



ANNEXATION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

For Internal Use Only	Petition #:	Date Received:	Fees Paid:
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SUBJECT PROPERTY INFORMATION

Property Address:

Parcel Index Number(s):

Current Use:

APPLICATION CHECKLIST

An electronic submittal is required. The full application may be sent to sbarajas@invillapark.com

- Complete PLANNING AND ZONING APPLICATION
- Complete ANNEXATION APPLICATION

Three Full-Sized Copies of the following:

- Plat of Annexation with all easements, vacations, etc.
- Legal Description of annexed land (in word)
- Plat of Survey, indicating existing conditions and no more than 5 years old
- Preliminary Site/ Development Plan



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PLAT OF ANNEXATION REQUIREMENTS

- Permanent Parcel Number
- Legal Description
- Title
- Surveyor's or Engineer's Signature & Seal
- Owner's Signature, Notarized
- County Clerk's Signature & Seal
- Village Board Certificate to be signed by Village President and attested by Village Clerk
- Planning and Zoning Commission Certificate to signed by Chairperson
- Village Engineer Certificate
- Village Treasurer Certificate
- DuDOT or IDOT Certificates may be required if developing adjacent to their right-of-way.
- Petition for Annexation must be signed by the Owners of Record and 51% of the electors residing on site.
- "After Recording Submit Tax Bill To" box

AFTER RECORDING SUBMIT TAX BILL TO:

- "Plat Submitted By and Return To" box with Village of Villa Park name and address

AFTER RECORDING SUBMIT TAX BILL TO:



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PLAT CERTIFICATES

OWNER AND NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DU PAGE) SS

THIS IS TO CERTIFY THAT _____

_____ AS OWNER OF THE PROPERTY DESCRIBED IN THE ANNEXED PLAT, HAS CAUSED THE SAME TO BE PLATTED AS INDICATED HEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.

WE FURTHER CERTIFY THAT THE PROPERTY HEREIN SUBDIVIDED LIES WITHIN:

DATED AT _____, ILLINOIS, THIS _____ DAY OF _____ A.D., 20____.

BY: _____

STATE OF ILLINOIS)
COUNTY OF _____) SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT _____ AND _____, OF _____, PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH _____ AND _____, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID CORPORATION, FOR THE USES AND PURPOSES THEREIN SET FORTH AND THE SECRETARY DID ALSO THEN AND THERE ACKNOWLEDGE THAT HE, AS CUSTODIAN OF THE CORPORATE SEAL OF SAID CORPORATION, DID AFFIX SAID CORPORATE SEAL TO SAID INSTRUMENT AS HIS OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID CORPORATION, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL AT _____ A.D., 20_____.

BY: _____

NOTARY PUBLIC

MY COMMISSION EXPIRES



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COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

PLANNING AND ZONING COMMISSION CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS HAS REVIEWED AND APPROVED THIS PLAT.

DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D. 20_____.

BY: _____
CHAIRPERSON

VILLAGE TREASURER CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, VILLAGE TREASURER FOR THE VILLAGE OF VILLA PARK, ILLINOIS,

DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID OR FORFEITED SPECIAL ASSESSMENTS OR ANY DEFERRED INSTALLMENTS THEREOF THAT HAVE NOT BEEN APPORTIONED AGAINST THE TRACT, INCLUDED IN THIS PLAT

DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D., 20_____.

VILLAGE TREASURER

VILLAGE BOARD CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

APPROVED AND ACCEPTED BY THE VILLAGE BOARD OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AT A MEETING HELD THIS _____ DAY OF _____, A.D., 20_____.

BY: _____
PRESIDENT

ATTEST: _____
VILLAGE CLERK



ANNEXATION APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

VILLAGE ENGINEER CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, VILLAGE ENGINEER OF THE VILLAGE OF VILLA PARK, ILLINOIS, HEREBY CERTIFY THAT THE LAND IMPROVEMENT DESCRIBED IN THE PLAT AND SPECIFICATIONS THEREFORE, MEET THE MINIMUM REQUIREMENTS OF THE VILLAGE AND HAVE BEEN APPROVED BY ALL PUBLIC AUTHORITIES HAVING JURISDICTION THEREOF.
DATED AT VILLA PARK, DUPAGE COUNTY, ILLINOIS

THIS _____ DAY OF _____, A.D., 20_____.

VILLAGE ENGINEER

REGISTRATION NUMBER

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, COUNTY CLERK OF DUPAGE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, NO UNPAID CURRENT GENERAL TAXES, NO UNPAID FORFEITED TAXES, AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE PLAT. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK, DATED AT WHEATON, DUPAGE COUNTY, ILLINOIS THIS _____ DAY OF _____, 20__.

COUNTY CLERK

DUPAGE COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DU PAGE) SS

THIS INSTRUMENT NO. _____ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DU PAGE COUNTY, ILLINOIS, AFORESAID, ON THE _____ DAY OF _____, A.D. 20_____, AT _____ O'CLOCK _____. M.

**PETITION FOR ANNEXATION TO THE
VILLAGE OF VILLA PARK
DUPAGE COUNTY, ILLINOIS**

To: The Village President and Board of Trustees
Village of Villa Park, DuPage County, Illinois
c/o Village Clerk
Village of Villa Park
20 S. Ardmore Avenue
Villa Park, Illinois 60181

The undersigned petitioner(s) (the "Petitioner"), is the owner(s) of all the property described and depicted in Exhibit A attached hereto (the "Subject Property"), and respectfully petitions the Village of Villa Park (the "Village") to cause the real property described herein to be annexed pursuant to this Petition, and in support, on oath states as follows:

1. The Subject Property of this Petition is a parcel of real estate in unincorporated DuPage County, Illinois, identified by permanent index number and legally described in Exhibit A, a copy of which is attached hereto and made a part hereof.
2. The Petitioner is the owner of record of the Subject Property, and is authorized to execute this Petition.
3. No part of the Subject Property is within the corporate limits of any municipality.
4. The Subject Property is contiguous to the Village.
5. There are electors -or- are no electors residing within the Subject Property.
6. If there are electors residing within the Subject Property, at least 51% of the electors join in this Petition for Annexation by executing it.
7. The Subject Property consists of approximately _____ acres.
8. This Petition shall be in full force and effect from and after the date hereof and until the Subject Property is annexed to the Village in agreement with the appropriate statutes.

PETITIONER HEREBY REQUESTS:

- A. That the Subject Property be annexed to the Village by an ordinance duly adopted by the President and Board of Trustees of the Village, pursuant to the Illinois Municipal Code, (65 ILCS 5/7-1-1, *et seq.*; 65 ILCS 5/7-1-8) as from time to time supplemented and amended.
- B. That such further action be taken by the Village as may be necessary or appropriate to effect this Petition.

Respectfully submitted this _____ day of _____, 20__.

Signature(s) of Petitioner(s)/Owner(s) of Record *[must sign in front of a Notary Public]*

Under penalties as provided by law, the undersigned Petitioner(s) being first duly sworn upon oath, deposes and states that they have knowledge of the foregoing Petition for Annexation and the facts alleged therein; and that same are true and correct to the best of their knowledge, information and belief.

<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>	<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>
<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>	<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>

Signature(s) of Elector (s) [must sign in front of a Notary Public]

Under penalties as provided by law, the undersigned elector(s) being first duly sworn upon oath, deposes and states that they have knowledge of the foregoing Petition for Annexation and the facts alleged therein; and that same are true and correct to the best of their knowledge, information and belief.

<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>	<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>
<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>	<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Print Address</p> <p>Subscribed and Sworn to before me this ____ day of _____, 20__.</p> <p>_____ Notary Public</p>

Exhibit A
PIN and Legal Description of Subject Property