

APPLICATION FOR ANNEXATION OVER ONE ACRE

STAFF USE ONLY

Computer Generated No.: _____ Petition No.: _____ - _____ AN

Project Name:	
Parcel Identification No.:	
Parcel Size:	

Describe in detail the intended use of the property (attach as necessary):

Property Owner's Name (and Title):	
Telephone:	
Mobile / Fax:	
E-mail:	
Mailing Address:	

This application must be accompanied by:

- 3 copies of a Certified Survey**
- Ownership and Encumbrance Report or a recorded Warranty Deed dated within the last 90 days**
- Filing Fee (see below)**
- Location map**
- Legal description of said property**

Fees

Multiple Platted Lots	Larger areas - unplatted
\$392.00 - first lot plus \$38.00 for each additional lot	Any area between 1 and 5 acres - \$616.00
	Any area over 5 acres - \$560.00 plus \$38.00 for each additional acre

Applicant's (Owner/Agent) Signature: _____ **Date:** _____

Procedures for Processing Annexations Over One Acre

Within the Potential Planning Service Area as identified on Map LU-2 of the adopted City of Venice Comprehensive Plan:

1. The following items must be submitted to the City Manager to initiate the annexation procedure:
 - a. completed annexation application signed by owner(s) of property or petition agent (if executed by agent, petition must include agency appointment signed by owner.)
 - b. payment of required non-refundable annexation fee
 - c. Ownership and Encumbrance Report or a recorded Warranty Deed dated within the last 90 days
 - d. certified survey of parcel to be annexed
 - e. location map identifying subject parcel to be annexed
2. City Manager determines eligibility of proposed annexation based on compliance with Florida Statutes, City of Venice Comprehensive Plan and the Joint Planning and Interlocal Service Boundary Agreement with Sarasota County.
3. City Clerk prepares the Petition for Annexation for signature of owner(s).
4. Application forwarded to the Engineering Department for confirmation of eligibility and to the Technical Review Committee to determine the impact of annexation on city services. Distribute copy of application to City Council members.
5. City Manager negotiates the pre-annexation agreement.
6. Pre-annexation agreement is forwarded to the City Attorney for approval.
7. The pre-annexation agreement is executed by the applicant.
8. The application and pre-annexation agreement are placed on the Planning Commission agenda for consideration. Commission to determine the need for a public hearing and make recommendations concerning the pre-annexation agreement. Planning Commission reviews annexation pursuant to City of Venice Code §86-23.
9. City Clerk prepares the ordinance notice and provides a copy by certified mail to the Board of County Commissioners not fewer than 10 days prior to publishing the ordinance notice.
10. Annexation ordinance is prepared by the City Clerk and placed on the City Council agenda for first reading along with the pre-annexation agreement.
11. City Clerk advertises for two consecutive weeks.
12. Annexation ordinance is placed on council agenda for public hearing, final reading and adoption.
13. City Clerk records and distributes petition, pre-annexation agreement, location map and ordinance.