



ANNEXATION APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Today's Date: _____

1)

Property Address					
City		State		Zip	

2)

Property Owner's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

3)

Petitioner's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

4)

Agent's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail			

5)

Property is generally located near the following streets:				
Size of subject property		+/- Acres		+/- Sq. Feet
Existing COUNTY Zoning				
Existing CITY Zoning				
Present use of property				
Proposed use of property				

6) The reason or basis for this request:

7) Number of existing structures on property and their present use is:

Present Use Structure #1	
Present Use Structure #2	
Present Use Structure #3	

8) Any previous applications filed within last 12 months of subject property?

	Yes		No	
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If yes, describe nature of previous request:

10) State the exact legal description of the property to be subdivided. (Copy of Warranty Deed or Tax Receipt showing ownership must be submitted with application)

Section		Township		Range	
Alternate Key #					

**PETITION OF LANDOWNER(S) FOR ANNEXATION
OF CERTAIN PROPERTY TO THE CITY OF LEESBURG, FL**

WE, the undersigned landowner(s) pursuant to the provisions of Chapter 59-1497 (Senate Bill No. 912), Laws of Florida, Regular Session 1959, entitled:

AN ACT TO AMEND CHAPTER 9820, LAWS OF FLORIDA, SPECIAL ACT OF 1923, AS AMENDED, BEING THE CHARTER OF THE CITY OF LEESBURG, FLORIDA, TO PROVIDE ENABLING LEGISLATION FOR THE FUTURE ANNEXATION OF CONTIGUOUS TERRITORY BY PETITION AND CONSENT OF THE LANDOWNER(S) IN THE AREA SOUGHT TO BE ANNEXED; PROVIDING THAT SAID PROVISIONS SHALL BE CUMULATIVE; PROVIDING THAT THE PROPERTY ANNEXED SHALL BE LIABLE FOR ITS PROPORTIONATE SHARE OF THE EXISTING AND FUTURE INDEBTEDNESS OF SAID CITY; AND PROVIDING THAT SUCH ANNEXED TERRITORY SHALL BE SUBJECT TO ALL LAWS AND ORDINANCES OF SAID CITY AS IF ALL OF SUCH TERRITORY HAD BEEN A PART OF THE CITY OF LEESBURG AT THE TIME OF THE PASSAGE AND APPROVAL OF SAID LAWS AND ORDINANCES; AND FIXING EFFECTIVE DATE,

hereby petition that the hereinafter described real estate be annexed to, and become a part of, the city limits of the City of Leesburg, a municipal corporation in Lake County, Florida, created and existing pursuant to Chapter 9820, Laws of Florida, Special Acts of 1923, and amendatory and supplementary acts thereto, and we, jointly and severally, consent to such annexation of such area to said City of Leesburg, and upon annexation sought by this petition, all of the property, real and personal, within such area, and the inhabitants thereof shall be subject to the government, jurisdiction, powers, franchises, duties, and privileges of said City of Leesburg, Florida and the said property shall be liable, proportionally, for all of the present outstanding and existing, as well as future, indebtedness of the said City of Leesburg, Florida; that all of the ordinances of the City of Leesburg, and all laws heretofore passed by the Legislature of the State of Florida, relating to and which now or hereafter constitute its Charter shall apply to have the same force and effect in such territory as may be annexed under the provisions hereof as if all of such territory had been part of the City of Leesburg at the time of the passage and approval of said laws and ordinances.

IN WITNESS WHEREOF, we, the undersigned landowners, as petitioners, have hereunto set our hands and seals as of the _____ day of _____, 20__.

Legal description: (Type, print in black ink, or attach copy of warranty deed).

LANDOWNER (PETITIONER)

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 19__ by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

NOTARY PUBLIC

SEAL:

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____
(property owner's name), who being by me duly sworn on oath, deposes and says:

- 1. That said authority is the fee-simple owner of the property legally described in this application.
- 2. The said authority desires ANNEXATION into the City of Leesburg, Florida.
- 3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of that application.
 - C. ANNEXATION & INITIAL ZONING ONLY: That the REZONING sign will be posted, in accordance with Section 25-93(c) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting date at which the case will be considered by the Planning & Zoning Commission and will remain posted until final determination by the City Commission.

**PROPERTY OWNER MUST SIGN AFFIDAVIT.
WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

PROPERTY OWNERS' SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Personally Known _____ OR Produced ID _____

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

Type of Identification
Produced _____

Notary's Signature

Notary's Signature

NOTARY SEAL

NOTARY SEAL

CHECKLIST FOR ANNEXATION APPLICATION COMPLETION

The following information is required to be submitted when applying for ANNEXATION:

1. ____ Filing Fee - \$400.00 (make check payable to City of Leesburg)
1. ____ General application form
2. ____ Authorization for property owner/agent representation (pg. 4).
3. ____ Copy of recorded Warranty Deed showing who the current fee simple titleholders (property owners) are.
4. ____ Copy of current year Tax Receipt.
5. ____ Map showing general location of the site.

PROCEDURES:

1. **The proposed use of the property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.**
2. Application shall be submitted to Leesburg Planning & Zoning Division no later than 16 working days before the desired scheduled meeting. Contact the Planning & Zoning Division (352-728-9760) for deadline dates.
3. Upon receipt of a COMPLETE & CORRECT application, the Planning & Zoning Division shall proceed with the request in accordance with the following:
 - A. The owners of all property lying within two hundred (200) feet of the property shall be notified by certified/return receipt mail.
 - B. A legal advertisement shall be published two (2) times in a local newspaper before the meeting date.
4. The petitioner is required to post a sign (provided by the Planning & Zoning Division), on the site and in plain view of the public, at least ten (10) days prior to the public hearing date for any request involving rezoning of the property. The sign shall remain posted on the property until final determination by the City Commission.
NOTE: In cases where the sign has not been properly posted, the Planning & Zoning Commission may postpone or deny the application without prejudice.
5. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.
6. The property owner or authorized agent (authorization must be on file at the Planning & Zoning Division) must attend the Planning & Zoning Commission meeting and, at least, the first City Commission meeting.

APPLICANTS FOR ANNEXATION ARE URGED TO CONTACT ALL APPLICABLE DEPARTMENTS TO OBTAIN ANSWERS TO ANY QUESTIONS CONCERNING COST AND/OR AVAILABILITY OF EXTENDING LINES, HOOK-UPS, ETC.

1. Customer Service: 501 W. Meadow Street (728-9800)
2. Planning & Zoning Division: 204 N. 5th Street (728-9760)
3. Building Services: 204 N. 5th Street (728-9750)
4. Engineering: 600 Orange Street (728-9755)

All properties in the City of Leesburg are assessed a monthly stormwater fee. Your property may qualify for a credit if one of the following apply:

- a. **Residential Property: All runoff is to Lake Harris or Lake Griffin.**
- b. **Commercial Property: Existing water retention area on site.**

Contact the Engineering Dept. for further information on whether your property qualifies for this credit.

5. Electric: 2010 W. Griffin Road (728-9830)
6. Fire: 201 S. Canal Street (728-9780)
7. Police: 115 E. Magnolia Street (728-9860)
8. Public Works: 413 E. North Boulevard (728-9875)
9. Recreation: 318 S. Second Street (728-9885)
10. Water, Wastewater, & Gas: 223 S. Fifth Street (728-9840)