



VILLAGE OF  
**L I N C O L N S H I R E**

# Information Packet Annexation

## **Village Board / Committee of the Whole**

- 2<sup>nd</sup> / 4<sup>th</sup> Monday of each month
- 7 p.m. – Village Hall Board Room

## **Community & Economic Development Department**

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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**Annexation Information Packet – Village of Lincolnshire, IL –  
Community & Economic Development**

**STEP 1: PRELIMINARY STAFF REVIEW**

**A. Applicant Due Diligence**

Applicants are encouraged to review [Section 1-10](#) of the Lincolnshire Village Code to familiarize themselves with the annexation process.

**B. Initial Meeting with Staff**

A meeting with Community & Economic Development (CED) staff is recommended to discuss the opportunity for annexation. Staff will determine if the property is contiguous to the Village, if the annexation meets the Village’s Comprehensive Plan goals, and is in the best interest of the Village overall. To be considered contiguous, a significant portion of the property must abut the municipal limits of the Village. A single point of contact is not adequate for contiguity.

Upon annexation, all property is zoned R1-Single Family Residence District. R1 zoning requirements can be found in [Section 6-5A](#) of the Lincolnshire Village Code. The annexation proposal may be accompanied by a concurrent request for a [Special Use permit](#), [subdivision](#), and/or [rezoning](#), as determined in consultation with Village staff.

**STEP 2: COMMITTEE OF THE WHOLE – PRE-APPLICATION MEETING**

Annexation applications are evaluated on a preliminary basis for initial comment by the Village Board during their Committee of the Whole pre-application meeting (2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month).

**One electronic copy in PDF format** of the following materials must be submitted a **minimum of three weeks** prior to a regularly scheduled Committee of the Whole meeting for the pre-application meeting. All final materials must be submitted electronically in PDF format a **minimum of one week** prior to the meeting. Incomplete and/or late submittals are not accepted.

- A. Letter of Request:** a letter directed to the Mayor & Village Board of Trustees summarizing the annexation request and detailed narrative outlining the reasons for the request.
- B. Conceptual Site Plan (if development is involved):** the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.

**STEP 3: APPLICATION & FEES**

Following the Village Board’s referral during the pre-application meeting, the applicant shall submit the following prior to proceeding to the next step:

- **Application:** a completed [Planning & Zoning Application](#).
- **Petition for Annexation:** three originals of the Petition for Annexation and project description (see attached Exhibit A for a sample).
- **Fees:** all required fees except for annexation fees established in [Section 1-15](#) which will be due upon annexation approval. If the annexation proposal is accompanied by other concurrent zoning requests, additional application and escrow fees will be due at the time of application filing (these fees are summarized on Page 4 of the Planning and Zoning Application). Proposals may be also subject to [acreage fees](#) and [developer donations](#).

**STEP 4: PUBLIC NOTIFICATION**

The applicant must provide public notice of the public hearing regarding the Annexation Agreement and other zoning requests, if applicable (no public hearing is required for annexation requests without an annexation agreement). Once a public hearing date is determined, staff will provide the applicant with an electronic copy of the public hearing language for use in mailing the required public notices to property owners of record of all surrounding parcels per [Section 7-1-1 of the Illinois Municipal Code](#) and [Section 6-14-8 of the Lincolnshire Village Code](#). Public notice must be published in a newspaper of general circulation prior to the public hearing no more than 30 and no less than 15 days before the hearing. The applicant must submit a completed Notification of Public Hearing Affidavit ([see page 6 of the Planning &](#)

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[Zoning Application](#)) to staff no later than four business days prior to the public hearing at the Village Board’s Committee of the Whole. **In order for staff to schedule a public hearing date, please refer to Step 5 below regarding materials and submittal deadline requirements.**

The Village will notify affected taxing bodies 10 days prior to the Village Board’s action to annex the property per [Section 7-1-1 of the Illinois Municipal Code](#).

### STEP 5: COMMITTEE OF THE WHOLE

Before the application is considered further by the Village Board during a Committee of the Whole meeting, the applicant must submit the following materials **as one electronic copy in PDF format a minimum of three weeks** prior to the meeting:

- **Letter of Request:** a letter directed to the Mayor & Village Board of Trustees summarizing the annexation request and detailed narrative outlining the reasons for the request.
- **Annexation Agreement:** an annexation agreement is required if the applicant desires to annex under an Annexation Agreement.
- **Plat of Annexation:** information that must appear on the Plat of Annexation is based on the Illinois Compiled Statutes – see the “Annexation/Disconnection Plat” section in Lake County’s [Plats publication](#).
- **Land Trust Disclosure Statement:** if the property owner of record is a land trust, a Land Trust Disclosure Statement prepared in accordance with [Section 1-12](#) of the Lincolnshire Village Code must be filed concurrently with the Petition for Annexation.
- **Additional Materials:** as required for concurrent zoning requests (if applicable).

Incomplete and/or late submittals are not accepted.

The Village Board will hold a public hearing regarding the Annexation Agreement and consider the annexation request during a Committee of the Whole meeting. At the conclusion of the meeting, the Village Board will determine if the application will be placed on the Consent Agenda (for final vote) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting.

### STEP 6: VILLAGE BOARD

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required.

Upon approval, the Village will prepare an authorizing ordinance(s). The ordinance(s), along with the Annexation Agreement (if applicable), will be mailed to the applicant for signing and must be returned to the Village to execute the ordinance. Once the authorizing documents are executed, a completed copy will be mailed to the applicant and recorded with Lake County.

In addition, the Village will notify the County Clerk, Post Office, and the Illinois Department of Transportation (“IDOT”) of the annexation action.

The applicant will be required to pay the required annexation fees within seven days of the Village Board’s adoption of the annexation ordinance but before the recording of the ordinance.

### ADDITIONAL INFORMATION

Upon annexation, the property will be governed by the Lincolnshire Village Code and policies. In addition, it will be eligible to receive Village services, including, but not limited to, police protection, infrastructure improvements, and permitting and inspections.

[Section 8-2](#) of the Lincolnshire Village Code requires all properties within 250 feet of a Village water or sanitary sewer main connect to Village water service within 120 days of the annexation day. Connection with the Village’s sanitary sewer service must be completed within 90 days of the annexation date. Well

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and septic systems must be abandoned in accordance with Lake County Health Department requirements. In specific areas where previous developers have installed utilities, recapture fees may also be applicable at the time water and sewer connections are made. Fees associated with connection to the Village water and sanitary sewer systems are established annually by the Mayor and Board of Trustees. Questions regarding the availability of Village water and sewer services should be directed to the Village Engineer.

**EXHIBIT A: PETITION FOR ANNEXATION (SAMPLE)**

The PETITIONER, **[insert the name(s) of all the owner(s) of record]**, pursuant to Section 7-1-8 of the Illinois Municipal Code, hereby files this voluntary petition for annexation and in support thereof respectfully states under oath:

- 1. PETITIONER is (the sole owner/all of the owners) of record of all of the following legally described land (hereinafter sometimes referred to as the "SUBJECT PROPERTY") comprising \_\_\_\_\_ acre(s) legally described as follows:

**[INSERT LEGAL DESCRIPTION]**

and commonly known as:

**[INSERT COMMON ADDRESS]**

and assigned P.I.N.:

**[INSERT P.I.N]**

- 2. The SUBJECT PROPERTY is not situated within the limits of any municipality, but is contiguous to the Village of Lincolnshire.
- 3. There are no electors residing on the SUBJECT PROPERTY; or there are \_\_\_\_ electors residing on the SUBJECT PROPERTY and this petition is signed by at least 51% of said electors.
- 4. The PETITIONER respectfully requests that:
  - A. That the above described SUBJECT PROPERTY be annexed to the Village of Lincolnshire by ordinance by the Mayor and Board of Trustees of the Village of Lincolnshire, pursuant to Section 7-1-8 of the Illinois Municipal Code of the State of Illinois, as amended.
  - B. That such other action be taken as is appropriate in the premises.

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

OWNER(S) AND NON-OWNER ELECTORS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by [INSERT OWNER'S/ELECTOR'S NAME] and [INSERT OWNER'S/ELECTOR'S NAME].

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

My Commission Expires:  
\_\_\_\_\_

County of: \_\_\_\_\_

State of: \_\_\_\_\_