



EIGHT STEP REVIEW & APPROVAL PROCESS  
USED FOR: ANNEXATIONS

*This process typically takes between 60 to 90 days starting from Step Two below.*

1. **DST PRE-APPLICATION:** The Development Services Team is composed of representatives from Building and Permits, Engineering, and the Zoning and Planning Division. Development details of the project are discussed at these meetings and handouts are given. Petitioner attendance at this meeting is required.  
**Required:** Complete the [DST Pre-Application Meeting Form](#) on the City's website. A DST member will then contact you within 3-5 business days to make an appointment.
2. **PETITION SUBMITTAL:** The Petitioner is required to submit all required documents as listed below to the Zoning and Planning Division in order to formally submit a Land Use Petition. This Staff shall establish the completeness of the submittal. Incomplete petitions will not be accepted. Call (630) 256-3080 if you have any questions.  
**Documentation Required:** The appropriate fee, (1) copy of the authorization/ letter of authority, (1) qualifying statement, (1) plat of survey, (1) legal description (8.5 x 11 sheet & Word Doc) and (2) copies of all attachments. In addition to the paper copies indicated, all documents should be submitted on a CD or USB Drive in pdf format.
3. **REQUESTS AND REFERRALS:** Once submitted and accepted the Petition will be listed on the next City Council or Committee of the Whole meeting to be referred to the applicable Staff and Public Review Body. Petitioner attendance at this meeting is NOT necessary nor required.
4. **PLANNING COUNCIL:** This is a City staff review body made up of representatives from all applicable City departments and divisions, the Fox Valley Park District and the FoxMetro Reclamation District. Staff will send out review comments generally within two weeks of being on the Planning Council Agenda. The petition will appear at Planning Council until all of the technical issues have been worked out (2-6 weeks). Once review is completed, Planning Council will forward the petition on to the Public Review Body. Petitioner attendance at this meeting is advised especially for the first occurrence.  
**Documentation Required:** Revised plans based on Staff's review comments, if necessary then, (2) copies and a CD or USB Drive in pdf format.
5. **COMMITTEE:** This Petition will be review by the Building, Zoning and Economic Development Committee of the City Council depending on the type of Petition. This is a sub-committee of the City Council and is made up of three (3) alderman and one (1) alternative alderman. The Committee will review the application and their recommendation will be forwarded to the Aurora City Council. Petitioner attendance at this meeting is required.  
**Documentation Required:** Revised plans based on Committee's comments, if necessary then, (1) Copy and a CD or USB Drive in pdf format.
6. **COMMITTEE OF THE WHOLE:** The Petition will be considered by the City Council at the Committee of the Whole meeting, a work session for the Council. After their consideration, the petition will either be placed under Unfinished Business or the Consent Agenda of the next City Council meeting for a final decision. Petitioner attendance at this meeting is required.
7. **DISTRICT NOTICE REQUIREMENT:** Prior to a municipality annexing a piece of property the State mandates that all current and future taxing districts effected by this annexation are to be notified at least 10 days prior to the annexation, therefore the Petitioner is required to send

letters of notification to the districts prior to City Council. The Planning staff will supply the Petitioner with a form letter for this mailing. The Petitioner will need to send the letter to each taxing district by Certified Mail. The signed letter and affidavit assuring compliance and completion of the notification requirements must be received by the Zoning and Planning Division **10 days prior** to the City Council meeting.

8. **CITY COUNCIL:** The petition will be considered by the full City Council either under the Unfinished Business or the Consent Agenda for a final decision. Attendance at the City Council meeting is required if the item is placed under Unfinished Business.

**NOTE:** Subsequent to approval by City Council, a **RECORDING PROCESS** must be followed for **ANNEXATIONS**.

For more Information and Document Format Guidelines [click here](#).

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