

**POLICY AND PROCEDURE FOR ANNEXATION
TO
THE FOX METRO WATER RECLAMATION DISTRICT**

1. Property owners must submit a letter to the District's engineering department requesting annexation to the District. This letter must include a plat of survey, location map and parcel identification number (p.i.n.).
2. This information will be used to determine whether or not the property is contiguous. If the property is not contiguous, an annexation agreement will be necessary.
3. Upon notification from the District, Submit one (1) copy of an 8-1/2" X 11" notarized "Petition to Annex" with original signatures. The petition must be received for review two (2) weeks prior to the monthly board meeting.
4. Submit one (1) copy of an 8-1/2" X 11" plat of annexation and legal description that is signed and sealed by a Professional Land Surveyor. The plat and legal must be received for review two (2) weeks prior to the monthly board meeting. A separate sheet is recommended for the legal description. A sample annexation plat and legal description are available for reference.
5. The petitioner will be notified of the fees due. The fees are based on \$1,650 per acre annexed to the District and must be paid at least one week prior to the monthly board meeting. **(There may also be Infrastructure Participation Fees associated with any given property)**. The final-approved petition, plat of annexation, and payment must be received seven (7) working days prior to the monthly board meeting.

The District Attorney will prepare the necessary documents for the Annexation Ordinance, which will be presented to the Board of Trustees for their approval at the monthly board meeting.

The attorney for the Fox Metro Water Reclamation District is Mr. Dallas Ingemunson. Mr. Ingemunson's office is located at 759 John St. Yorkville, IL. 60560. Telephone: (630) 553-5622.