

# City of Temple Terrace



## Guide to Annexation Application and Process

October 2014

## **ANNEXATION: PROCEDURE OVERVIEW**

Annexation is a process included within the Florida Statutes which allows neighborhoods and businesses outside a city's limit to join the City. Annexation typically occurs when property owners petition to join the City, often seeking improved municipal services, better police and fire protection or more responsive government. Owners whose property is contiguous to the City of Temple Terrace may voluntarily submit an Annexation Application.

- Step One** Pre-Application Meeting is held with Community Development staff to determine property eligibility, review annexation process, identify application submittal requirements, determine property owner's goals, discuss City service provisions, and answer questions.
- Step Two** Property Owner/Applicant submits Annexation Application and supporting information and documents to the Community Development Department.
- Step Three** Annexation Committee, made up of various City Departments considers the annexation application. Staff determines the City's ability to provide adequate level of services (LOS), financial feasibility and provides a recommendation to City Administration.
- Step Four** City Clerk notifies Hillsborough County Board of County Commissioners of City's consideration of voluntary annexation, and prepares ordinance for City Council's consideration. Community Development staff prepares annexation recommendation for City Council's consideration.
- Step Five** City Council considers the annexation application at a public hearing and acts on the ordinance at a second Council meeting to approve or deny the annexation application. The Property Owner/Applicant should attend both meetings. The required public hearing(s) will be scheduled during regular City Council meetings, which are held the first and third Tuesday of each month.
- Step Six:** When an annexation is approved by City Council, the City updates appropriate records, databases and maps. The City will then initiate two separate applications concurrently to change the property's planning and zoning authority from Hillsborough County's to the City's. Both of these applications are done solely by the City without requiring any additional documentation by the property owner. The first application is for a Comprehensive Plan amendment, done in coordination with the Hillsborough County City/County Planning Commission to designate the property under the City's Land Use Plan. The final application is a Zoning Reclassification to change the zoning from a County district to a comparable City district.



**VOLUNTARY ANNEXATION APPLICATION**

Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

NOTE: Please fill out the Authorized Agent Affidavit if the annexation is being applied for by someone other than the property owner.

**PROPERTY INFORMATION:**

Property's Street Address(es): \_\_\_\_\_

Acreage/Size of Property(s): \_\_\_\_\_

Folio Number(s) of Property(s): \_\_\_\_\_

Existing Plan Category/Zoning: \_\_\_\_\_

Existing Use(s) of Land: \_\_\_\_\_

*Number of Residential Units:* \_\_\_\_\_ *Number of Residential Lots:* \_\_\_\_\_

*Commercial Square Feet:* \_\_\_\_\_ *Industrial Square Feet:* \_\_\_\_\_

*Indicate numbers in the space provided and "N/A" for uses that do not apply*

Has the property received Hillsborough County development approval? Yes No

Are there any non-conformities of the property, structures or uses? Yes No

Are there any current or outstanding code compliance issues? Yes No

*Please attach the applicable information if answered "Yes":*

Please include the following information in the application package:

- Executed Annexation Application.
- Ownership and Encumbrance (O & E) Report, and copy of Deed showing current owners of record.
- Electronic Copy of Legal Description described by Metes and Bounds. Submit in Microsoft Word format.
- Survey or Plat. Submit one (1) paper copy at 1"=30' scale, and an electronic copy.
- Previous Development Approval. If the property is to be developed or redeveloped and development approvals have already been obtained from Hillsborough County, please provide all associated conditions of zoning approval, copies of building plans, rezoning, site plan, variance, and/or permit approval documents. If alcohol sales are included, please provide copy of license and wet zone survey approval.
- Non-Conformity or Outstanding Code Issue. Please provide any documents or information regarding non-conformity or outstanding code issues that apply to the subject property.
- Utility Agreement. If the property is to be serviced with Temple Terrace water and sanitary sewer, a signed Utility Agreement from the Public Works Department must be submitted with the application.

**ALL OF THE ABOVE INFORMATIONAL ITEMS ARE REQUIRED TO MOVE FORWARD**



**AUTHORIZED AGENT AFFIDAVIT**

I \_\_\_\_\_ (Owner) hereby grant authorization to \_\_\_\_\_ (Authorized Agent) to act in my behalf with the City of Temple Terrace Community Development Department while conducting activities related to obtaining applications or permits. These activities specifically include signing all documents requiring signature of “representative”/”applicant”.

\_\_\_\_\_ (Authorized Agent) is to be considered an agent of my business and therefore the signature of said agent is binding and causes me to assume all responsibilities connected to or associated with the signature as they may relate to my property.

I \_\_\_\_\_ (Owner) relieve the City of Temple Terrace Community Development of, and agree to hold the City of Temple Terrace Community Development Department harmless from, any and all responsibility, claims or other actions arising from or related to the Department’s acceptance of the above agent’s signature for permit/application-related activities. I further understand that it is my sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

**Notary for Owner’s Signature:**

**Notary for Agent’s Signature:**

State of \_\_\_\_\_ County of \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
**Notary Public Signature**

\_\_\_\_\_  
**Notary Public Signature**

\_\_\_\_\_  
Print, Type, or Stamp Name of Notary  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Print, Type, or Stamp Name of Notary  
My Commission expires: \_\_\_\_\_

(SEAL)

(SEAL)