



City of Minneola  
Planning Department  
800 N Highway 27, Minneola, FL 34715  
(352) 394 – 3598 x172

### Annexation Application Checklist

This checklist is based on the relevant provisions of Chapter 98-2 Annexation of the Minneola, FL Code of Ordinances. The code is available online at [www.municode.com](http://www.municode.com). The requirements below are minimums that may be adjusted in the pre-application conference.

The following information is required for all Annexation Applications:

- \_\_\_\_\_ Legal Description or Warranty Deed
- \_\_\_\_\_ (6) 24" x 36" Boundary Survey signed and sealed by a licensed Florida surveyor
- \_\_\_\_\_ (2) 11" x 17" Boundary Survey
- \_\_\_\_\_ Signed Application form and Checklist
- \_\_\_\_\_ Signed and notarized Property Owner's Authorization, if applicable Completed
- \_\_\_\_\_ Adjacent Property Owners form
- \_\_\_\_\_ Mailing labels for all parcels within 300 feet of all sides of the subject parcel
- \_\_\_\_\_ Conceptual Plan (If applicable)
- \_\_\_\_\_ CD in PDF format including application package text and graphics
- \_\_\_\_\_ Non-refundable fee of \$350 up to 25 acres or \$575 for more than 25 acres

Transmit to:

City of Minneola  
Planning Department  
800 N Highway 27  
Minneola, FL 34715  
Ph: (352) 394 – 3598 x172

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

# City of Minneola

## Annexation Application Cont.

### Application Review Process

#### Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z)
- The DRP will provide written comments/recommendations to the applicant and the P&Z

#### Planning and Zoning Commission (P&Z)

- A P&Z review is required by the City Code
- The Planning Dept. (Dept.) is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the require same month to be included in the packet for review.

#### City Council

- The City Council may conduct one, or more, public workshops prior to initiating their formal consideration of an annexation application
- Since the available workshop dates are limited, the Dept. will advise the applicant of the next available workshop date
- Upon City Council's completion of the workshop process, the Dept. will do an additional legal advertisement and the applicant must again post signs on the site as described above
- The Planning and Zoning Commission must conduct one public hearing andThe City Council must conduct two public hearings regarding the proposed annexation
- The City Council may defer consideration of the subject application at any time

## City of Minneola Annexation Application Cont.

The application material described herein is based on the provisions of Section 98-2 of the City's code and the relevant provision of Chapter 171, Florida Statutes.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Ph. #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Location and/or Street Address: \_\_\_\_\_  
\_\_\_\_\_

Alternate Key #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Ph. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Subject Site Area (square feet or acres) Present Use: \_\_\_\_\_

Existing County FLUM: \_\_\_\_\_ Existing County Zoning: \_\_\_\_\_

Proposed City FLUM: \_\_\_\_\_ Proposing City Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

Reasons for the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Minneola  
Annexation Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Office Use:*

Applicant Name: \_\_\_\_\_

Application For: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

City of Minneola  
Annexation Application Cont.

Owner's Authorization  
*(required if the property owner is not the applicant)*

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared \_\_\_\_\_

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for an annexation of land generally located at:  
\_\_\_\_\_
3. That he/she has appointed \_\_\_\_\_  
to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any costs associated with the application, review, and hearings for the above.

\_\_\_\_\_  
Owner's Signature

This is to certify that on \_\_\_\_\_, 20\_\_\_\_ before me,  
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally  
appeared \_\_\_\_\_ he/she is personally know to me or has  
produced \_\_\_\_\_ as identification and did (did not) take an oath.

SEAL

\_\_\_\_\_  
Signature of Acknowledger

\_\_\_\_\_  
Acknowledger Name

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
My Commission Expires

City of Minneola  
Annexation Application Cont.

Adjacent Property Owners

Type a list of owner’s names and mailing addresses for all property owners lying within 300 ft of all sides of the property described in the attached application, as recorded in the current County tax rolls, or attach copies of the appropriate property record card.

Alternate Key #	Property Owner	Address, include Zip Code

*Use additional pages as necessary.*



City of  
**Minneola**  
FLORIDA

**City of Minneola**

800 N. US Hwy 27

Minneola, FL 34715

(352) 394-3598

**Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes**

Applicant: \_\_\_\_\_

Authorized Representative\*: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application Request: \_\_\_\_\_

I, \_\_\_\_\_ (Print Applicant / Authorized Representative\*

name), on behalf of \_\_\_\_\_ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative\*

\_\_\_\_\_  
Date

\*Agent Authorization Form required.