

## Village of Hamel

### **Hamel Zoning Procedure (Annexation)**

This booklet is intended to provide the zoning applicant with a general overview of Hamel's zoning appeals process. The information provided herein is merely an illustrative guide, and is not intended to provide legal advice or to substitute for the Hamel Zoning Ordinance or other laws, or to be inclusive of the requirements for annexation. Any contradiction, dispute or difference between the contents of this booklet and applicable Village Ordinances, laws, plans, policies, or guidelines will be resolved by reference to the ordinances or other official documents. **Zoning applicants are strongly advised to consult with an attorney in interpreting the laws and in navigating through the annexation process.**

#### **What is Annexation?**

Annexations are the adding of real property into the boundaries of an incorporated municipality. Any territory annexed to the Village is automatically in the SR-1, one-family residence district, until duly changed by an amendment of the Hamel Zoning Ordinance; except that the Village Board, with the advice of the Zoning Board of Appeals, may annex any territory as any other zoning district or districts herein established if all legal requirements for zoning the property at the time of annexation and the requirements for amending the Hamel Zoning Ordinance are met. (Section 3-5)

#### **How Do I Apply for Annexation?**

The most frequently used method of annexing unincorporated territory is by petition. Another less common method of annexation is by election. The election method will not be discussed herein, and those seeking advice as to this method should consult with an attorney. The annexation applicant, seeking to annex territory by petition, should complete the application form as provided by the Village Clerk. Basic information needed to complete an annexation application form includes:

- metes and bounds description of the property to be annexed
- copy of the last deed of record
- copy of the plat outlining in red the property to be annexed

#### **How long is the Process?**

Generally, the entire process takes from 6 to 12 months.

#### **Process**

The annexation process can be very complex and detailed-oriented, thus applicants are advised to seek independent counsel to assist them in navigating through the annexation process.

Village of Hamel

**ANNEXATION APPLICATION**

WE THE UNDERSIGNED OWNERS of the real property as contained in the metes and bounds description with plat attached hereto, respectfully request that the area described below be annexed and made part of the Village of Hamel, Illinois.

Is the area contiguous to the existing Village limits? Yes \_\_\_ No \_\_\_

Items below are required to complete your application and shall be submitted when your application is filed.

1. Application fee (see Village Clerk for current fee).
2. A complete copy of the last deed of record (a typed metes and bounds description is required if the description contained in the deed is different from the boundary survey of the property to be annexed).
3. A copy of the plat outlining in red the property to be annexed.

**PROPERTY INFORMATION - Please print or type the following:**

Madison County Real Estate IDS	Madison County Parcel IDs	Deed Book & Page Number	Acreage to be Annexed	Existing Population	Assessed Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Calculated acreage of fronting rights-of-way:

Road name: \_\_\_\_\_ acres \_\_\_\_\_

Road name: \_\_\_\_\_ acres \_\_\_\_\_

Name, address and signature of all property owners. This is mandatory. All owners must sign, unless duly authorized power of attorney is attached. A managing partner in a corporation may sign and submit written authorization, or write "managing partner" by the signature. If a corporation, list all persons owning 5% or more. Attach separate sheet if necessary.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_