

Annexation Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

FOR OFFICE USE ONLY

Phone: (407) 971-5779

Application No. _____

Date Received _____

Pre-application Meeting Date _____

Submittal **Checklist**

Application and supporting documents may be submitted electronically.

___ Authority/ Ownership Affidavit. Have the Affidavit notarized by both the owner and applicant.

___ Boundary Survey with the Legal Description and Parcel Identification Numbers in electronic format.

___ Proof of Ownership (a copy of the tax bill or print out of property appraiser's office is required).

___ Legal Description in word format.

___ Capacity Letter from Utility Provider

___ Application Fee
\$660.00

___ Tech Fee
\$250.00

If exempt under FS119.071 or FS493.6122 or FS741.45 please fill out
Request for Redaction of Exempt Personal Information from Public Records form

Applicant

Name: _____

Firm: _____

Address: _____

Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Property Owner

Name: _____

Firm: _____

Address: _____

Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Consultant

Name: _____

Firm: _____

Address: _____

Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Annexation Application

Project Name: _____

Project Address and/or Parcel Identification Number(s). *Attach an official, sealed boundary survey with a complete legal description of the subject property to this application.*

Size of the Property (in acres) _____

Current Use _____

Proposed Use _____

Proposed Density/Intensity _____

How will potable water, reclaimed water, and sanitary sewer be provided to the subject property? State the appropriate utility provider(s) (ie, City of Oviedo or Alafaya Utilities) and indicate the ERU's and/or GPD's necessary to serve the property under the maximum density/intensity development scenario on the lines below. Attach a letter(s) from the utility provider(s) stating that there is sufficient capacity for potable water, reclaimed water, and sanitary sewer to serve the subject property under the maximum density/intensity development scenario for the subject property under the proposed zoning district. (City of Oviedo capacity letters can be obtained from Gloria Berges-RiCharde, Engineer; by making a written request that shows the estimated potable water and sewer usage consistent with Ordinance Number 1148. These letters can be transmitted to Mrs. Berges-RiCharde via email: gberges@cityofoviedo.net, or fax: 407-971-5649.)

Potable Water: _____

Reclaimed Water: _____

Sewer: _____

Additional Information _____

Certification

I hereby certify that , to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am

() the Property Owner of Record for the subject property described herein.

() the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

Signature

Date

Name and Title (printed or typed)

Annexation Application

The instructions are intended to provide you with the information necessary for you to complete an application for Annexation. The information requested to be part of your application represents the minimum requirements for submittal.

A project Manager will be assigned to your application to work with you throughout the application process. The project Manager will provide you information on all public meetings where your application will be considered. Our objective is to make the process as clear and understandable as possible for you.

Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely in order for the Staff to begin processing the application. If the Staff determines within 2 business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

Compliance Review

City Staff will review the completed application for compliance with Florida Statutes Chapter 171, Municipal Annexation or Contraction, Section 171.044, Voluntary Annexation and the Land Development Code within the following review days:

1st Compliance Review-	28 calendar days
2nd Compliance Review-	21 calendar days
3rd Compliance Review-	14 calendar days (The Applicant shall pay 50% of application fee)

If the application is compliant, the project Manager will schedule the application for board consideration.

Board Consideration

Applications proceed through the following list of two (2) public meetings, one (1) of which is a formally advertised public hearing:

- 1) City Council First Reading– Public Meeting
- 2) City Council Second Reading– Public Meeting and Public Hearing