

# City of DeFuniak Springs

Post Office Box 685

35 US Hwy. 90 W.  
DeFuniak Springs, FL 32433



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DeFuniak Springs, FL 32435

## VOLUNTARY ANNEXATION APPLICATION

NOTE: Always obtain a new application from the Department, as it may have been modified.

Voluntary Annexation Amendment Number (to be assigned by City Staff) \_\_\_\_\_

### I. Owner/Petitioner Information (Print or type all information requested).

- A) Name: \_\_\_\_\_  
(If an entity other than an individual, provide the name of the entity and responsible officer)
- B) Address: \_\_\_\_\_
- C) Telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_
- D) FAX number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### II. Property Owner Information (if different from above)

- A) Name \_\_\_\_\_  
(If an entity other than an individual, provide the name of the entity and responsible officer)
- B) Address: \_\_\_\_\_
- C) Telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_
- D) FAX number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### III. Agent Information

- A) Name (must be an individual): \_\_\_\_\_
- B) Address: \_\_\_\_\_
- C) Telephone number: \_\_\_\_\_ Cell: \_\_\_\_\_
- D) FAX number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### IV. PROPERTY INFORMATION

- A) Property Parcel Identification number(s): \_\_\_\_\_
- B) Physical Location of Property \_\_\_\_\_
- C) Legal Description of entire property: (attach copy of recorded deed to application)
- D) Provide a copy of a boundary survey of the entire property. The boundary survey must indicate the total acreage, flood zone, be prepared within the last two years and signed and sealed by a Florida licensed Surveyor and include the Surveyors certification pursuant to Chapter 61-G17, F.A.C. and indicate the State Plane Coordinates on which the survey is based.

- E) Driving Directions with mileage from the nearest intersection of either US Hwy 90 E, US Hwy 90 W, US Hwy 331 N, US Hwy 331 S or, SR 280 E, SR 280A, SR 83 N) to subject property: \_\_\_\_\_
- F) Current land use category of subject property as designated on the County Future Land Use Map: \_\_\_\_\_
- G) Total acreage of subject property: \_\_\_\_\_
- H) Describe existing land uses on subject property, including any public or private easements: \_\_\_\_\_

**V. SIGNATURE**

I have provided the necessary documentation as requested to complete the above requirements.\*

\_\_\_\_\_  
 Owner/Applicant/Petitioner Signature Date of Signature

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

\*Additional information may be requested by the City.

**OFFICE USE ONLY**

Date application submitted \_\_\_\_\_

Date application approved/accepted by Staff \_\_\_\_\_

Voluntary Annexation Amendment Number \_\_\_\_\_

Application Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Direct Cost Expenses \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

All meetings are held at City Hall; 71 US Hwy 90 W; DeFuniak Springs FL 32433  
 City Council Meetings are held the second and fourth Monday of each month at 6:00 p.m.

**VOLUNTARY ANNEXATION AMENDMENT APPLICATION CHECKLIST**

1. **Completed & Signed Application (1 original, 30 copies)**  
(Only complete, typed or printed applications and submittals will be accepted).
  
2. **Application Fee: Voluntary Annexation**  
One Acre or Less with Occupied Dwelling.....\$200.00 plus direct expenses  
One Acre or More.....\$500.00 plus direct expenses  
Attach the fee to the front of the original application.
  
3. **Proof of Ownership (1 original)**  
(Provide copy of recorded deed. The deed must include a complete legal description. A sales contract will not be accepted. All owners listed on the deed must sign the application, and the agent affidavit authorizing the agent, if applicable).
  
4. **Notarized Authorization from Property Owner** for Agent to act on Owner's behalf.
  
5. **Copy of Plat, Covenants and Restrictions (1 copy)** If none, so indicate on an extra sheet.
  
6. **Boundary Survey (1 original 24" x 36"**, no less than 1" = 60'- 0", **31 reduced copies** at 11" x 17" (must include complete legal description, total acreage, all existing structures, public and private easements, certified, signed and sealed by a Florida Licensed Surveyor).
  
9. **Annexation Request Letter** from property owner(s) to voluntary annex property. Example letter below.

Dear Mayor Carpenter and Council Members:

We/I would like to annex the attached described property to the City of DeFuniak Springs, Florida. The property to be annexed has a property parcel identification number of \_\_\_\_\_ . The property has a total acreage of \_\_\_\_\_. Please find attached a copy of the recorded deed showing ownership.

If you should have any questions, please feel free to contact me/us at \_\_\_\_\_.

Thank you.

Sincerely,

(All property owner(s) names, signatures, addresses and contact phone numbers.

Place all documents in the application submittal in the order listed above. No Applications will be accepted if documents are not in order, are stapled, or are submitted in any other way than as specified.