

City of Temple Terrace



Guide to Annexation Application and Process

June 2018

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 applicant must submit two separate applications to change the property's planning and zoning authority from Hillsborough County's to the City's. 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 Future Land Use Plan. The final application is a Zoning Reclassification to change the zoning from a County district to a 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":

Owner Signature	Date	Applicant Signature	Date

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

The undersigned, _____, as owner or officer of the owner of the real property located at _____; Folio No. _____ (“Property”) hereby appoints and grants authorization to _____ (“Authorized Agent”) to act on behalf of the owner with the City of Temple Terrace Community Development Department and other members of City staff while conducting activated related to the development of the above Property, including, but not limited to filing applications and obtaining development orders and permits. These activities specifically include signing all documents on behalf of the owner. Authorized Agent is to be considered an agent of the owner’s business and therefore the signature of said agent is binding on the owner and causes the owner to assume all responsibilities connected to or associated with the signature as they may relate to the Property.

The undersigned owner hereby relieves the City of Temple Terrace Community Development Department of, and agrees 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 Authorized Agent’s signature for permit/application and other development related activities. The undersigned owner understand that it is his/her sole responsibility to grant and terminate any such authorization and to ensure that the Department receives timely notice of any such grant or termination.

OWNER

Owner’s First and Last Name

Owner’s Company and Title

Signature of Owner

Notary for Owner’s Signature:

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.

Notary Public Signature

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

(SEAL)

AUTHORIZED AGENT

Authorized Agent’s First and Last Name

Authorized Agent’s Company and Title

Signature of Authorized Agent

Notary for Agent’s Signature:

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.

Notary Public Signature

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

(SEAL)