



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. 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
- _____ (6) 24" x 36" copies of the Boundary Survey
- _____ (11) 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
- _____ 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 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
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 #: _____

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

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.

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

