



CITY OF PORT ORANGE

Department of Community Development
Planning Division

CASE NO.
DATE RECEIVED

1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 (386) 506-5600 (www.port-orange.org)

ANNEXATION PETITION

(Florida Statutes Chapter 171)

Property Address/Location: _____

Owner's Name/Address: _____

_____ Zip Code: _____ Phone: _____

Contact Person's Name/Address: _____

_____ Zip Code: _____ Phone: _____

Contact Person is : Contract Purchaser Agent Owner

Parcel No.: _____

Property Size: _____

Current County Zoning: _____

Proposed City Zoning: _____

Current County Land Use Designation: _____

Proposed City Land Use Designation: _____

REQUIRED ATTACHMENTS

- Petition must be signed by the owner or owners of the property
- Deed
- Complete legal description of annexed area by metes and bounds
- If contact person/agent/applicant is not the owner, provide a separate notarized authorization from the owner authorizing that person to represent the property owner
- Survey of property
- Vicinity Map indicating that the property is contiguous to the City
- Processing and review fee \$1,100

(Fee does not include legal advertising costs. Advertising fees will be billed separately by the City Clerk's office. For an estimate of the advertising cost, contact the Deputy City Clerk at (386) 506-5566.)

Owner's Name: _____

Address: _____

_____ Zip Code: _____ Phone: _____

Applicant's Name (if other than owner): _____

Address: _____ Phone: _____

_____ Zip Code: _____ Phone: _____

As the owner(s) of the property described on the attached deed, we hereby petition the City Council of the City of Port Orange for annexation of property into the City of Port Orange pursuant to Section 171.044, Florida Statutes.

Owner's Signature: _____ Date: _____

(Name of owner typed, or printed)

Owner's Signature: _____ Date: _____

(Name of owner typed, or printed)

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____ by _____

(Date)

_____, who is personally known to me or who has

(Name of Person (s) Acknowledging)

produced _____ as identification and who

(Type of Identification)

did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

NOTE TO APPLICANT

All information on this application must be completed and all exhibits attached in order for the application to be accepted as complete for processing. If you would like assistance in completing this form, please call or stop by the Department of Community Development. Our offices are located on the second floor of City Hall, 1000 City Center Circle. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m.

AFFIDAVIT OF AUTHORIZATION

_____ hereby authorizes _____,
Property owner's name Applicant/agent/s name representing property owner
and its agents, to make application for _____ to
Type of Application requested
the City of Port Orange for property described on the attached application form.

PROPERTY OWNER'S SIGNATURE: _____

DATE: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____ by
(Date)
_____, who is personally known to me or who has
(Name of Person Acknowledging)
produced _____ as identification and who
(Type of Identification)
did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

CITY OF PORT ORANGE
DEPARTMENT OF COMMUNITY DEVELOPMENT
2010 PUBLIC HEARING CRITICAL DATES CALENDAR

(For use in determining application deadlines/meeting dates for annexations, comprehensive plan amendments, land development code text amendments, conditional uses, special exceptions, variances, appeals, and administrative and conventional rezonings. All other application types shall use the 2009 Development Review Critical Dates Calendar.)

MEETING DATES		
APPLICATION DEADLINES (BY 4:00 P.M.)	PLANNING COMMISSION MEETING DATES	CITY COUNCIL MEETING DATES *
DECEMBER 17, 2009	JANUARY 28, 2010	FEBRUARY 16, 2010
JANUARY 21, 2010	FEBRUARY 25, 2010	MARCH 16, 2010
FEBRUARY 18, 2010	MARCH 25, 2010	APRIL 20, 2010
MARCH 18, 2010	APRIL 22, 2010	MAY 18, 2010
APRIL 22, 2010	MAY 27, 2010	JUNE 15, 2010
MAY 20, 2010	JUNE 24, 2010	JULY 20, 2010
JUNE 17, 2010	JULY 22, 2010	AUGUST 17, 2010
JULY 22, 2010	AUGUST 26, 2010	SEPTEMBER 21, 2010
AUGUST 19, 2010	SEPTEMBER 23, 2010	OCTOBER 19, 2010
SEPTEMBER 23, 2010	OCTOBER 28, 2010	NOVEMBER 16, 2010
OCTOBER 14, 2010 (11-1 CPA)	JANUARY 27, 2011 (11-1 CPA)	FEBRUARY 15, 2011(11-1 CPA)
OCTOBER 14, 2010**	NOVEMBER 18, 2010**	DECEMBER 21, 2010
NOVEMBER 11, 2010**	DECEMBER 16, 2010**	JANUARY 18, 2011
DECEMBER 16, 2010**	JANUARY 27, 2011	FEBRUARY 15, 2011

* First reading of ordinances. Second reading of ordinances is generally scheduled for the next Council meeting listed. Council dates may be verified through the City Clerk's office (386) 506-5563.

** These dates have been rescheduled from regular dates due to holidays.

PLANNING COMMISSION – Generally meets the fourth Thursday of each month (except November and December) at 5:00 p.m. at 1000 City Center Circle in the Council Chambers, 1st floor, City Hall.

CITY COUNCIL – Considers Planning Commission items on the third and fourth Tuesday of each month (except November and December). Dates listed above are not assured. To verify scheduling dates, please contact the Community Development Department, Planning Division, at (386) 506-5600.

CPA – These dates represent the deadlines and meeting dates for large-scale Comprehensive Plan Amendments only, which may only be adopted twice per year per Florida Statutes. Please note that the second amendment cycle for 2010 (10-2 CPA) is reserved for the City's EAR-based amendments and will not be open for any other amendment applications. The first opportunity for other amendment applications is October 14th.

PLEASE NOTE THAT THE LOBBY HOURS FOR COMMUNITY DEVELOPMENT ARE FROM 8:00 AM TO 4:00 PM. DAILY, MONDAY THROUGH FRIDAY. ALL APPLICATION DEADLINES NOTED ABOVE WILL BE DUE NO LATER THAN 4:00 PM ON EACH APPLICABLE DATE.