



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

Information Packet Annexation

Village Board / Committee of the Whole

- 2nd / 4th 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: PRE-APPLICATION / 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. Pre-Application Meeting/Preliminary Staff Review

A pre-application 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: REQUIRED DOCUMENTS

The following documents must be attached to the Petition for Annexation for Village Board consideration regarding a request for annexation at the time it is submitted to the Community & Economic Development staff for review.

- **[Planning and Zoning Application](#)**: check all requests that apply and complete all applicable fields.
- ***Petition for Annexation and Project Description***: three originals of the Petition for Annexation and project description (see Exhibit A for a sample).
- ***Annexation Fees***: established in [Section 1-15](#) of the Lincolnshire Village Code. The fees are due at the time of application filing. 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). Residential proposals may be also subject to [developer donations](#).
- ***Annexation Agreement***: if the applicant desires to annex under an Annexation Agreement, three copies of the Annexation Agreement must be provided at the time the application is submitted.
- ***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.
- ***Change of Address***: property which has already been developed and is annexed to the Village is assigned a new Lincolnshire address. The Village will notify the United States Postal Service and other applicable bodies upon annexation of the address change.
- ***Additional Materials***: as required for concurrent zoning requests (if applicable).

Once the completed application materials have been received and reviewed for completeness, the applicant will receive comments that require further attention prior to a preliminary evaluation with the Village Board during a Committee of the Whole meeting (Step 3 below).

STEP 3: COMMITTEE OF THE WHOLE – PRELIMINARY EVALUATION

Annexation applications are evaluated for initial comment and potential referral by the Village Board during their Committee of the Whole meeting (2nd and 4th 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 preliminary evaluation. All final

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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.

- **Letter of Request:** a letter directed to the Mayor & Village Board of Trustees summarizing the annexation request.
- **Petition for Annexation and Project Description**
- **Annexation Agreement (if applicable)**
- **Plat of Annexation**
- **Additional Materials:** as required for concurrent zoning requests (if applicable)

STEP 4: PUBLIC NOTIFICATION

After preliminary evaluation, but before the application is considered further by the Village Board, the applicant must first provide public notice of the public hearing regarding the Annexation Agreement and other zoning requests, if applicable. 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 within 250 feet of the subject property. Public notice must be published in a newspaper of general circulation and letters mailed to taxpayers of surrounding properties 15-30 days prior to the public hearing via certified mail, return receipt requested. In order for staff to schedule a public hearing date, please refer to Step 5 below regarding materials and submittal deadline requirements.

STEP 5: COMMITTEE OF THE WHOLE

Following the public notification and receipt of complete application materials, the Village Board will hold a public hearing 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 appropriate taxing bodies of the annexation action.

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 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: _____