

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

1. Property owners must submit a letter to the District Manager requesting annexation to the Fox Metro Water Reclamation District. This letter must include a plat of survey and legal description or some other means of identifying the parcel of land.
2. The District Engineering Department will use the information provided to determine whether or not the property is contiguous. The District Manager will then notify the property owner of eligibility. If the property is not contiguous, an annexation agreement will be necessary.
3. Upon notification from The District, Submit one (1) copy of a "Petition to Annex", along with one (1) copy of a "Plat of Annexation" showing the exact net acreage to be annexed. These must be submitted to the District Manager. Upon review and approval from the District Manager, submit one original and eight (8) copies of each. The District Manager will forward this material to the District's Attorney when he notifies the petitioner of the fees due. The fees are based on \$1,400 per acre annexed to the District and must be paid prior to the monthly board meeting. (There may also be Infrastructure Participation Fees associated with any given property. Be sure to ask what the *total* annexation costs associated with your project are).
4. The petition and plat must be received seven (7) working days prior to the monthly board meeting.
5. The petition must be prepared on letter-sized paper (8-1/2" X 11"). No other sizes will be accepted.
6. The plat must be prepared on letter-sized paper (8-1/2" X 11"). No other sizes will be accepted. The legal description needs to be legible. A separate 8-1/2" X 11" sheet is recommended for the legal description.
7. Annexation fees must be paid upon approval of acreage indicated on the plat and 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 226 S. Bridge St. Yorkville, IL. 60560. Telephone: (630) 553-5622