



City of Melbourne



Planning & Economic Development Department
900 E. Strawbridge Avenue • Melbourne, FL 32901
Phone (321) 608-7500 • Fax (321) 608-7519 • E-Mail: p&z@melbourneflorida.org

PETITION FOR ANNEXATION

DATE RECEIVED: _____ ANNEXATION NO.: _____

This petition must be completed and returned with all enclosures referred to below to the Planning and Economic Development Department of the City of Melbourne. The petition will then be referred to the Planning and Zoning Board for study and recommendation before forwarding to the City Council for its review and approval/disapproval. This takes approximately 12 weeks.

(Please Print)

1. APPLICANT NAME: _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

3. If Applicant or Owner cannot attend the Planning and Zoning Board and/or City Council Meetings, please list the name of a Representative who will make the presentation, answer questions or make decisions for the Applicant or Owner. **(Authorization to Represent Required)**

REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

4. Parcel ID Number (Property ID Number):
TWP _____ RNG _____ SEC _____ SUBD _____
Parcel/Lot Number(s): _____
Tax Account Number(s): _____

5. Size of specific area covered by application: (acreage must agree w/legal and survey): _____

7. Adjacent Developments: _____

8. Existing County Future Land Use: _____ Existing County Zoning: _____

9. Proposed Future Land Use: _____ Proposed Zoning: _____

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10. Type of existing development: _____
 Type of proposed development: _____
11. List addresses for all existing uses and structures on site: _____

12. List any lien holders for the property and provide letters of consent from all lien holders:

13. Reason for request: _____

14. Have you requested rezoning in the county? _____ Yes _____ No
15. THE FOLLOWING ITEMS ARE NEEDED TO COMPLETE THIS APPLICATION FOR REVIEW:
- a. _____ Two certified surveys of the property.
 - b. _____ Written legal description of specific area in question with exact acreage.
 - c. _____ Proof of Ownership - Warranty Deed Preferred **(if a Corporation, Partnership, LLC or Trust, provide proof of authority to authorize annexation)**
 - d. _____ Letter of consent from lien holders, if applicable.
 - e. _____ Annexation fee (see table below)
- | | |
|----------------------------------|----------|
| 5 acres or less | \$265.00 |
| More than 5 acres to 10 acres | 339.00 |
| More than 10 acres to 15 acres | 415.00 |
| More than 15 acres to 30 acres | 491.00 |
| More than 30 acres to 60 acres | 567.00 |
| More than 60 acres to 100 acres | 642.00 |
| More than 100 acres to 200 acres | 718.00 |
| More than 200 acres | 794.00 |
- f. _____ Legal Advertisement Fee \$1,295.00
 - g. _____ Comprehensive Plan Amendment Application with all Submittal Requirements
 - h. _____ Zoning Application with all Submittal Requirements
-

Please submit fee in **CASH or CHECK** drawn to the order of the City of Melbourne.

Signed and sealed
in the presence of:

OWNER(S):

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

This application must be completed and returned to the Planning and Economic Development Department, with all the required exhibits. The Planning and Economic Development staff and other applicable city departments will then review it. Following staff review, your request and a staff recommendation will be sent to the Planning and Zoning Board for a public hearing, consideration, and recommendation. The petition and the Planning and Zoning Board's recommendation will then be forwarded to City Council for action (zoning, rezoning, conditional use, comprehensive plan amendment). The request will appear before City Council twice, once as a first reading of the ordinance and once as a second reading and public hearing of the ordinance. The applicant as identified on the petition, will be advised of all of the dates and times of the public hearings by mail, and will receive an agenda and staff recommendation. The applicant will receive a letter from the City Clerk notifying the applicant of the final action by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the hearing, the Board Secretary or the City Clerk must retain these instruments. By law those instruments become public record and cannot be returned to you (copies of the original can be made).

Public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **contact in person, by phone, or in writing, any of the Planning and Zoning Board members and/or City Council members who will be making decisions on the action. However, such board member or council member is required to publicly disclose such contact, conversation or letters received.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.

**PLANNING AND ZONING BOARD / CITY COUNCIL
AUTHORIZATION TO REPRESENT**

I, _____, owner of the following described property:

PROPERTY ADDRESS: _____, hereby authorize the following named individual to appear on my behalf before the Planning and Zoning Board / City Council public hearing for _____.

AUTHORIZED REPRESENTATIVE: _____

BY: _____
PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF BREVARD

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

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER: _____