



Fee: \$500

APPLICATION FOR ANNEXATION OR PRE-ANNEXATION

All property must be annexed or entered into a pre-annexation agreement to receive City services such as water or sewer. Any property that is contiguous to City limits may be annexed. Any property that is not contiguous may enter into a pre-annexation agreement. Pre-annexation agreements remain in effect for twenty (20) years. Once the property is contiguous, it will be annexed into the City of Collinsville. All property is annexed into the City of Collinsville as "R-1" Single Family Residential Zoning District. If applicant desires a different zoning district, a Rezoning application must be submitted. Rezoning and annexation applications may be heard concurrently.

I. APPLICATION TYPE

Check (v) one:

- Annexation Pre-annexation

II. PROPERTY OWNER INFORMATION

Name: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant/Agent: _____ Telephone/Email: _____

Address: _____

City: _____ State _____ Zip: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to the request. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF APPLICANT/AGENT.

Signature: _____ Print Name: _____

III. PROPERTY INFORMATION

Street Address(es): _____

Locator Number(s): _____

IV. SUBMITTAL REQUIREMENTS

Annexation & Pre-annexation:

- 1) Completed application and fee.
- 2) Deed to the property.
- 3) Legal description of the property.
- 4) Signed and notarized Petition for annexation/pre-annexation. *
 - i. Petition must be signed by the majority (51%) of all owners and electors (registered voters living on property).
- 5) Annexation Plat. **

*Supplied by City staff once documents 1-3 are submitted. **City Engineer will draft Residential Annexation Plats

APPLICATION PROCEDURE

- 1) Submit a completed application, application fee, property deed, and legal description. City staff will draft the Petition for annexation/pre-annexation for the property owner to sign once all documents are received. If the property is residential, the City Engineer will create the annexation plat. Commercial properties shall be drafted by a licensed surveyor, engineer or other licensed professional.
- 2) Signature of Petition by majority of the property owners and electors (registered voters that live on the property).
- 3) City staff will schedule the request to be heard under public hearing at the next available City Council meeting, held every second and fourth Tuesday of the month. City staff will send out required public hearing notices to all relevant parties.
- 4) City Council will make a determination on the annexation/pre-annexation request.
- 5) City staff will notify the County and all relevant parties of the annexation/pre-annexation agreement.