

City of Temple Terrace



Guide to Annexation Application and Process

June 8, 2009



Dear Neighbor:

The City of Temple Terrace is excited about the City's future and pleased that you are interested in joining us. We believe you will enjoy and appreciate the quality of services that you will receive if your property is annexed into Temple Terrace.

- **Police Protection** – The Temple Terrace Police Department will begin patrolling on the effective date of annexation. Police emergency response time averages under three (3) minutes.
- **Fire and EMS** – The Temple Terrace Fire Department has received the Commission on Fire Accreditation International recognition as one of 125 accredited agencies. Fire/EMS emergency response time averages under six (6) minutes.
- **Utilities** – If currently served by the City of Temple Terrace, water and sewer rates would be reduced.
- **Code Compliance** – The Code Compliance Department will enforce the City's codes in your neighborhood. This will enable the area to remain attractive and protect property values.
- **Recreation** – Membership at the City's Family Recreation Complex is available at half the cost of a non-resident membership.

If you would like additional information concerning City services or would like to discuss the many benefits and advantages of living in the City, please call me at 506-6400. I look forward to welcoming you to the City.

Sincerely,

Kim Leinbach, ICMA-CM
City Manager

CITY DEPARTMENTS

CITY MANAGER'S OFFICE

Kim Leinbach, City Manager
Cathy Tack, Administrative Assistant
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6400
Fax: 813-506-6401

CITY CLERK

Lisa Burns, City Clerk
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6442
Fax: 813-506-6441

CODE COMPLIANCE

Joe Gross, Director
LaBeacon Plaza
111 Bullard Parkway, Suite D.
Temple Terrace, FL 33617
Telephone: 813-506-6680
Fax: 813-506-6687

COMMUNITY DEVELOPMENT

Charles Stephenson, Director
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6472
Fax: 813-506-6471

FINANCE

Diane Reichard, Director
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6412
Fax: 813-506-6421

HUMAN RESOURCES

Woody Hubbard, Director
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6432
Fax: 813-506-6431

FIRE ADMINISTRATION

Keith Chapman, Fire Chief
Fire Station #1
124 Bullard Parkway
Temple Terrace, FL 33617
Telephone: 813-506-6702
Fax: 813-506-6701

LEISURE SERVICES

James Chambers, Director
Family Recreation Center
6610 Whiteway Drive
Temple Terrace, FL 33617
Telephone: 813-506-6612
Fax: 813-506-6611

MIS

Bob Keel, Director
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6452
Fax: 813-506-6454

POLICE ADMINISTRATION

Kenneth Albano, Police Chief
Temple Terrace City Hall
11250 N. 56th Street
Temple Terrace, FL 33617
Telephone: 813-506-6504
Fax: 813-506-6498

PUBLIC WORKS & ENGINEERING

Joseph J. Motta, P.E., Director
Public Works Building
11210 N. 53rd Street
Temple Terrace, FL 33617
Telephone: 813-506-6572
Fax: 813-506-6571

Voluntary Annexation Process

- Step One:** Property Owner/Applicant contacts City Manager or designated staff representative to initiate discussion.
- Step Two:** Pre-Application Meeting held to determine property eligibility, review annexation process, identify application submittal requirements, determine property owner's goals, discuss City service provisions, and answer questions.
- Step Three:** Property Owner/Applicant submits Voluntary Annexation Petition and supporting information and documents.
- Step Four:** Annexation Committee considers voluntary annexation petition, staff determines ability to provide adequate level of services (LOS), financial feasibility and provides recommendation to City Administration. If annexation request is supported, process moves forward to step five.
- Step Five:** City Clerk notifies Hillsborough County Board of County Commissioners of City's consideration of voluntary annexation, and prepares ordinance for City Council consideration.
- Step Six:** City staff prepares annexation recommendation for City Council's consideration. *(City Council meetings are held the first and third Tuesday of each month)*
- Step Seven:** City Clerk prepares necessary advertising documents for Notice of Annexation for publication each week for two consecutive weeks prior to ordinance adoption.
- Step Eight:** Property Owner/Applicant is notified of City Council meetings. The Property Owner/Applicant should attend these meetings.
- Step Nine:** City Council considers voluntary annexation and associated ordinance at two (2) separate Council meetings, acting on the ordinance (approve, approve with conditions, or deny) at the second meeting.
- Step Ten:** If annexation is approved, City updates appropriate records, databases and maps. Within seven (7) days after adoption of ordinance, the City Clerk's office sends ordinance for recording in the public records of Hillsborough County and to all required/appropriate Hillsborough County government agencies and the Florida Department of State. Within 30 days, ordinance and a statement of census population is sent to Governor and the U.S. Department of Justice.

City of Temple Terrace

Voluntary Annexation Application

Annexation Request

The undersigned, being the sole owner(s) of the following described real property located within Hillsborough County, Florida, hereby petition for, consent, and agree to annexation of such property by the City of Temple Terrace and further request the City of Temple Terrace to forthwith undertake annexation proceedings to annex the said real property. All attachments hereto and by reference are a part hereof.

I (we), the undersigned, attest and affirm that all representations made in this application are true and accurate to the best of my knowledge.

(If more than two property owners, please attach additional sheets)

	ADDRESS:	
Name <i>(Please Print)</i>		

Signature		

	ADDRESS:	
Name <i>(Please Print)</i>		

Signature		

STATE OF FLORIDA COUNTY OF HILLSBOROUGH

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me OR has produced _____ as identification.
(type of identification produced)

(Notary Public Signature)

Notary Stamp

(print, name of Notary Public)

City of Temple Terrace

Voluntary Annexation Application

Contact Information

Applicant/Contact Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Property Information

General Location: _____

Property's Street Address(es): _____

Legal Description: _____

Acreage/Size of Property: _____

Folio or **Property Identification Number(s)**: _____

Existing Zoning: _____ Existing Land Use: _____

Existing Use of Land:

Number of Residential Units: _____ *Number of Residential Lots:* _____

Number of Commercial Bldgs: _____ *Commercial Square Feet:* _____

Number of Industrial Bldgs: _____ *Industrial Square Feet:* _____

Is Property currently under Hillsborough County development review? Yes No

Has Property received Hillsborough County development approval? Yes No

Is any of the property, structure(s) or use(s) currently Non-Conforming? Yes No

Are there any current or outstanding Code Compliance issues? Yes No

Annexation Legal Descriptions

A metes and bounds legal description of the entire area proposed for annexation is required as part of the annexation application.

A licensed land surveyor should prepare the description. It must describe the boundary of the entire area to be annexed. The legal description must be written to include courses identified by bearings and distances and references to deed lines whenever possible.

Please Consider The Following When Preparing The Legal Description:

- The point-of-beginning of the legal description must be clear. The point-of-beginning is best described by bearing and distance from a section corner or another well monumented corner.
- Bearings and distances must be given for each course around the boundary description.
- Deed references may be inadequate as point-of-beginning or point-of-call for a boundary change description. If a deed reference is used as a point-of-call, please include a copy of the deed.
- If a point-of-call is to a roadway, the description must indicate to which edge or to the centerline.
- Parcel Identification Numbers (PIN) or Folio numbers cannot be used for the legal description.
- Legal descriptions appearing on the Hillsborough County Property Appraiser's website are not acceptable for this purpose.

City of Temple Terrace

Voluntary Annexation

Submittal Checklist - Please indicate that the following information is included in the application package.

- Completed Voluntary Annexation Application.**
- Ownership and Encumbrance (O & E) Report, and copy of Deed showing current owners of record.**
- Owner's Signature.** All real property owners must sign application and signatures must be notarized. If property is under corporate ownership, documentation must be provided indicating individual's legal authorization to act on behalf of corporation.
- Electronic Copy of Legal Description described by Metes and Bounds. *Submit in Microsoft Word format.***
- Survey or Plat.** If the property is not a platted lot of record, a survey should be provided that identifies the dimensions, area, location, and written metes and bounds description, prepared, signed, and sealed by a land surveyor currently registered in the State of Florida. ***Submit one (1) paper copy at 1"=30' scale, and if possible an electronic copy in .dwg format.***
- Folio or Property Identification Number (PIN) for each parcel requested for annexation.** *(The Folio/PIN can be obtained from the Hillsborough County Property Appraiser's website: www.hcpafl.com. If the property requested for voluntary annexation is only a portion of an existing parcel, please so indicate.)*
- Property Information.** Total annexation area acreage, number of existing residential units, residential lots and/or square foot of non-residential space.
- Addresses and Business Names.** Provide addresses for all existing residential dwelling units. If non-residential building(s), provide addresses and tenant business names. ***Submit electronic in Microsoft Word or Excel format if more than five (5) entries.***
- Development Approval.** If the property is to be developed or redeveloped and development approvals have already been obtained from Hillsborough County, please provide all associated conditions of approval, copies of rezoning, site plan, variance, and/or permit approval documents. If alcohol sales are included, please provide copy of license and wet zone approval. ***Submit development plans in standard 24X36 paper size or in electronic format.***
- Non-Conformity or Outstanding Code Issue.** Please provide any documents or information regarding non-conformity or outstanding code issues that apply to the subject property.