

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 (Only credit/debit cards and e-checks are accepted at this time).

FOR NOTATION PURPOSES ONLY

Date Submitted: _____
Legal Notice Publication Date: _____
Planning Commission Hearing Date, Case Number: _____
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 - <https://bloomington.portal.opengov.com/categories/1080>

- 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 credit card, debit card, or e-check.

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)

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 NOTATION PURPOSES ONLY

- Date Submitted: _____
- 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.

**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.**

SUBMISSION - <https://bloomington.portal.opengov.com/categories/1080>

- 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 credit/debit cards or e-check.

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

Welcome to the City of Bloomington!