



VOLUNTARY ANNEXATION APPLICATION

Application Fee: ___ Properties 10 Acres or less – Actual cost of Legal Advertising* ___ Properties over 10 Acres – Actual cost of Legal Advertisement and Review Services* (*NOTE: invoice will be provided to applicant and must be paid prior to final adoption)	
Application and all pertinent required data (listed below) MUST be submitted with this application	
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Voluntary Annexation Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures.
<input type="checkbox"/> Original Signed & Notarized Voluntary Annexation Petition signed by all property owners	<input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements
<input type="checkbox"/> Executed Pre-Annexation Agreement or an Agreement Exemption letter from UD Manager	<input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations
<input type="checkbox"/> A copy of the deed or other evidence of ownership	<input type="checkbox"/> Date of Survey: _____
<input type="checkbox"/> Comprehensive Plan Amendment Application <input type="checkbox"/> Rezoning Application (if applicable)	<input type="checkbox"/> Total Acreage of Property _____
<input type="checkbox"/> A copy of purchase & sale agreement (if applicable)	<input type="checkbox"/> Square Footage _____
<input type="checkbox"/> Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____	<input type="checkbox"/> Digital Text file of metes and bounds description of Property – “Exhibit A”
<input type="checkbox"/> SCADL (School Concurrency Approval Determination Letter) attain by School Department (if applicable)	<input type="checkbox"/> Map showing the existing and proposed Zoning and FLU of ALL the property contiguous with the subject property
<input type="checkbox"/> An explanation is required for how water and sewer are to be provided in the annexation area	<input type="checkbox"/> Maps which show water and sewer lines, as well as surrounding land uses
<input type="checkbox"/> AutoCAD base files in AutoCAD 2014 Version or newer	
<input type="checkbox"/> An explanation of the proposed project, site plan showing building footprints, parking and traffic circulation areas, water and sewer connection locations, and landscaping (if applicable).	
<i>In addition to the original application a CD/DVD of all supporting documentation needs to be submitted in a separate PDF, appropriately identified by name.</i>	
<u>Preface</u> - This request may require a change to the Zoning Atlas (zoning) must be consistent with all elements of the adopted Comprehensive Plan of the City of Punta Gorda. Should there exist a conflict between the proposal contained herein and the Comprehensive Plan, a rezoning application will also be required	
<u>Information to Be Submitted with Application</u> - In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Urban Design Department, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Urban Design Department accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record IMPORTANT: The applicant or his representative MUST be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).	

VOLUNTARY ANNEXATION REQUIREMENTS

Chapter 171, Florida Statutes, requires a petition signed by all owners of the property for a voluntary annexation. Maps are required which show water and sewer lines, as well as surrounding land uses. An explanation is required for how water and sewer are to be provided in the annexation area. It must be demonstrated that the area to be annexed is contiguous to the municipal boundary and that the area meets one of several other standards, the most likely of which is to be contiguous on at least 60% of its boundary to the City boundary and/or an area developed for urban purposes as defined in the statute.

City ordinance requires that the annexation proposal be reviewed by the Development Review Committee (DRC) and that an Annexation Agreement be signed with the applicant that contains the City's expectations. These are essentially that the property will be developed in accordance with City Codes and that the adopted level of service for facilities and infrastructure will be maintained; this could require from the owner action such as installation of fire hydrants, dedication of street right-of-way, provision of recreation or open space, etc.

The City must follow the public notice and adoption procedures outlined in Chapter 171, Florida Statutes. To initiate the process, the owner(s) should submit a signed petition for annexation along with proof of ownership. The submittal should include a survey of the property (done not more than 6 months prior to application with a metes and bounds description of the property) showing water and sewer main locations and fire hydrant locations. A map should be submitted showing current zoning and future land use map designations for the subject property and surrounding property. An explanation of the proposed project should be included along with a site plan showing building footprints, parking and traffic circulation areas, water and sewer connection locations, and landscaping. The anticipated traffic impacts of the proposed development should be discussed; a professional quality trip generation estimate or traffic impact analysis is required unless a letter of exemption is attained by the Chief Planner. Other information may be required if the Urban Design staff determines that such information is necessary to evaluate the likely impacts of the proposed project. The submittal must also include the appropriate annexation fee in order to be processed along with a copy of the deed or other evidence of ownership.

City staff will work with the applicant to process the annexation request. The applicant should be aware that the annexation of the property also requires a separate **REZONING APPLICATION** and **COMPREHENSIVE PLAN AMENDMENT APPLICATION**. The Attached is an application checklist that must be submitted with the application. The development plan requires review and approval by the DRC. To the extent possible, staff will work with the applicant to carry out these review processes simultaneously to avoid unnecessary delay. The applicant shall meet with the representatives of Urban Design staff prior to the submission of a voluntary annexation petition and supporting documentation.

Owner

**Petition for Voluntary Annexation to the
City of Punta Gorda, a Municipal Corporation
of the State of Florida (Hereinafter the "City")**

1. This Petition made this _____ day of _____,
20____ by _____, (hereinafter "Owner").
2. The Petitioners are fee simple owners of the property described in Exhibit "A," attached hereto and made a part hereof, which real property is situated, lying and being in an unincorporated area of Charlotte County, Florida (hereinafter the "Property");
3. Petitioners respectfully request the City for voluntary annexation of the Property and in support thereof state the following:
 - (1) such annexation will not affect the ownership or rights of adjacent property owners;
 - (2) the Property is contiguous to the City as defined in Section 171.031(11), Florida Statutes, as graphically depicted in Exhibit "B," attached hereto and made a part hereof; and
 - (3) the annexation of the Property will not create an enclave.

WHEREFORE, Petitioners respectfully request that the City consider this request and adopt a valid and binding ordinance annexing the Property to the City consistent with Section 171.044, Florida Statutes.

Petitioner

Petitioner

Purchaser

**Petition for Voluntary Annexation to the City of Punta Gorda, a Municipal Corporation of the State of Florida
(Hereinafter the "City")**

1. This Petition made this _____ day of _____, 20_____
by _____,(hereinafter "Developer"),_____
_____,(hereinafter "Purchaser"),_____
_____, (hereinafter "Seller"), (all of whom are
hereinafter collectively referred to as "Petitioners").

2. The Sellers are fee simple owners of the property described in Exhibit "A," attached hereto and made a part hereof, which real property is situated, lying and being in an unincorporated area of Charlotte County, Florida (hereinafter the "Property"):

3. Purchaser and Seller have entered into an Agreement for the purchase of the Property. As a condition to closing, Purchaser has requested that the Property be annexed into the City. Purchaser and Developer require annexation for the development of the Property.

4. Petitioners respectfully request the City for voluntary annexation of the Property and in support thereof state the following:

- (1) such annexation will not affect the ownership or rights of adjacent property owners;
- (2) the Property is contiguous to the City as defined in Section 171.031(11), Florida Statutes, as graphically depicted in Exhibit "B," attached hereto and made a part hereof; and
- (3) the annexation of the Property will not create an enclave.

WHEREFORE, Petitioners respectfully request that the City consider this request and adopt a valid and binding ordinance annexing the Property to the City consistent with Section 171.044, Florida Statutes.

By: _____
Developer Signature Developer Printed Name/Title

By: _____
Purchaser Signature Purchaser Printed Name/Title

By: _____
Seller Signature Seller Printed Name/Title

VOLUNTARY ANNEXATION APPLICATION

Date Received		File Number	AX-		
Application Fee: _____ Properties 10 Acres or less – Actual cost of advertising* _____ Properties over 10 Acres – Actual cost of Advertisement & Legal Review Services* (*NOTE: invoice will be provided to applicant and must be paid prior to final adoption)					
1. Applicant					
Name					
Address	City	State	Zip		
Phone	Email address				
2. Owner(s) of Record					
Name					
Address	City	State	Zip		
Phone	Email address				
3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)					
Name					
Address	City	State	Zip		
Phone	Email address				
4. Total Number of Parcels included in this application:					
5. Property Address / Street Name (if applicable)					
6. Legal Description of Property (“Exhibit A”)					
Note: A digital TEXT file (Exhibit A) of metes and bounds description of property MUST be submitted on a CD/DVD					
Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres
(attach additional sheet as necessary)					
7. Are there any existing structures on the property?					___ Yes ___ No
If “yes” what type of construction are they, and what is the current use of the structures. In addition include a site plan showing location of structures on property.					

