

**ANNEXATION**  
**Filing Procedures**

1. **Application Completed and Signed** – If the applicants name and owner of record are different you must have both signatures on the application.
2. Make sure **ALL** contiguous property owners have been supplied on application. Names of **PROPERTY OWNERS AND THEIR MAILING ADDRESS (NOT** renter's name and address). This list should include all properties within 250' of subject property.
3. Supply the **PIN NUMBER** of each contiguous property and a statement which verifies that contiguous property owners and pin numbers are correct. Also supply business size envelopes with postage included, addressed to each contiguous property owner, listing the City Of Batavia as the return addressee.
4. **Annexation Plat** with legal description of property to be annexed. Submit original Mylar and six (6) full sized/scaled plat and one copy of plat reduced to 11 x 17 for office use. (See requirements for an acceptable annexation plat attachment.) If City Of Batavia is to record annexation plat when finalized provide an Authorization to Record Plat letter. (See sample attached.)
5. If property being annexed is to be subdivided a **PRELIMINARY PLAT** must be submitted at time of filing along with six (6) full size copies and a reduced copy 11 x 17.
6. **Petition for Annexation** – Original petition with original signatures.
7. **In addition to hard copies** all plans and documents to be electronically filed saved as an 11 x 17 sized PDF file provided by e-mail or on CD.
8. **Filing Fee** – determined by the amount of property to be annexed.

# APPLICATION FOR ANNEXATION AND ZONING

NAME OF APPLICANT: \_\_\_\_\_ (Please Print)

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**To The Plan Commission  
CITY OF BATAVIA, ILLINOIS**

ADDRESS/LOCATION OF PROPERTY: \_\_\_\_\_  
(Streets - Roads, Bounding Property)

PRESENT ZONING CLASSIFICATION: (Kane County)  
\_\_\_\_\_

REQUESTED CITY ZONING and INTENDED USE:  
\_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_ (Please Print)

OWNER OF RECORD ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER:  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

ATTACH A LIST OF PROPERTY OWNERS WITHIN 250' (excluding streets and alleys); THEIR MAILING ADDRESSES (as shown on current tax rolls) and PIN NUMBERS:

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

(Add Attached Sheet If Needed)

**\*To the best of my knowledge I verify that the names and addresses of the attached list to be true and accurate at the time of filing.\***

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF OWNER OF RECORD: \_\_\_\_\_  
(If Applicant and Owner of Record are not the same.)

NOTE: Owner/Applicant, by submission of this application, and consideration of same by the City of Batavia, acknowledges his familiarity with the Batavia Municipal Code, and his responsibility for payment of

all fees and charges described therein and required in connection with the proceedings initiated by this application.

**APPLICATION FOR ANNEXATION AND ZONING**  
**(For Office Use Only)**

Date Application Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date Referred by Code Enforcement Officer to Plan Commission: \_\_\_\_\_

Date LEGAL NOTICE Published: \_\_\_\_\_

Newspaper LEGAL NOTICE Published: \_\_\_\_\_

Date NOTICE Posted: \_\_\_\_\_

Date Notices Sent to Fire Protection District, Library Board Members and Commissioners of Batavia or Geneva Township: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

Plan Commission Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Plan Commission Approved / Denied: \_\_\_\_\_