

City of Temple Terrace



Guide to Annexation Application and Process

January 2011

ANNEXATION: PROCEDURE OVERVIEW

Annexation is a process included within the Florida Statutes which allows businesses and residents outside a city's limit to join the City. Owners whose property is contiguous to the City of Temple Terrace may voluntarily submit an Annexation Application.

Step One Pre-Application Meeting is 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 Two Property Owner/Applicant submits Annexation Application and supporting information and documents.

Step Three Annexation Committee considers annexation application, staff determines the City's ability to provide adequate level of services (LOS), financial feasibility and provides recommendation to City Administration.

Step Four City Clerk notifies Hillsborough County Board of County Commissioners of City's consideration of voluntary annexation, and prepares ordinance for City Council consideration. City staff prepares annexation recommendation for City Council's consideration.

Step Five City Council considers annexation application and acts on an ordinance at two (2) separate Council meetings; acting on the ordinance (approve, approve with conditions, or deny) at the second meeting. The Property Owner/Applicant should attend these meetings. The required public hearing(s) will be scheduled during regular City Council meetings, which are held the first and third Tuesday of each month.

Step Six: If annexation is approved, City updates appropriate records, databases and maps. The City will then initiate two separate applications to specifically place the property under the city's planning and zoning authority. Both of these applications are done solely by the City without any additional required documentation by the property owner. The first application is for a Comprehensive Plan amendment, done in coordination with the City/County Planning Commission, to incorporate the property land use into the city's planning area. The final application is a Zoning Reclassification to change the zoning from a county district to a compatible city district.



CITY OF TEMPLE TERRACE

"A City for Living"

COMMUNITY DEVELOPMENT DEPARTMENT

11250 N. 56TH STREET
TEMPLE TERRACE, FL 33617
(813)506-6460 FAX (813)506-6471
www.templeterrace.com

ANNEXATION APPLICATION

Application Number _____

Date _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name of Applicant: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

NOTE: Please fill out the Authorized Agent Affidavit if the annexation is being applied for by someone other than the property owner.

PROPERTY INFORMATION:

Property's Street Address(es): _____

Acreage/Size of Property: _____

Existing Zoning: _____

Existing Use of Land: (indicate numbers in the space provided and “na” for uses that do not apply to your property)

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

Commercial Square Feet: _____ *Industrial Square Feet:* _____

Is the property currently under Hillsborough County development review?	Yes	No
Has the property received Hillsborough County development approval?	Yes	No
Is any of the property, structures or uses currently non-conforming?	Yes	No
Are there any current or outstanding code compliance issues?	Yes	No

Please include the following information in the application package:

- Executed Annexation Application.
- Ownership and Encumbrance (O & E) Report, and copy of Deed showing current owners of record.
- Electronic Copy of Legal Description described by Metes and Bounds. Submit in Microsoft Word format.
- Survey or Plat. Submit one (1) paper copy at 1”=30’ scale, and if possible an electronic AutoCAD copy.
- Previous 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 zoning approval, copies of building plans, rezoning, site plan, variance, and/or permit approval documents. If alcohol sales are included, please provide copy of license and wet zone survey approval.
- 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.
- Utility Agreement. If the property is to be serviced with Temple Terrace water and sanitary sewer, a signed Utility Agreement from the Public Works Department must be submitted with the application.

IF ALL THE REQUIRED INFORMATION DETAILED ABOVE IS NOT SUBMITTED AT THE TIME OF APPLICATION, THE ANNEXATION APPLICATION PACKET WILL NOT BE ACCEPTED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.

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

APPLICANT NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

SIGNATURE OF APPLICANT/OWNER

DATE

NOTE: All persons having a legal or equitable ownership interest in the property must sign the application (attach an *Additional Owner Signature Sheet* if necessary). Publicly held corporations must provide the name and address of the corporation and principal executive officers.

NOTARY FOR SIGNATURE:

The foregoing instrument was acknowledged before me this _____ day of _____, 20
by _____ who is personally know to me or produced
_____ as identification and who did _____ or did not _____ take an oath.

Signature of Notary Public – State of Florida, County of _____

Printed name of Notary Public - State of Florida, County of _____

My Commission expires: _____

(seal)