

CITY OF BLOOMINGTON
APPLICATION AND PROCEDURES
FOR ANNEXATION



APPLICANT INFORMATION

Name:
Subject Property PIN(S):
Property Title/Name (if applicable):
Phone:
Email:

A Pre-annexation Meeting should be scheduled with City Staff as soon as it is determined that annexation will be proposed.

STEPS

1. Annexation Agreement - Long Term Plan for Incorporation
2. Annexation Petition(s) - Incorporation
3. Development - Development Review and Permitting

REQUIRED DOCUMENTS AND SUBMITTALS - ANNEXATION AGREEMENT

- Legal descriptions, including Property/Real Estate Index Numbers (PINS), for ALL property(s) planned for annexation, immediately, or in the future.
- Legal descriptions, including PINS, of property(s) to be annexed immediately.
- Written consent from the property owner, if not the same as the applicant.
- Legible Site Plan, including property lines, proposed locations of new/changed structures, and other items relevant to the annexation.
- Area (in acres) of property(s) planned for annexation.
- Most recent equalized assessed valuation of the property to be annexed and the last year's real property tax levied by the rural township (for corporate purposes and road and bridge tax).
- Written statement including:
 - o Any conditions for, or in consideration of, annexation requested by the Petitioner.
 - o The proposed zoning to be assigned upon annexation, and appropriateness of such, including:
 - The suitability of the property as related to the time it has remained vacant with the current zoning, and the existing uses of the property and nearby property.
 - The extent to which adequate streets connected to the arterial street system are available or can be reasonably supplied to serve the uses permitted in the proposed zoning.
 - The extent to which adequate services (including but not limited to fire and police protection, schools, water supply and sewage disposal facilities) are available or can be supplied to serve the uses permitted in the proposed zoning classification.
- Written statement addressing the standards identified in Ch.8.5, Section 203D(9) of the City Code.
- Draft Annexation Agreement Resolution (optional).
- Filing fee.

FOR INTERNAL PROCESSING

Date Received: _____
Legal Notice Publication Date: _____
Planning Commission Hearing Date: _____
City Council Date, Resolution Number: _____

PROCESS - ANNEXATION AGREEMENT (§ 8.5-203, 65 ILCS 5/11-15.1-1)

1. Prior to the submission of an application for Annexation Agreement, a pre-conference should be completed with Economic & Community Development Department Staff.
2. The Planner assigned to your case will be in contact regarding any additional documents or information needed to proceed.
 - Other processes related to the incorporation and development of the property (Legislative Site Plan Reviews, Annexation Petition, etc.) may be reviewed concurrently with the Annexation Agreement, *if the appropriate documentation and submittals are available* at that time.
 - City Staff handles the public notification requirements for all hearings associated with this process.
3. The applicant will be billed for the cost of Legal Notice publication; filing and publication fees must be paid prior to the public hearing before the Bloomington Planning Commission.
4. The Bloomington Planning Commission holds a public hearing on the Agreement and makes a recommendation to City Council.
5. City Council holds a public hearing to adopt the Agreement, by Resolution.
6. City Staff will record the agreement with the McLean County Recorder of Deeds Office. The applicant may be responsible for reimbursement of the cost of said recording.
7. The Agreement may be valid for up to 20 years following the date of adoption, and a Petition(s) for Annexation may be submitted at any time.

ANY CONDITIONS OR INCLUSIONS OF THE AGREEMENT THAT REQUIRE A PUBLIC HEARING TO EXECUTE MUST BE HEARD PRIOR TO, OR CONCURRENTLY, WITH THE HEARINGS ON THE AGREEMENT, AND COMPLETED **PRIOR TO EXECUTION OF THE AGREEMENT.**

SUBMISSION - www.bloomingtonil.gov/government/departments/planning-zoning/development-resources

- Sample agreements and documents are available from the Planning Division.
- Scanned copies of any signed documents are acceptable for submittal and processing.
- Original copies and mylars, as appropriate, are required for recording after City Council approval.
- Filing fees may be paid by check, or invoiced and paid by credit card.

FOR ASSISTANCE

planning@cityblm.org

309-434-2226 ext. 5

Economic & Community Development,

Attn: Planning

115 E Washington Street, Floor 2

Bloomington, IL 61702-3157

NEXT STEP - 2. Annexation Petition(s)