



District Notice Mailing Directions

Subject: DR2024-465 - City of Aurora / 361 Eastern Avenue / Annexation

Petitioner Contact: City of Aurora

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.

DIRECTIONS FOR SENDING DISTRICT NOTICE LETTER OF NOTIFICATION

1. Use the District Notice Letter, legal description, location map, and notification list template provided by Staff, these 4 pages make up the “District Notice”. For your convenience and use, the template is provided as a word document, if any corrections are needed, please submit your revised District Notice to the Zoning and Planning Division for our review and approval.
2. Prepare one District Notice (4 pages) for each individual of each taxing district for which the parcel of land is currently and/or will be located. You will need to list the names and addresses of these individuals on the notification list provided with the template. This list should include:
 - 1) County(s) - County Clerk
 - 2) Township(s) - Supervisor, Highway Commissioner, Clerk and Board of Trustees
 - 3) Fire District(s) – Board of Trustees

The list of affected districts and the contact information for these individuals can be obtained from the properties applicable Township(s) Office.

3. The District Notice must be sent by Certified Mail. Certified Mail “green card” and domestic return receipts, which must be adhered to each envelope, can be obtained from the post office. (Note: it is suggested that you print three mailing labels for each individual, one for the envelope, one for the green card and one for the receipt). In addition, print one label with the City of Aurora’s mailing address (City of Aurora, Zoning and Planning Division, 44 E. Downer Place, Aurora, IL 60505) for each green card and place under sender. You will need to purchase regular postage, certified postage, return receipt fee in order to send the envelopes by Certified Mail.
4. Once the mailing is sent complete the Exhibit “C” District Notice Mailing Affidavit (below) and return it along with a copy of the District Notice you sent to the Zoning and Planning Division within 2 days of the mailing. Also, you should forward the green cards and certified mail receipts to the Zoning and Planning Division Office as you receive them.

Exhibit "C" District Notice Mailing Affidavit

Casefile Number: AU24/2-24.465 - A

City Council Hearing Date: 12/17/2024

Date: November 12, 2024

Petitioner: City of Aurora

An Affidavit as to the Annexation of Certain Territory to the City of Aurora

State of Illinois)
)SS.
County of Kane)

_____ being first duly sworn, upon oath deposes and states as follows:

1. That this affiant is duly authorized to make this affidavit for the City of Aurora.
2. That on _____ being at least ten (10) days before and in advance of any action taken for annexation, the County Clerk, Board of Trustees of the Fire Protection District, the Township Supervisor, Township Clerk, the Township Highway Commissioner, and Board of Trustees of the Township, of which land proposed to be annexed is part, were notified in writing, as indicated on the attached annexation notification list, of the proposed annexation herein described.
3. That a copy of the notice served is attached hereto as Attachment "A" Letter of Notification and made part herein and contains the descriptions of the territories proposed to be annexed.
4. Said notices were deposited in the United States Mail at _____, Illinois, in envelopes properly addressed with postage and fees for certified mail.

Further Affiant saith naught.

Petitioner Signature

Given under my hand and notary seal this ___ day of _____, 2021.

Notary Signature



My Commission expires: _____, 20__.