

Village of Carol Stream

Annexation Application Submittal Checklist

NOTICE TO APPLICANTS: This checklist has been prepared to assist applicants through the annexation process. Incomplete applications will not be processed; please refer to the items listed below for the required documents and plans.

The following items are required for a complete annexation application:

- One signed and dated General Application (Form A);
- Plat of Survey with Legal Description;
- Cover letter addressed to the Village Board, introducing yourself and explaining the details of your request;
- Annexation Petition;
- Application fees: \$400.00 for Annexation Agreement hearing, payable to the Village of Carol Stream. Other fees and contributions will be determined at time of review of the annexation agreement. See *Annexation Fees and Contributions* table;
- Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, homeowners insurance policy bill or deed. Property owner letters of consent need to be notarized by a registered Notary Public.

The following items are required once the Village Board directs that Village staff and the applicant proceed with the development of an annexation agreement. These items are not required until after the Village Board Initial Review meeting. (See “Annexation Process.”)

- Plat of Annexation. Seven folded full size copies of the Plat of Annexation and one legible 11” x 17” reduced copy are required;
- Annexation Agreement. Fifteen copies of a draft annexation agreement in accordance with the Village’s format. (See Appendix C.)

Annexation Fees and contributions are due in accordance with the Village of Carol Stream Code of Ordinances: Chapter 7, Article 8, and Chapter 12, Article 1.

Note to all persons filing an application to annex property: All plans must be drawn to scale and be folded, and all paperwork must be typed or hand written legibly (no rolled plans will be accepted!)