



Protecting Lake Michigan & Our Waterways.

North Shore Water Reclamation District

INSTRUCTIONS FOR COMPLETING PRE-ANNEXATION AGREEMENTS AND ANNEXATION ORDINANCES

The Annexation process is a two month process. The Pre-Annexation will require board approval with the Annexation following at a subsequent board meeting.

It is preferred that all documents are submitted electronically for review. Upon approval hard copies will be requested. The following are requirements for processing your annexation:

1. Submit the following documents to permits@northshorewrd.org for review:
 - a. Plat of Pre-Annexation and Plat of Annexation (prepared by a licensed engineer/surveyor). Plat shall be minimum legal size (8.5" x 14"). Refer to sample plats for additional requirements.
 - b. Property legal description in editable text format (eg. Microsoft Word document)
2. The District will prepare the Pre-Annexation Agreement and provide two (2) copies to the Owner. Owner shall sign and have agreements notarized.
3. Submit two (2) original documents each of Agreement and Plat.
4. Pre-Annexation agreement and Plat of Pre-Annexation will be submitted to the next board meeting for review and approval.
5. Upon approval of the Pre-Annexation the District will prepare the Annexation Ordinance and submit the Annexation Ordinance and Plat of Annexation to the subsequent board meeting for review and approval.