



**APPLICATION FOR PETITION FOR VOLUNTARY ANNEXATION  
INTO THE TOWN OF ST. LEO**

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. It is necessary for the applicant or the applicant’s representative to be present at the meeting. No revisions to the application request will be processed later than 14 days prior to the scheduled Town Commission meeting.

Note: it is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate the approval.

Applicant (Title Holder(s)) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Representative (Owner Authorization Affidavit is required) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone/Fax/E-mail \_\_\_\_\_

When Property Title Obtained, Date obtained \_\_\_\_\_

Legal Description \_\_\_\_\_

Acreage \_\_\_\_\_

PIN Number(s) [County] \_\_\_\_\_

General Location (Address) \_\_\_\_\_

**Submittal requirements:** See attached. Upon a determination of application completeness, the annexation request will be reviewed and public hearing date set.

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**FEE:** The applicant will be billed for the actual fees related to the Town of St. Leo’s Attorney and Planning Consultant and other Town of St. Leo staff review of the application, but not to exceed a fee of \$800.00 for a single lot. For large tracts and subdividable tracts, fees will be estimated at the time of application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meetings with the applicant and attending public hearings. In addition to the above referenced fees, the applicant shall pay all costs for public notices, newspaper advertisements and recording annexation documents. The Town Commission may request an advanced partial payment based on an estimate of the Town Attorney and Planning Consultant’s fees and expenses.

Signature \_\_\_\_\_

Title Holder(s)/Owner(s)

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**Submittal Requirements**

1. The following items must be submitted to the Town Clerk to initiate the annexation procedure.
  - a. Complete annexation application signed by owner(s) of property.
  - b. Complete Petition For Voluntary Annexation form.
  - c. Ownership and Encumbrance Report or a recorded Warranty Deed dated within the last 90 days, together with copies of all liens and easements that encumber the property.
  - d. Three copies of a signed and sealed certified survey of parcel to be annexed, which must include a legal description and show in feet the length of the part of the parcel that is contiguous with the Town.
  - e. Location map (preferably an aerial showing surrounding areas within at least 1,000 feet of the subject site) identifying parcel to be annexed, existing and proposed Town boundary and location of public utilities (water and sewer),if applicable.
  - f. Narrative explaining reason for annexation, types of uses on the property and requested future land use(s) and zoning(s) designation.
  - g. If the subject property is vacant land, than indicated any proposed development.

**Voluntary Annexation Review Process**

1. Application forwarded to the Town Attorney for confirmation of eligibility and sufficiency of application pursuant to Florida Statutes Chapter 171.044.
2. Distribute copy of application to Town Commission members.
3. Application is forwarded to the Town Planning Consultant for review to determine impact of annexation on the Town and provide a recommendation on future land use and zoning designations.
4. Town Attorney, if deemed necessary, negotiates a pre-annexation agreement relative to establishing conditions of approving the annexation. Such conditions may include, but not be limited to: land use(s), density or intensity of development, designation of open space or conservation areas, connections to public utilities or roadway improvements.
5. The application and pre-annexation agreement are placed on the Town Commission agenda for consideration. Commission to determine the need for a public hearing on pre-annexation agreement and set public hearing date, if necessary.

### Page Three Annexation Application

6. Annexation ordinance is prepared by the Town Attorney and placed on the Town Commission agenda for public hearing, final reading and adoption along with the pre-annexation agreement.
7. Town Clerk advertises notice of proposed annexation pursuant to Florida Statutes Chapter 171.044, which must be published twice in a local newspaper and that a Notice of Annexation including information such as Ordinance Number, a general description of the property being annexed, a map of the property to be annexed and a complete legal description must also be published at least once each week for two (2) consecutive weeks in a local newspaper.
8. The Town Clerk shall by certified mail, send notice to the Board of County Commission no fewer than ten (10) days prior to the posting of the notice previously referenced.
9. Town Commission conducts public hearing and approves, approves with modifications or denies annexation request and/or pre-annexation agreement. Approval of annexation shall be conditioned on applicant signing pre-annexation agreement.
10. The pre-annexation agreement is executed by the applicant and applicant pays required annexation fee. Annexation then becomes effective.
11. Town Clerk records and distributes (Board of County Commission and Florida Department of State) petition, pre-annexation agreement, location map and ordinance within seven (7) days after adoption.

## PETITION FOR VOLUNTARY ANNEXATION

1. The undersigned is the owner(s) of the following described property(s) located in unincorporated Pasco County, Florida, and more particularly described as:
2. Petitioner hereby petitions the Town of St. Leo to annex the above described property pursuant to the voluntary annexation procedures set forth in section 171.044 of the Florida Statutes.
3. Petitioner hereby provides a signed Annexation Application form and the required submittal documents.
4. The undersigned understands that the Town of St. Leo can act on this Petition for Voluntary Annexation only by adoption of an ordinance in accord with Florida Procedures for Adoption of Ordinances and only in accord with publication procedures associated with annexation. The undersigned acknowledges that a notice of proposed Voluntary Annexation Ordinance must be in accordance with Florida Statutes, and the undersigned agrees, upon request by the Town of St. Leo, to deposit with The Town of St. Leo the amount associated with the costs of publication of a Notice of Ordinance and publication of a Notice of Annexation.
5. The undersigned acknowledges that this Petition for Voluntary Annexation is a request for the Town Commission to consider an annexation of the proposed property, that the decision to annex is discretionary with the Town Commission for The Town of St. Leo and may be regulated by Statutes of the State of Florida and provision of the Pasco County Comprehensive Plan and the Tampa Bay Regional Planning Counsel Comprehensive Plan which may regulate the Town's decision with regard to this request.
6. The undersigned also acknowledges that the subject property(s) will require submittal of applications for designation of a Comprehensive Plan future land use category and zoning district, and the review process for such designations will be paid for by the owner(s) of the property(s).
7. Finally, and in addition to all other costs referred in this petition the undersigned agrees, upon the request from the Town to deposit with the Town Clerk an amount equal to expenses to be incurred by the Town Attorney and Town Planning Consultant in review of this Petition and in preparing an Ordinance for Voluntary Annexation; provided however that such amount shall not exceed \$800.00 (eight-hundred dollars) for a single lot. For large tracts and subdividable tracts, fees will be estimated at the time of application.

Dated \_\_\_\_\_ Owner(s) \_\_\_\_\_  
(sign and print names)

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