

HOW TO PETITION THE CITY FOR ANNEXATION

In order to receive the benefit of City of Joliet services, including sewer and water service, police and fire protection, and other services, a property must be situated within Joliet's corporate limits. Properties within unincorporated Will County or Kendall County that are contiguous to Joliet's corporate limits may be eligible to be annexed to the City upon application to the City and approval by City Council.

Petitions for annexation are first reviewed by the Plan Commission, which provides a recommendation, and then are reviewed by the City Council for a final decision. A description of the annexation procedure is as follows:

1. Applicant checks with Planning Division staff to discuss requirements for annexation.
 - a. Parcel must be contiguous to Joliet corporate limits per state statute.
 - b. Applicants may be asked to attend a **Development Team** meeting prior to submitting a petition.
 - i. Development Team meets on the second and third Wednesdays of the month at 9:00 a.m., 10:00 a.m., and 11:00 a.m. Contact the Planning Division to schedule a time slot.
 - ii. The applicant must have conceptual plans prepared to be scheduled for a Development Team meeting.
2. Applicant checks with staff from the Public Utilities Department to ascertain availability of City utilities (if not discussed through a Development Team meeting).
 - a. Utility connections to City water and sanitary sewer will be required.
 - i. Water and sewer line excavation costs: The property owner is responsible for bringing sewer and water lines to the property and shall hire a licensed and bonded contractor to perform the work. For existing structures, the property owner is typically required to connect to City water and sewer within 60 days of City Council approval. The City, through the annexation agreement, may allow the property owner to delay connection until the time of development or when sewer and water service becomes available to the property.
 - ii. Water and sewer connection fees: The property owner is also required to pay sewer and water connection fees. The connection charge for a water service is \$4,485 and \$3,429 for a sanitary sewer service connection (effective November 1, 2025). These connection charges are per equivalent residential unit.
3. Applicant **files a petition** for annexation, requested zoning classification, and annexation agreement.
 - a. Submission requirements:
 - i. Petition for Annexation
 - a. Must include signature of all owners
 - b. Includes requested zoning classification
 - ii. Ownership Disclosure

iii. Plat of Annexation

- a. The applicant may be required to **submit the Plat of Annexation through ProjectDox** for staff review.
 - i. See ProjectDox Planning Application Info Sheet
 - ii. Plat of Annexation is complete when all staff review groups have approved the ProjectDox application.

iv. Annexation Agreement

- a. The applicant prepares the annexation agreement and works with City staff, including the Legal Department, Planning Division, Public Works Department, and Public Utilities Department, to review and finalize the agreement.
- b. The annexation agreement must be fully reviewed and agreed upon by the applicant and City staff before it is determined to be complete.

v. Fees

- a. Annexation petition filing fee: \$750
- b. Annexation Agreement filing fee:
 - i. \$250 for a lot improved with or to be improved with a single-family house
 - ii. \$1,000 for all other proposed uses
- c. Detachment fees: The detachment fees from the property's existing fire protection and library districts are calculated at the rate of 310% of the annual tax paid to the fire and library districts. Applicants can obtain a recent copy of their tax bill from the [Will County Treasurer's website](#) or from their office. The City takes these fees, which are set by state law, and reimburses any fire protection district and library district that the property currently pays taxes to over the forthcoming five-year period.
- d. Sign deposit (properties that are less than one acre ONLY): \$100

4. After a petition is submitted, staff reviews the application for completeness.

- a. If items are still needed, staff will inform the applicant of any remaining requirements.
- b. Complete application includes:
 - i. Annexation Agreement with no further revisions from the applicant or City staff
 - ii. Plat of Annexation that has been approved by City staff

5. Once the petition is determined to be complete, the petition will be placed on a Plan Commission agenda (meets third Thursday of the month).

- a. Planning staff will communicate the meeting date to the applicant.

6. Applicant **posts signs** at least 15 days prior to the annexation petition public hearing at Plan Commission.

- a. For parcels greater than one acre, the applicant is responsible for obtaining and posting the signs.
- b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.

7. Staff prepares a report to the Plan Commission.
8. **Plan Commission holds a public hearing** and makes a recommendation to the City Council.
 - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
 - b. Plan Commission meetings are held on the third Thursday of the month at 4:00 p.m. in the City Hall Council Chambers.
9. **City Council** reviews the annexation request at a regularly scheduled meeting.
 - a. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
 - b. The annexation agreement is a public hearing at the Tuesday City Council meeting.
 - i. The applicant does not need to post signs for the annexation agreement public hearing.
 - c. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
 - d. Check with Planning staff to determine specific Council dates.
10. If approved, the annexation agreement will be signed by all required parties.
11. Once the agreement is signed, the City records the ordinance approving the annexation, an ordinance classifying the zoning district of the property, and a resolution approving the annexation agreement.
12. Sewer and water connection fees are payable to the City Collector at the time of building permit application.

Forms: Applications, the ownership disclosure, the fee schedule, and meeting dates can be found on the City's website: <https://www.joliet.gov/government/departments/community-development/planning-zoning/boards-commissions>

Development Team: Anyone preparing documents for development proposals or items that require Zoning Board or Plan Commission review should contact the City for a preliminary conversation and review. It is recommended that new subdivision proposals and significant developments are reviewed at a Development Team meeting. Development Team consists of staff from several City departments including Planning, Building and Inspections, Public Works, Public Utilities, and Economic Development. Development Team meets on the second and third Wednesday of every month with three time slots available: 9:00 a.m., 10:00 a.m., and 11:00 a.m. Development Team slots can be scheduled by contacting the Community Development Department - Planning Division at 815-724-4050. In order to secure a time, applicants will need to submit conceptual plans or similar documents for their proposal.

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

BEFORE THE MAYOR AND CITY COUNCIL
OF THE CITY OF JOLIET, ILLINOIS

PETITION FOR ANNEXATION TO THE CITY OF JOLIET

Pursuant to Section 7-1-8 of the Illinois Municipal Code, the undersigned being duly sworn, states on oath as follows:

1. The undersigned is duly authorized by law to execute and file this Petition for Annexation.
2. The undersigned is the owner of record of all of the land within the territory described in Exhibit "A" ("Territory"), attached hereto and incorporated herein by reference.
3. The undersigned constitutes at least 51% of the electors residing within the Territory, if any.
4. The Territory is not within the corporate limits of any municipality.
5. The undersigned requests the annexation of the Territory to the City of Joliet, Illinois, together with that portion of any highway adjoining the Territory, which is not within any municipality.

DATE:_____

PETITIONER

Subscribed and Sworn to before me
this ____ day of _____, 20__.

NOTARY PUBLIC

CASE NO. _____
DATE FILED _____

ANNEXATION INFORMATION SHEET

(PLEASE PRINT CLEARLY)

I. Applicant's information:

NAME OF APPLICANT(S):

FN (MI) (LN) (Suffix)

FN (MI) (LN) (Suffix)

HOME ADDRESS (include Suite, Apt. No.) CITY STATE ZIP CODE

BUSINESS ADDRESS CITY STATE ZIP CODE

CONTACT NUMBERS:

(H) (_____) (W) (_____) CELL (_____) _____

E-MAIL ADDRESS: _____

II. Owner's information:

NAME OF OWNER(S): (If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing power.

FN (MI) (LN) (Suffix)

FN (MI) (LN) (Suffix)

HOME ADDRESS (include Suite, Apt. No.) CITY STATE ZIP CODE

BUSINESS ADDRESS CITY STATE ZIP CODE

CONTACT NUMBERS:

(H) (_____) (W) (_____) CELL (_____) _____

E-MAIL ADDRESS: _____

In case of a land trust, attach a sheet with the name, address and telephone numbers of all trustees and beneficiaries of the trust.

III. Agent Authorization:

Please check one of the following:

☐ I will represent my petition before the Plan Commission and the City Council of the City of Joliet.

☐ I hereby authorize the person named below to act as my agent in representing this application before the Plan Commission and the City Council of the City of Joliet.

Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Please Print)

Agent's Name

Company Name (If Applicable)

Agent's Mailing Address City/State/Zip

() Agent's Phone () Area Code Mobile () Area code Fax

Email address:

If an agent is representing the owner of the property, please complete the following information:

I hereby authorize the person named above to act as my agent in processing this application before the City Council of the City of Joliet:

Owner's Signature (s):

Date: _____

Date: _____

IV. REGISTERED VOTERS RESIDING ON TERRITORY TO BE ANNEXED:

NAME ADDRESS () Area Code Phone

NAME ADDRESS () Area Code Phone

NAME ADDRESS () Area Code Phone

v. Property information:

PROPERTY ADDRESS:

PROPERTY ADDRESS CITY STATE TOWNSHIP ZIP CODE

PROPERTY IDENTIFICATION NUMBER (P.I.N. or tax number(s)): _____

LEGAL DESCRIPTION OF PROPERTY (OR ATTACH COPY OF "PLAT OF SURVEY"):

LOT SIZE: WIDTH _____ DEPTH _____ AREA _____

PRESENT LAND USE: _____

EXISTING ZONING: _____

PROPOSED LAND USE AND/OR PURPOSE OF ANNEXATION: _____

ZONING CLASSIFICATION REQUESTED: _____

USES OF SURROUNDING PROPERTIES:

NORTH _____ EAST _____

SOUTH _____ WEST _____

IMPORTANT

You must appear before the Plan Commission and the City Council to present your annexation request. A lawyer may appear on your behalf.

The undersigned understands that they are not entitled to any City of Joliet funding for public improvements by virtue of this annexation.

I hereby depose and say that all of the above statements are true and correct to the best of my information and behalf.

PETITIONER

DATE

PETITIONER

DATE

Subscribed and Sworn to before me
this ____ day of _____, 20____.

NOTARY PUBLIC

PRINT