



# ANNEXATION APPLICATION



## INSTRUCTIONS FOR COMPLETING AND FILING THE ANNEXATION APPLICATION

Applications for annexation may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Please print or type all of the required information, and ensure that the application is complete and accurate. In order to be accepted for processing, the application must be accompanied by a survey (drawn at a scale of 1"=10'; or 1"=20' or 1"=30'), prepared by a licensed surveyor, which shows the points of contiguity, along with **Rezoning and Future Land Use Map Amendment (FLUM) Applications**. The processing fees must accompany the applications and are \$1,220.00\* for the Annexation with Zoning and \$2,760.00 for the FLUM Amendment (make checks payable to the City of Delray Beach). \*This fee may be waived by the City Manager for properties that have already been developed, or for sites under one (1) acre in size.

Annexation applications are reviewed by the Planning and Zoning Board, which holds its regular meetings on the third Monday of each month. Final action on annexation applications is by the City Commission which meets on the first and third Tuesday of each month. An application for annexation shall be submitted by the first Friday of the month in order to be on the agenda of the following month's P&Z Board meeting. It takes approximately twelve (12) weeks between submission of the application and final action.

Please refer to section 2.4.5(C) of the City's Land Development Regulations for the procedures and findings required for an annexation application. A pre-application conference with a member of the Planning staff is strongly recommended, and can be scheduled at your convenience. We will be glad to assist you in any way possible.

**Note: Development presentations before all Boards and City Commission must be either on a LCD projector (power point) or an overhead projector. If you wish to use the City's equipment please notify staff ahead of time. Board-mounted displays should not be used as a part of a presentation.**

**OWNER'S CONSENT**

(This form must be completed by **ALL** property owners)

I \_\_\_\_\_, the fee simple owner of the following  
(Owner's Name)

described property (give legal description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereby petition to the City of Delray Beach to annex the above described property subject to the \_\_\_\_\_ zoning district.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

\_\_\_\_\_  
Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

Commission # \_\_\_\_\_, My Commission Expires \_\_\_\_\_

**(NOTARY'S SEAL)**

**OWNER'S DESIGNATION OF AGENCY**

(This form must be completed by **ALL** property owners if designating an Agent)

I \_\_\_\_\_, the fee simple owner of the following  
(Owner's Name)

described property (give legal description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereby affirm that \_\_\_\_\_  
(Applicants/Agent's Name)  
is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

\_\_\_\_\_  
(Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public) (Signature of Notary Public)

Commission # \_\_\_\_\_, My Commission Expires \_\_\_\_\_

**(NOTARY'S SEAL)**

