



**Department of
Public Property**

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761 City Lake Road
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**Glenn Shoals Lake
The Landing**
700 Glenn Shoals Drive
Hillsboro, IL 62049
Phone: 217-532-6534

**Sherwood Forest
Campground**
920 City Lake Road
Hillsboro, IL 62049
Phone: 217-532-5211

Central Park Pool
1 East Wood Street
Hillsboro, IL 62049
Phone: 217-532-6314

TO: All Interested Persons
FROM: Commissioner Chris Sherer
DATE: January 9, 2015
RE: Lake Lot Selection Procedure

PURPOSE: To establish a selection procedure for persons interested in acquiring a lake lot on Lake Glenn Shoals.

PROCEDURE: Eligible prior year lessees may renew their leases on or before March 31st of each year. (*Ordinance #1591, Dec. 10, 2013.*) LEASES NOT RENEWED BY THE DEADLINE MAY RESULT IN **FORFEITURE** OF THE LOT. After March 31st, the Commissioner of Public Property or his designee may begin leasing available lake lots. The following procedure shall apply to persons who are not renewing a prior year lease.

1. Any person interested in leasing a lake lot on Lake Glenn Shoals may register by completing the required form and submitting it to City Hall after January 1st.
2. Owners of real estate adjacent to the lake shall be given the first option to lease lake lots adjoining their property when said lake lots become available. (*Ordinance #1591, Dec. 10, 2013.*)
3. Persons who do not own real estate adjacent to the lake and who submit the required form on or before March 31st will be entered into a lottery to determine the order of a waiting list. Said lottery shall be conducted on or after April 1st at a time and place and in a manner determined by the Commissioner or his designee. Persons submitting the required form to City Hall after March 31st shall be added to the waiting list in like order.
4. The Commissioner or his designee shall determine the manner of offering lake lots for lease. Once an opportunity to lease a lake lot is presented, persons who either do not respond within the time expected or who "pass" on the opportunity will lose his/her place on the waiting list. Similarly, persons providing phone numbers without an answering machine or voicemail may be skipped so that lake lots may be offered to other persons on the waiting list.
5. Except for adjacent property owners, no more than two lake lots may be leased by any one household. (*Ordinance #1591, December 10, 2013.*)
6. Any waiting list shall expire on December 31st each year.
7. The Lake Superintendent shall have final say in effectuating this policy. Any disputes concerning this policy shall be presented first to the Lake Superintendent for resolution, then to the Commissioner of Public Property.

Please note that, in general, lake lots are not transferrable or assignable by the lessee(s). The City controls use of the lake lots, and anyone interested in obtaining a lake lot will typically be required to follow the above procedure. However, exceptions may be made on a case-by-case basis where an immediate family member requests to be substituted as the lessee or under other circumstances deemed to be in the City's interest.

REQUEST FOR LAKE LOT ON LAKE GLENN SHOALS

Requestor's Name(s) (printed): _____

Mailing Address: _____

Phone Number: _____

Alternate Number: _____

I request a lake lot on Lake Glenn Shoals. I have read and understand the procedure on the opposite side of this page and agree to same.

Date

Signature

Date

Signature

*** FOR CITY USE ONLY ***

RECEIVED on _____ at _____.
DATE TIME

By: _____
SIGNATURE