.

Any remaining balance of funds deposited pursuant to this Agreement shall be refunded upon the later occurring of the following events: completion of City deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, or issuance of a building permit upon the real property in question.

BY SIGNING BELOW, THE PETITIONER/APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER/APPLICANT AND OWNER AGREE THAT PETITIONER/APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE CITY OF ST. CHARLES, AND AS SET FORTH HEREIN.

City of St. Charles

\_\_\_\_\_  
Petitioner/Applicant

By: \_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Attest

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

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

**OWNERSHIP DISCLOSURE FORM  
PARTNERSHIPS**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am a  
General Partner of \_\_\_\_\_, an Illinois  
(General) (Limited) Partnership and that the following persons are all of the partners thereof:

- \_\_\_\_\_ (General)(Limited) Partner

By: \_\_\_\_\_ (General)(Limited) Partner

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

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
CORPORATION**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am the  
\_\_\_\_\_ of \_\_\_\_\_, an  
(Illinois) ( \_\_\_\_\_ ) Corporation and that the following persons are all of the shareholders  
of 7% or more of the common stock of said Corporation:

_____	_____
_____	_____
_____	_____
_____	_____

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
LAND TRUST**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Trust Officer of \_\_\_\_\_, and that the following  
persons are all of the beneficiaries of Land Trust No. \_\_\_\_\_:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Trust Officer

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

\_\_\_\_\_  
Notary Public

**OWNERSHIP DISCLOSURE FORM  
LIMITED LIABILITY COMPANY (L.L.C.)**

STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am  
Manager of \_\_\_\_\_, an Illinois Limited Liability  
Company (L.L.C.), and that the following persons are all of the members of the said L.L.C.:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_, Manager

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

\_\_\_\_\_  
Notary Public



ELECTOR(S)

---

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Subscribed and sworn to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

---

Notary Public

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF KANE )

BEFORE THE MAYOR AND CITY COUNCIL  
OF THE CITY OF ST. CHARLES, ILLINOIS

**PETITION FOR ANNEXATION**

The undersigned Petitioners hereby respectfully petition to annex to the City of St. Charles, Kane and DuPage Counties, Illinois, the territory described as follows:

See Exhibit "A" attached hereto and made a part hereof

**Commonly know as:** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

And under oath state (s) as follows:

1. Your undersigned Petitioner (s) is (are) the sole owner (s) of record of the territory hereinbefore described, and \*have) (has) also executed this Petition as such owner.
2. The territory hereinbefore described is not within the corporate limits of any municipality.
3. The territory hereinbefore described is contiguous to the City of St. Charles, Kane and DuPage Counties, Illinois.
4. There are no electors residing within the territory hereinbefore described.

WHEREFORE, Petitioner(s) respectfully request(s) that the corporate authorities of the City of St. Charles, Kane and DuPage Counties, Illinois, annex the territory hereinbefore described to said City in accordance with the provisions of the Petition and in accordance with law.

The undersigned petitioner(s) and elector(s), being first duly sworn on oath, state(s) that the statements set forth in the petition for annexation above are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OWNER(S)

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

Subscribed and sworn to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public