

**CITY OF MINNEOLA, FLORIDA
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. The requirements below are minimums that may be adjusted in the pre-application conference.

The following information is required for all Annexation Applications:

- _____ 1 – Legal Description or Warranty Deed [not both]
- _____ 1 – 24" x 36" Boundary Survey signed and sealed by a licensed Florida surveyor
- _____ 2 – 24" x 36" copies of the Boundary Survey [signing and sealing not required]
- _____ 4 – 11" x 17" Boundary Survey [signing and sealing not required]
- _____ 1 – Signed Application form and Checklist
- _____ 1 – Signed and notarized Property Owner's Authorization (if applicable)
- _____ 1 – Completed Adjacent Property Owners form
- _____ 1 – Mailing labels for all parcels within 300 feet of all sides of the subject parcel
- _____ 1 – 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:

Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715
Phone 352-394-3598 extension 2200 OR 2202

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 required signs on the site in a timely manner and pursuant to the instructions supplied by the Dept.

Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

City Council

- The City Council usually conducts 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 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, FLORIDA
APPLICATION FOR ANNEXATION**

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

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax or E-mail: _____

Project Name: _____

General Location and/or Street Address: _____

Alternate Key Number: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Fax or E-mail: _____

Subject Site Area (acres or sq. ft.): _____ Present Use: _____

Existing County FLUM: _____ Existing County Zoning: _____

Proposed City FLUM: _____ Proposed City Zoning: _____

Proposed Use: _____

Reasons for the request: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR ANNEXATION (continued)**

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

Payment Record for Office Use:

Applicant Name: _____

Application for: _____

Amount: _____ Check #: _____

Amount: _____ Check #: _____

Rec'd by: _____ Date: _____ Receipt #: _____

LDR Compliance Fee #0-001-000-329-100 ~~ Engineering Compliance Fee #0-001-000-329-105

OWNER'S APPLICATION AUTHORIZATION
(Required if the property owner of record is not the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.

2. That he/she desires to apply for Annexation of land generally located at (insert legal description)

3. That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above.

Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgments in the State and County aforesaid,
personally appeared _____ he/she is
personally known 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

