



**APPLICATION FOR ANNEXATION
AND INITIAL ZONING**

Development Services – Planning Division
1 N. Bluford Avenue | Ocoee, FL 34761
Phone: 407.905.3157

Received Date – Office Use Only

PROJECT NUMBER: AX _____ RZ _____ DATE REC'D: _____

PROJECT NAME: _____

ACTION REQUESTED: _____

ACREAGE: _____ # OF LOTS: _____ ZONING REQUESTED: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

TELEPHONE NUMBER: (____) _____ E-MAIL ADDRESS: _____

OWNER OF RECORD: _____

OWNER'S ADDRESS: _____

PHONE NUMBER: _____

- INVOICES WILL BE SENT TO: [] OWNER OR [] APPLICANT

PROPERTY LOCATION: _____

PROPERTY TAX ID. NO(S): _____

- LEGAL DESCRIPTION: ALL APPLICATIONS FOR SUBDIVISION OR SITE PLAN REVIEW MUST PROVIDE THREE (3) EXECUTED, CERTIFIED AND SEALED BOUNDARY SURVEYS FOR THE SUBJECT PARCEL, WHICH SHALL INCLUDE A METES-AND-BOUNDS LEGAL DESCRIPTION. ATTACH SURVEY WITH FULL LEGAL DESCRIPTION AS EXHIBIT.

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PRESENT ZONING: _____

PRESENT DESIGNATION ON OCOEE FUTURE LAND USEMAP: _____

DEVELOPMENT HISTORY/OTHER INFORMATION: _____

NUMBER OF EXISTING BUILDINGS AND EXISTING LAND USE OF THE SUBJECT PARCEL:

HOW WILL THE FOLLOWING ESSENTIAL SERVICES BE PROVIDED?

A. POTABLE WATER: _____

B. WASTEWATER TREATMENT: _____

C. STORMWATER MANAGEMENT: _____

D. RECREATION: _____

E. SCHOOLS AND PROJECTED NUMBER OF SCHOOL AGE CHILDREN:

APPLICATION MADE TO OCPS? _____

F. TRANSPORTATION: (A traffic study may be required.)

- IF AN ANNEXATION, APPLICANT SHALL SUBMIT WITH APPLICANT FULLY EXECUTE AND NOTARIZED ANNEXATION AND INITIAL ZONING **HOLD HARMLESS AGREEMENT**.
- APPLICANT SHALL SUBMIT A CITY OF OCOEE OWNER'S AFFIDAVIT WITH APPLICATION.
- INCOMPLETE APPLICATIONS WILL BE DEEMED INSUFFICIENT AND MAY BE REJECTED WITHOUT REFUND OF THE APPLICATION FEE. THE CITY MAY REQUIRE ADDITIONAL INFORMATION IF IN THE CITY'S SOLE DISCRETION ADDITIONAL INFORMATION (INCLUDING, BUT NOT LIMITED TO, TRAFFIC STUDIES) IS NEEDED IN ORDER TO EVALUATE THE APPLICATION FOR COMPLIANCE WITH THE OCOEE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE.

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- **APPLICANT SHALL PAY SUCH ADDITIONAL DEVELOPMENT REVIEW FEES AS MAY BE REQUIRED BY ARTICLE I, SECTION 1-12 OF THE LAND DEVELOPMENT CODE.** "REVIEW COSTS" SHALL MEAN AND REFER TO THE COSTS AND EXPENSES INCURRED BY THE CITY IN CONNECTION WITH THE REVIEW AND PROCESSING OF AN APPLICATION, INCLUDING BUT NOT LIMITED TO CITY ATTORNEY'S FEES AND COSTS AND LEGAL, CONSULTANT AND ENGINEERING FEES AND COSTS, AND ALL ADVERTISING COSTS; PROVIDED, HOWEVER, THAT REVIEW COSTS SHALL NOT, INCLUDE (I) THE COST OF CITY STAFF FROM TIME DEDICATED TO THE REVIEW AND PROCESSING AN APPLICATION, AND (II) CITY ATTORNEY, LEGAL, CONSULTANT AND ENGINEERING FEES AND COSTS INCURRED BY THE CITY IN REVIEWING AND PROCESSING AN APPLICATION WHICH ARE EXPRESSLY INCLUDED WITHIN THE FLAT FEE PURSUANT TO THE PROVISIONS OF SECTION 1-12.C.2 HEREOF.
- BY SIGNING THIS APPLICATION, I AM PROVIDING MY WRITTEN CONSENT FOR THE SUBJECT PROPERTY TO BE ASSESSED FOR ANY AND ALL CITY--WIDE NON--AD VALOREM ASSESSMENTS LEVIED BY THE CITY OF OCOEE AS OF THE DATE THIS PROPERTY IS ANNEXED INTO THE CITY'S BOUNDARIES.
- I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF APPLICATION:

APPLICANT SIGNATURE

DATE

ANNEXATION AND INITIAL ZONING APPLICATION
OWNER'S AFFIDAVIT

STATE OF _____

COUNTY OF _____

Affiant, _____, who being first duly sworn on oath, deposes and says:

1. Affiant is the *(check one)* fee-simple owner of the property legally described in this application.
 (insert title) _____ of *(insert name of company)* _____ which entity is the fee-simple owner of the property legally described in this application.
2. A true and correct legal description for the property is attached to and made a part of this affidavit.
3. The attached ownership list contains the names and mailing addresses of all owners having an interest in the property described in this application.
4. The owner desires *(specify action sought for said property)*:

5. The owner has appointed *(specify agent)* _____ to act as the owner's authorized agent to represent the owner in connection with the proposed action and the property described in this application.
6. The owner agrees to be bound by the actions of the owner's authorized agent designated above.
7. Affiant affirms and certifies that Affiant, the owner's authorized agent and the owner will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all applications, plans and documents submitted herewith are true and accurate to the best of the Affiant's, the owner's authorized agent's and the owner's knowledge and belief and further, that this affidavit and all applications, plans and documents submitted herewith shall become part of the official records of the City of Ocoee, and are not returnable.
8. That the accompanying adjacent property owners list is, to the best of their/her/his knowledge, a complete and accurate list of the owner's names and mailing addresses for all property lying within three hundred (300) feet of the perimeter of the subject parcel, as recorded on the latest official Orange County Tax Rolls.
9. That prior to the public hearing, if applicable, signs will be prominently posted on the subject parcel not less than twelve (12) days before the application will be considered by the Planning and Zoning Board or the Board of Adjustment, and will remain posted until final determination, after which time the notices are to be removed and destroyed.

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Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

NOTARY PUBLIC
[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

OWNERSHIP LIST

PARCEL ONE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

PARCEL TWO:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

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PARCEL THREE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

*** NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**

**CITY OF OCOEE
PLANNING DEPARTMENT
VERIFIED LEGAL DESCRIPTION FORM**

The following legal description has
been prepared by _____
_____ and submitted to the City Planning Division
for verification.

Signature

Date

APPLICATION REQUEST (OFFICE USE ONLY):

FILE NO: _____

LEGAL DESCRIPTION (TO BE TYPED BY APPLICANT):