

CITY OF BLOOMINGTON  
APPLICATION AND PROCEDURES  
FOR ANNEXATION, CONTINUED



APPLICANT INFORMATION

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

**An Annexation Agreement should be adopted, enacted, and in force before an Annexation Petition may be heard and approved.**

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 PETITION

Those documents submitted as part of the Annexation Agreement submittal, in addition to those items listed below:

- Completed petition for annexation, including legal description of the property to be annexed.
- Annexation Plat, having been reviewed and accepted by all appropriate City Departments, including Public Works and Economic & Community Development (traditional Final Plat certificates required).
- 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), if different from that submitted as part of the Annexation Agreement.
- Affidavit of notice by certified mail:
  - o Fire Protection District (if applicable)
  - o Township Highway Commissioner
  - o Board of Trustees of Township
  - o Township Supervisor
- Fees to be paid as a condition of annexation (§ 1-125).

**NOTE** - Annexation may be completed at one time or phased over the course of the 20-year effective time of the Agreement. Multiple Annexation Petitions may be submitted and adopted to fully complete the terms of the Annexation Agreement adopted in Step 1. Each Petition requires the same submittals and process for completion.

FOR INTERNAL PROCESSING

Date Received: \_\_\_\_\_  
Legal Notice Mailing Date: \_\_\_\_\_  
City Council Public Hearing Date, Ordinance Number: \_\_\_\_\_  
Recorded Document Date, Number: \_\_\_\_\_  
Elections/Post Office Notification Date: \_\_\_\_\_

**PROCESS - ANNEXATION PETITION (§ 8.5-204, 65 ILCS 5/7-1-1)**

- Any time within the period during which it is valid, the Annexation agreement may be acted upon by submitting a Petition for Annexation.
- The **applicant** is responsible for notifying certain parties from which the property is proposed to be disconnected, by certified mail, at least 10 days prior to the public hearing before City Council.
- Fees to be paid as a condition of annexation must be paid **prior** to the public hearing before City Council (§ 1-125).
- City Council holds a public hearing on the Petition.
- City Council accepts the Petition and annexes the property(s) by Ordinance.
- City Staff will record the annexation with the McLean County Recorder of Deeds Office. The applicant may be responsible for reimbursement of the cost of said recording.
- City Staff will notify election authorities and post offices of the change of jurisdiction.

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**THE PETITION MAY NOT ADD OR REMOVE CONDITIONS OF THE ANNEXATION AGREEMENT.  
SUBMISSION AND ADOPTION OF THE PETITION IS THE ACTIVATION OF TERMS ALREADY AGREED TO;  
CHANGES TO THE TERMS MUST BE MADE AS AMENDMENTS TO THE ANNEXATION AGREEMENT.**

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**SUBMISSION - [www.bloomingtonil.gov/government/departments/planning-zoning/development-resources](http://www.bloomingtonil.gov/government/departments/planning-zoning/development-resources)**

- Sample agreements and documents are available within the online application.
- 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.
- Fees may be paid by check, or invoiced and paid by credit card.

**FOR ASSISTANCE**

[planning@cityblm.org](mailto:planning@cityblm.org)

309-434-2226 ext. 5

Economic & Community Development

Attn: Planning

115 E Washington Street, Floor 2

Bloomington, IL 61702-3157

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**NEXT STEP - 3. Development review and permitting may proceed.**

***Welcome to the City of Bloomington!***