

## ANNEXATION PROCESS

STEP	DESCRIPTION	ILCS	RESPONSIBILITY	Status
1	Owner files Petition to Annex with Village Clerk.	65 ILCS 5/7-1-8	ATTY / OG / DG	COMPLETE
2	Village Planning and Zoning Committee provides proper notice of public hearing and recommend rezoning of property to B-2 (General Commercial) upon annexation. (Village Zoning and Planning Code)	65 ILCS 5/11-15.1-2	Zoning Comm	3/24/2020
3	Village Board of Trustees provides proper notice of public hearing on the Petition, proposed Annexation Agreement, and recommended rezoning between 15-30 days before hearing date, including publishing notice at least once in newspaper published/circulated in Thomasboro.	(65 ILCS 5/11-15.1-3)	Mayor set date / provide date to Clerk	
4	Village must send Notice of Proposed Annexation via certified or registered mail to home address of Thomasboro Fire Prot. Dist Trustee, Rantoul Twp Road Commisioner, Rantoul Twp Board of Trustees, Rantoul Twp Supervisor, Rantoul Twp Clerk 10 days prior to passage of annexation ordinance.	65 ILCS 5/7-1-1	Clerk	
5	Village Board of Trustees holds hearing and adopts ordinance directing execution of the Annexation Agreement and Village and Owner execute Annexation Agreement.	65 ILCS 5/11-15.1-3	Mayor Set mtg	
6	Record Affidavit of Service of Annexation Notice with Champaign County Recorder	65 ILCS 5/7-1-1	Clerk / Atty	
7	Village must send Notice of Annexation to Election Authorities (Champaign County Clerk) and Post Office branch serving the Property via certified or registered mail within 30 days of Annexation	65 ILCS 5/7-1-1	Clerk	
8	Village must record with the Champaign County Recorder and file with the Champaign County Clerk: (1) a certified copy of the annexation ordinance; and (2) an accurate plat map of the property annexed within 90 days of Annexation	65 ILCS 5/7-1-40; 765 ILCS 205/1.02	Clerk	