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| SL LOGO 2003 116 | **Town of St. Leo**P.O. Box 2479, 34544 County Road 52Saint Leo, Florida 33574 |
| Phone: 352-588-2622 |
| Fax: 352-588-3010 |
| TownClerk@TownofStLeo.org |
|  | www.TownofStLeo.org |
| **Petition for Voluntary Annexation Application** | DATE SUBMITTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

All applications are to be filled out completely and correctly, and submitted to the Town Clerk by the scheduled deadline date. It is necessary for the applicant or the applicant’s representative to be present at the meeting. No revisions to the application request will be processed later than 14 days prior to the scheduled Town Commission meeting. The public hearing will be conducted pursuant to Quasi-Judicial Proceedings.

Applicant (title holder[s]) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Representative (Affidavit of Authorization /Ownership is required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Property Title Obtained \_\_\_\_\_\_\_\_\_\_ Parcel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The undersigned acknowledges that this Petition for Voluntary Annexation is a request for the Town Commission to consider an annexation of the proposed property. The St. Leo Town Commission decision to annex is discretionary and may be regulated by Statutes of the State of Florida, provisions of the Pasco County Comprehensive Plan, and the Tampa Bay Regional Planning Council Comprehensive Plan. Said agencies may regulate the Town’s decision with regard to this request. The Applicant also acknowledges that they have read and understand the submittal requirements and review process.

Signature of Title Holder(s)/Owner(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St. Leo Signature for Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date $50.00 Application Fee Paid\_\_\_\_\_\_\_\_\_\_\_

SUBMITTAL REQUIREMENTS

To initiate the annexation process, the applicant is responsible for submitting the following documents or working with Town Staff to obtain them if needed.

* 1. Complete Annexation Application signed by owner(s) of property
	2. Ownership and Encumbrance Report or a recorded Warranty Deed dated within the last 90 days, together with copies of all liens and easements that encumber the property
	3. A signed and sealed certified survey of parcel to be annexed, which must include a legal description and show in feet the length of the part of the parcel that is contiguous with the Town
	4. Location map (preferably an aerial showing surrounding areas within at least 1,000 feet of the subject site) identifying parcel to be annexed, existing and proposed Town boundary and location of public utilities (water and sewer), if applicable
	5. Narrative explaining reason for annexation. If the subject property is vacant land, indicate any proposed development.

VOLUNTARY ANNEXATION REVIEW PROCESS:

1. The application will be forwarded to the Town Attorney for confirmation of eligibility and sufficiency of application pursuant to Florida Statutes Chapter 171.044.
2. The application will be forwarded to the Town Planner for review to determine annexation impact on the Town and provide a recommendation for future land use and zoning designations.
3. Copies of the application will be distributed to Town Commission members.
4. If necessary, the Town Attorney will negotiate a pre-annexation agreement relative to establishing conditions of approving the annexation. Such conditions may include, but not be limited to: land use(s), density or intensity of development, designation of open space or conservation areas, connections to public utilities or roadway improvements.
5. The annexation ordinance will be prepared by the Town Attorney and placed on the Town Commission Agenda for a first reading and public hearing and then a final reading and public hearing.
6. The Town Clerk will advertise notice of the proposed annexation pursuant to Florida Statutes Chapter 171. 044. The advertisement must be published twice (for two consecutive weeks) in a local newspaper. The notice shall give the ordinance number and a brief, general description of the area proposed to be annexed. The description shall include a map clearly showing the area and a statement that the complete legal description by metes and bounds and the ordinance can be obtained from the office of the Town Clerk.
7. The Town Clerk shall, by certified mail, send notice to the Board of County Commissioners no fewer than ten (10) days prior to the posting of the notice previously referenced.
8. The Town Commission will conduct a public hearing and approve, approve with modifications, or deny the annexation request.
9. The Town Clerk will record and distribute (to the Board of County Commissioners and Florida Department of State) the petition, pre-annexation agreement (if any), location map and ordinance within seven (7) days after adoption.
10. The undersigned acknowledges that the subject property(s) will require submittal of applications for designation of a Comprehensive Plan future land use category and zoning district, and the review process for such designations will be paid for by the owner(s) of the property(s) if not done simultaneously with the annexation application.
11. Until the Town assigns a Future Land Use classification and zoning density to the annexed property, the current Pasco County classifications will remain applicable.