

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

Below are examples and explanations of basic to slightly more complex annexations. The steps required to successfully annex your site into Fox Metro Water Reclamation District's service area limits may vary. For more details and further guidance, please contact a member of Fox Metro WRD's Engineering team at 630-301-6882.

1. A plat of survey and a parcel identification number (PIN) should be used to determine whether or not the property is contiguous to our current limits. If the property is contiguous, proceed with the steps below. If the property is not contiguous, requires an extension of a District interceptor, etc, an annexation agreement will be necessary.
2. An original petition is required. The owner must submit a notarized petition with all original signatures on 8-1/2" X 11". For properties with existing residences, this form must be signed by ALL owners of record on the left side of the document. Corporations, LLCs, etc. shall sign on the right side. The petition must be received for review a minimum of two (2) weeks prior to the monthly board meeting.
3. Submit one (1) copy of an 8-1/2" X 11" Accurate Map of annexation and legal description for review at least two (2) weeks prior to the date of the monthly meeting of our Board of Trustees. For aid in its preparation, ask your surveyor to refer to the District's website for a sample Accurate Map at:  
(<https://www.foxmetro.org/wp-content/uploads/2013/09/Sample-Plat-of-Annexation.pdf>.)

A sample Meets & Bounds legal description can be referenced at:

(<https://www.foxmetro.org/wp-content/uploads/2013/09/Sample-Legal-Description.pdf>.)

If the legal is short lots in P.U.D.'s and can fit legibly on the same page, that is preferred. If the legal description is longer (e.g. Meets & Bounds), page 2 is needed.

4. Once approved, we need the original Accurate Map that is signed and sealed by a Professional Land Surveyor.
5. Area that has not been dedicated as right of way for AT LEAST five (5) years shall not be deducted from the gross acreage of the site. Once the net acreage has been approved, we will notify the petitioner of the fees due. Annexation fees are \$2,325.00 per acre. Based on the location of your parcel(s), Infrastructure Fees may also be due. Submit all annexation and Infrastructure Fee payments to: Engineering Department 1135 S Lake Street, Montgomery, IL.
6. If an annexation agreement is needed, two District Board meetings will be needed to complete the annexation process; the second one is a Public Hearing. We will advise you of this at some point early in the assessment phase.