APPLICATION FOR ANNEXATION

CITY OF PORT ST. LUCIE       FOR OFFICE USE ONLY
Planning & Zoning Department
121 SW Port St. Lucie Boulevard      Planning Dept
Port St. Lucie, Florida  34984
                                 Fee (Nonrefundable) __________
                                 Receipt # __________
(772) 871-5213         Refer to “Fee Schedule” for application fee. Make checks payable to the 'City of Port St. Lucie.' Fee is nonrefundable unless application is withdrawn prior to advertising for the Planning and Zoning Board meeting. All items on this application should be addressed, otherwise it can not be processed. Attach proof of ownership; two copies of deed. Please type or print clearly in BLACK ink.

PRIMARY CONTACT EMAIL ADDRESS:

PROPERTY OWNER

Name:
Address:
Telephone No.: Fax No.:

IF PROPERTY IS IN MULTIPLE OR CORPORATE OWNERSHIP, PLEASE PROVIDE ONE CONTACT PERSON.

Name: Address:
Telephone No.: Fax No.:

AGENT OF OWNER (if any)

Name: Address:
Telephone No.: Fax No.:

PROPERTY INFORMATION

Boundary Description (attach map) Property Tax I.D. Number
Current Land Use Proposed Land Use
Current Zoning Acreage of Property

Describe proposed use of the land:

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*Signature of Owner Hand Print Name Date

*All owners must sign a petition/s for annexation. Corporation signatures must be accompanied with an approved resolution authorizing the individual to sign such applications.

NOTE: Signature on this application acknowledges that a certificate of concurrency for adequate public facilities as needed to service this project has not yet been determined. Adequacy of public facility services is not guaranteed at this stage in the development review process. Adequacy for public facilities is determined through certification of concurrency and the issuance of final local development orders as may be necessary for this project to be determined based on the application material submitted.
ADDRESS A LETTER TO THE DIRECTOR OF PLANNING AND ZONING, AND INCLUDE THE FOLLOWING INFORMATION:

1. Legal description, parcel I.D. number, and acreage of property;
2. Copy of deed and authorization by owners;
3. Intended use of the property;
4. Copy of a survey;
5. General location map;
6. Current County future land use designation – include County Land Use Map;
7. Current County zoning classification – include County Zoning Map;
8. List of unique or environmentally sensitive features;
9. Description of provision of public utilities – sewer, water, drainage;
10. Fee: (See “Fee Schedule”).
11. Provide a legal opinion that the annexation request is incompliance with Florida Statutes Chapter 171.
12. Electronic copy of the text legal description (MS Word format).
13. A statement specifying the population census effect and the affected land area.

Annexation will require adoption of an ordinance and public hearings for Planning & Zoning Board and City Council.

NOTE: A separate Land Use and Zoning Amendment Application is required prior to application for development permits within the City.
ANNEXATION PROCESS

- Determine if property is eligible for annexation according to Florida State Statutes Chapter 171
- Applicant should meet with the City Manager and select departments and determine if an annexation agreement will be required
- Applicant applies for annexation (submit required information)
- Annexation agreement is prepared
- City Staff prepares legal advertisement, staff report, and ordinance
- Planning and Zoning Board
- City Council
- Planning and Zoning Board
- City Council