



CITY OF BELLEVILLE, ILLINOIS
ECONOMIC DEVELOPMENT, PLANNING, AND ZONING DEPARTMENT

PETITION FOR ANNEXATION

Date: _____

TO THE MAYOR AND MEMBERS OF THE CITY COUNCIL OF THE CITY OF BELLEVILLE, ILLINOIS

The undersigned,

Who are the owners of record of all the land hereinafter described, and together with at least 51%

of the electors residing upon the hereinafter described premises, respectfully request that the said premises, which has ___ number of living structures located thereon, be annexed to the City of Belleville, Illinois, with the names and address of those persons living in the structures, listed below:

(ATTACH LEGAL DESCRIPTIONS)

STREET: _____
TOWNSHIP: _____
FIRE DISTRICT: _____

This petition is filed pursuant to Chapter 65, cities and Villages, Section 7-1-1, et seq., of the Revised Statutes of the State of Illinois. The undersigned further states that the above-described territory is not within the corporate limits of any municipality, and is contiguous to the City of Belleville, St. Clair County, Illinois.

Table with 3 columns: Name, Address, E-Mail Address. Includes four rows of blank lines for data entry.

State of Illinois }
County of St. Clair }SS

I, the undersigned, a Notary Public, in and for said County in the state aforesaid, do hereby certify that _____ Personally known to me to be the same persons whose names are subscribed in the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal, this ___ day of _____, A.D., _____.

(Notary Stamp)

NOTARY PUBLIC

Contact Information

Proposed annexed property address: _____

Applicant name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Instructions to Applicant

1. The law provides that territory contiguous to a Municipality may be annexed upon petition signed by ALL the owners of such land and ALL the voters residing thereon. Such annexation is initiated by the filing of a written petition signed by said owners of record and said voters residing thereon. It is absolutely necessary that ALL the owners and ALL the voters sign this petition if annexation is to be accomplished in this manner.
2. A Warranty Deed containing a complete legal description for each parcel of land sought to be annexed by the petition should be included. When filing out the petition on the reverse side, the names of all the owners and their respective spouses, if any, the names of the voters should be inserted in the spaces provided therefore.
3. If the territory sought to be annexed is part of any Fire Protection District, the trustees of that District will be notified in writing by certified or registered mail of the petition to annex by city staff.
4. The complete legal description for each parcel of land sought to be annexed by this petition should be set out in the space provided on the reverse side, specifying the ownership of each parcel of land so described.
5. All those persons signing the petition must do so before a Notary Public, and their names should be filled in the space provided on the reverse side for the Jurat of such Notary Public.
6. After the signing and notarization of this petition, it should be delivered or sent to the Economic Development, Planning, & Zoning Department at 2300 West Main St., Suite M112, Belleville, Illinois, 62226 along with four (4) copies of the plats of the area to be annexed, bearing a Land Surveyor's Seal. This seal is mandatory by reason of the Statutory provisions relating to the recording of plats and maps. The Department, in turn, will present the petition to the Economic Development & Annexation Committee and City Council for action. The Economic Development & Annexation Committee meet the first Wednesday of the month so in turn, the annexation application is due the last Wednesday before the Economic Development & Annexation Committee meeting.
7. A copy of the most current tax bill shall be included with the Annexation Petition.