

CITY OF ZEPHYRHILLS
ANNEXATION PETITION

Site Plan Review _____
Planning Comm. _____
City Council _____

*APPOINTMENTS ARE REQUIRED TO SUBMIT THIS
PETITION. APPLICATIONS WILL NOT BE ACCEPTED
BY MAIL OR WITHOUT AN APPOINTMENT.*

Date Received _____
File Number _____
Annexation Fee \$500.00

Petitioner: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Petitioner: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Owner of Property: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Address/Location of Subject Property _____

Parcel ID No.: _____

Property is contiguous with the present corporate boundaries of the City of Zephyrhills and/or within the approved Joint Planning Agreement with Pasco County _____yes _____no

Legal Description of Property Involved _____

Total Acreage/Square Footage of Subject Property _____

Current Use of Land _____

Reason for request (proposed use) _____

The Petitioner, as owner, of the above described land does respectfully request City Council to take all action necessary in order to ANNEX the above described real property to the City of Zephyrhills, extending the corporate boundaries accordingly.

The Petitioner, as owner and/or representative, of the above described land agrees to pay all related costs associated to the subject annexation including: petition fees, advertisement fees and the provision of stamped envelopes of property owners with a 150 foot radius of the perimeter of subject property.

PLEASE NOTE: The Developer shall coordinate with City Departments prior to development submittal to identify future required development fees which may include: impact fees, water and sewer connection fees, deposits, and traffic review study / drainage review reimbursements.

The Petitioner and/or future developer, as owner does agree to pay all costs incurred for the purpose of extending water and sewer lines to the above described real property.

The Petitioner, as owner, of the above described land does agree to convey unto the City all sewer and water improvements and all right-of-way easements pertaining to said property.

Signature of Petitioner

Signature of Owner

Print or type name of person signing above

Print or type name of person signing above

Date

Date

NOTE: IF THE PETITIONER WISHES TO BE REPRESENTED BY AN AGENT, THE POWER OF ATTORNEY ON THE FOLLOWING PAGE MUST BE PROPERLY EXECUTED. IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR

OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE ATTACHED PERMISSION TO REPRODUCE.

AFFIDAVIT

I, _____ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful attorney, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date: _____
Signature of owner or authorized agent

Print or type name of person signing above

Name of owner/agent entity if a corporation, L.L.C., partnership, or trust

Representative capacity of person signing Affidavit:
President of Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee

STATE OF FLORIDA)
)
COUNTY OF PASCO)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Zephyrhills permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing petition.

Signature
Title: _____
Date: _____

**CONFIRMATION OF OWNERSHIP BY OWNER; AND
AUTHORIZATION FOR AGENT OR PETITIONER (WHEN A DIFFERENT ENTITY)**

The undersigned to hereby swear or affirm that they are the fee simple title holders and owners of the record of property commonly known as _____
And legally described in Exhibit A attached hereto.

The property described herein is the subject of a land use application for development. We hereby designate _____ as the legal representative of the property in the course of seeking approval of this application. This representative will remain the only entity to authorize development activity until such time as anew or amended authorization is delivered to the City.

Owner Signature

Printed Name

Name of owner entity if a corporation, L.L.C., partnership, trust

Representative capacity of person signing: President or Vice
President of Corporation, Managing Member of L.L.C., General
Partner, Trustee

Address of Owner

STATE OF FLORIDA)
COUNTY OF PASCO)

Sworn to (or affirmed) and subscribed before me this _____ day of
_____, 200__, by _____
(_____)
capacity if applicable

who is personally known to me or produced _____ as
identification.

Notary Public
Notary Public – State of Florida
My commission expires _____

Name typed, stamped or printed

INSTRUCTIONS FOR FILING AN ANNEXATION PETITION

PROCEDURE:

1. Petitions for annexation may be obtained at the Planning Department or on the web at www.ci.zephyrhills.fl.us under Development Services Department and may be initiated by the owner of the property involved or his legally designated representative. A petition must be completed and submitted to the Planning Department, together with the required fee and supportive materials. Petitioners are required to arrange a pre-application conference with a member of the Planning Department staff prior to the submittal deadline to discuss their requests. You may arrange an appointment by calling 780-0006.

Petitions will be scheduled to be reviewed by the Site Plan Review Committee (SPR) that meets once a month. The deadline for Petitions to be reviewed by SPR is the last business day of the preceding month. Petitions received later than the last business day or petitions which are determined to be incomplete will be placed on the agenda of the next SPR meeting. The SPR Committee (staff) will recommend or deny forwarding the Petition to the Planning Commission.

2. Planning Commission meetings are held once a month. The Planning Department will give due public notice that a public hearing will be held by the Planning Commission to consider the request.
3. The petitioner or his authorized representative shall appear at the Planning Commission hearing. After considering the recommendation of the staff and comments by the petitioner and the public, the Planning Commission will make a recommendation to City Council to approve, deny, or approve the request with conditions.
4. The recommendation of the Planning Commission will be forwarded to the City Council. After considering the recommendation of the staff and the Planning Commission Report, the City Council may recommend that the City Attorney prepare an Ordinance for the First Reading and a Public Hearing and if it is a large scale amendment a Second Public Hearing. The City Council will vote to approve, deny, or approve the ordinance with conditions at each of these meetings. The City Council may impose conditions in addition to those of the PC.
5. Approximately one week before any of the Public Hearings, a sign will be placed on the subject property notifying the general public of the hearing.

REQUIRED SUPPORTIVE MATERIALS:

- A. A check for \$500.00 made payable to the City of Zephyrhills.
- B. Eighteen (18) **SETS*** of the following:
 - 1. Completed petition form (*Original and 17 copies*);
 - 2. Proof of ownership (1 copy of deed, property tax receipt, etc.).
 - 3. Include boundary survey and legal description from current petition. One full size Survey and 17 legible reduced copies of the survey (either 8½" x 11" or 11" x 17").

***For example, one petition, one site plan, and one each of other supportive materials should be put together to comprise a set. Do not submit, for example, one stack of 18 petitions and one stack of 18 other supportive materials separate from each other as this is not a set.**

PLEASE NOTE: The City of Zephyrhills reserves the right to refuse to accept a petition if incomplete on the filing deadline date. The complete petition may be submitted for the following month's SPR meeting.