

# CITY OF GALENA, ILLINOIS



## Process for Annexation

Please Note: Process takes at least 3 months.

1. Meet with City Administrator.
  - a. Discuss what will or needs to go into the annexation agreement.
2. File petition for annexation.
  - a. Things to include with petition.
    - i. Legal description of property.
    - ii. Plat of survey.
    - iii. List of property owners within 250 ft of property to be annexed.
3. Public Hearing.
  - a. Notes must be sent to (30 days prior to the public hearing):
    - i. to Gazette.
    - ii. to surrounding property owners within 250 ft.
  - b. Schedule the public hearing with City Council.
    - i. City Council may send petition to the Zoning Board of Appeals.
  - c. Rezoning of Parcel.
    - i. Meet with the Zoning Administrator.
    - ii. Public Hearing before the Zoning Board of Appeals prior to the Annexation Hearing.