

## Voluntary Annexation Submittal

Submittals for Voluntary Annexation must **include** the following requirements:

- \_\_\_\_\_ 1 Original Annexation Application
- \_\_\_\_\_ 11 copies of the Annexation Application
- \_\_\_\_\_ 12 Signed and Sealed Surveys (***Folded***)
- \_\_\_\_\_ Property Appraisers Tax Record (**Parcel ID and Legal Description**)
- \_\_\_\_\_ Proof of Ownership (**such as warranty deed**)
- \_\_\_\_\_ Application Fee in the amount of (**\$ 400.00;**  
**\$ 150.00 for one single family residence**)  
**+Plus Public Advertising Fee \$403.50**

**Please be advised that incomplete submittals will not be accepted by the  
Planning and Zoning Department.**

**In addition, please be advised that this page must accompany your  
submittal as a check list for staff.**

**APPLICATION FOR VOLUNTARY ANNEXATION  
CITY OF CRESCENT CITY**

**\$400.00**

**(\$150.00 for one single-family residence)**

**+Plus Public Advertising Fee \$403.50**

**(Please print or type)**

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. The property is generally located in the vicinity of the following streets:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The address of the property is  
\_\_\_\_\_  
\_\_\_\_\_
5. Area of property \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres
6. Does property have, or will it have, the following:  
Central Water & Sewer \_\_\_\_\_ Well & Septic Tank \_\_\_\_\_
7. Existing Zoning and Land Use
  - a. Zoning \_\_\_\_\_
  - b. Land Use Category \_\_\_\_\_
8. Requested Zoning and Land Use
  - a. Zoning \_\_\_\_\_
  - b. Land Use Category \_\_\_\_\_

9. Number of any existing structures on the property:

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10. Present use of any structures and of the property:

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### Submittal Check List

Owners of land outside the City of Crescent City who desire to be incorporated within the City of Crescent City may petition for annexation subject to Florida law and the requirements of the City of Crescent City.

The following items must be submitted:

- \_\_\_\_\_ 1. Twelve (12) **folded** copies of a map referencing the city limits should be referenced to determine if the parcel is contiguous to the City. Additional copies may be required for the Planning and Zoning Commission and City Commission review.

### Petition

The petition for annexation must include:

- \_\_\_\_\_ 1. Proof of ownership which may include a warranty deed or contract for purchase.
- \_\_\_\_\_ 2. Name, address and signature of the owner.
- \_\_\_\_\_ 3. Twelve (12) **folded** copies of the survey, including legal description of the property, street and road address. Additional copies will be required for the Planning and Zoning Commission and City Commission review.
- \_\_\_\_\_ 4. Existing and requested land use designation and zoning.
- \_\_\_\_\_ 5. Method of providing services including water, sewer, roads, drainage, schools and police protection.

- \_\_\_\_\_ 6. Justification for the proposal in relation to the comprehensive plans of the city and the county for ultimate review by the Department of Community Affairs.
- \_\_\_\_\_ 7. Processing Fee.
- \_\_\_\_\_ 8. Application Form.
- \_\_\_\_\_ 9. If the applicant is other than the owner, a notarized letter from the owner, designating the party to act on their behalf shall be submitted.

**Procedures**

- 1. Completed application form must be submitted prior to the first Monday on any month.
- 2. The application will be forwarded to the Planning and Zoning Commission to be considered at their next available meeting, after it completes the Development Review Committee process.
- 3. The application will be forwarded to the City Commission for final action.
- 4. Annexation, if approved shall be by Ordinance.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date