



Voluntary Annexation Application

General Instructions and Information:

- In order to annex into the City of DeFuniak Springs, the subject property must abut the existing City limit boundary and must not create an enclave. FL General Statutes define "enclave" as: (a) Any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality; or (b) Any unincorporated improved or developed area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality.
- Any person desiring to annex into the City of DeFuniak Springs is required to submit a complete and legible Voluntary Annexation Application and the required submittal documents to the Planning Director.
- Prior to submission of the application, a pre-application review with the Planning Director is required. Schedule an appointment by calling 850-892-8571, extension 242.
- If you have questions, please call the Planning Department.
- Refer to Page 4 of this application for information to be submitted with this application.
- The City Planner will forward the annexation application to the Clerk and the City Attorney. The City Attorney will process the annexation application.
- According to FL GS 171.021, adjusting the boundaries of municipalities through annexations, or contractions of corporate limits, are :
 - 1) Ensure sound urban development and accommodation to growth.
 - 2) Ensure the efficient provision of urban services to areas that become urban in character.
 - 3) Ensure that areas are not annexed unless municipal services can be provided to those areas.

1. **DATE OF APPLICATION:** _____

2. **TYPE OF APPLICATION:**

- Annexation of 1 Acre or Less with Occupied Dwelling: \$200.00 plus direct expenses
- Annexation of 1 Acre or More: \$500.00 plus direct

3. **APPLICANT AND PROPERTY OWNER INFORMATION:**

Please select one of the following and complete the requested information.

- I am the property owner and applicant. (Please include all parties listed on the recorded deed.)

Name(s): _____

Mailing Address: _____

Email Address: _____

Cell Number: _____ Alternate Number: _____

- I do not own the property but am the applicant.

Name: _____

Affiliation with Property Owner(s): _____

Mailing Address: _____

Email Address: _____

Cell Number: _____ Alternate Number: _____

Please note: If you are not the property owner, a notarized letter from the property owner or notarized agent affidavit must be submitted with the application. Planning Department personnel can provide you with a template upon request, if needed.

II. PROPERTY IDENTIFICATION INFORMATION:

A. Parcel Identification Number(s): _____

B. Physical Location of Property: _____

C. Total Size of Property: _____

D. Walton County Future Land Use Map Designation(s): _____

E. Current Land Uses on Property : _____

<i.e. Vacant, Residence, Business (list type)>

4. SIGNATURE(s):

By signing below, I declare that I have completed this application truthfully and to the best of my knowledge, and I acknowledge that I have provided the necessary documentation as requested. I understand that additional information may be requested by City personnel.

Applicant Signature

Date of Signature

Applicant Signature

Date of Signature

PLANNING DEPARTMENT REVIEW AND COMMENTS

Date of Preapp Meeting: _____ Attendees: _____

Receipt of Application: _____ Date of Review for Sufficiency: _____

Date Fee Paid: _____ Amount Paid: _____

Items Pending: _____

Anticipated Review Schedule: _____

Comments: _____

DISCLOSURE OF INTEREST STATEMENT

BEFORE ME, on this day, appeared _____, who acknowledges and attests that the following statements are true:

1. That I am the record owner, or a legal representative of the record owner, of the property that is located at and is the subject of this application (hereinafter the "Property").
2. That I am familiar with the legal ownership of the Property and have full knowledge of the names of all individuals that have an ownership interest in the Property or a legal entity owning an interest in the Property.
3. In addition, I am familiar with the individuals that have an ownership interest in the legal entity that is under contract to purchase the Property.
4. That, unless otherwise specified in paragraph 6 below, no City of DeFuniak Springs Employee or elected official has an Ownership Interest in the Property or any legal entity (Corporation, Company, Partnership, Limited Partnership, Trust, etc.) that has an Ownership Interest in the Property or that has contracted to purchase the Property.
5. That the disclosure identified herein does not include any beneficial Ownership Interest that a City of DeFuniak Springs Employee or elected official may have in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, whose interest is for sale to the general public.
6. That, if the Ownership Interest in the Property changes and results in this affidavit no longer being accurate, the undersigned will file a supplemental Affidavit that identifies the name of any a City of DeFuniak Springs Employee or elected official that subsequently acquires an interest in the Property.
7. Disclosure of Interest held by a City of DeFuniak Springs Employee or elected official:

Name: _____

Address: _____

Ownership Percentage: _____

8. Disclosure of Interest *or* Contract for Sale held by other persons:

Interest Percentage: _____ **OR** Contract Type: ___Contingent ___Absolute

Name: _____

Address: _____

Under penalty of perjury, I declare that I have read the foregoing and the facts alleged are true to the best of my knowledge and belief.

Property Owner Signature: _____ Date: _____

*****NOTE: A NOTARY PUBLIC MUST WITNESS YOUR SIGNATURE*****

**STATE OF FLORIDA
COUNTY OF WALTON**

The foregoing instrument was sworn to (or affirmed) and subscribed before me on _____
20____, by _____, who is personally known to me or who has
produced _____ as identification.

Signature of Notary Public: _____

STAMP/SEAL

CITY OF DEFUNIAK SPRINGS
VOLUNTARY ANNEXATION APPLICATION CHECKLIST

This checklist is an attempt to help applicants understand the City's annexation submission requirements. Additional information may be requested by City personnel.

1. APPLICATION FEE

- Attach the fee to the front of the original application
- Checks are payable to the City of DeFuniak Springs

2. COMPLETED & SIGNED APPLICATION

- Only complete, legible applications can be accepted. This includes the disclosure statement on page 3 of this packet.
- If the owner authorizes an agent to submit the application, a notarized letter or agent affidavit must be submitted with the application. (A sample is available upon request.)

3. LETTERS OF UTILITY AVAILABILITY FROM UTILITY SERVICE PROVIDERS (WATER, SEWER, GAS, ELECTRICITY)

4. PROOF OF OWNERSHIP

This is a copy of the recorded warranty deed or title certificate, to include a complete legal description. (A sales contract cannot be accepted.)

5. CERTIFIED SURVEY OF PROPERTY BOUNDARIES

- If the request is for multiple adjoining properties, a boundary survey of the combined properties will be required, with a metes and bounds description of the combined parcels.
- Submit one paper survey with raised seal, at a scale of no less than 1" = 60'.
- Submit survey in pdf format, either via email or jump drive.
- The survey must include complete legal description matching the deed, vicinity map, total acreage, all existing structures, flood zone certification, base flood elevations (BFE), public and/or private easements, , streets, water bodies and other identifying landmarks to identify pertinent boundaries.
- Pursuant to Chapter 61-G17 F.A.C. and indicate the state plane coordinates on which the survey is based.

6. MAP SUBJECT PROPERTY FROM THE PROPERTY APPRAISER'S OFFICE

7. FUTURE LAND USE DETERMINATION FROM WALTON COUNTY PLANNING DEPARTMENT

8. ANNEXATION REQUEST LETTER FROM PROPERTY OWNER(S) TO VOLUNTARILY ANNEX PROPERTY (EXAMPLE BELOW)

Dear Mayor 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 size of the property is _____ acres in area. 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 (identify all property owner(s) shown on deed as owners' names, addresses and contact phone numbers.)

Sincerely,

(Letter must be signed by all parties shown on deed as owners.)

REVIEW PROCESS

- Step 1: Applicant schedules a pre-application conference with Planning Department personnel.
- Step 2: Applicant submits a completed application
- Step 3: Planning Department personnel conducts an application completeness review, which typically takes 3-5 business days.
- Step 4: A: Planning Department notifies applicant if incomplete, or
B: Planning Department distributes to reviewing departments: Public Works, Engineering, Traffic, Utilities Fire Department, Legal
- Step 5: Reviewing departments conduct review and prepare comments, which typically, ten working days.
- Step 6: Reviewing departments transmit comments to Planning Director; Planning Director reviews, organizes comments; Prepares transmittal to applicant. This takes 1-3 business days.
- Step 7: Applicant modifies plans per comments and resubmits.
- Step 8: Planning Board review is required for Voluntary Annexations. Upon completion of modifications meeting all code provisions and comments are sufficiently addressed and accepted by city staff (but within 6 months of last modification submittal) project is scheduled (up to 30 days from last modification submittal and depending on completion of reviews) for the next Planning Board meeting.
- Step 9: Upon recommendation from Planning Board, the project is scheduled for City Council action, which is usually within 30-60 days. The public hearing will be held and a decision will be rendered.
- Step 10: If the annexation is approved, the application will be transmitted to the State of Florida, Department of Economic Opportunity, for review and comment.

Please contact Planning Department personnel with any questions by calling 850-892-8571.