



Planning and Zoning Department  
 401 W. Venice Avenue  
 Venice, FL 34285  
 941-486-2626 ext. 7434  
[www.venicegov.com](http://www.venicegov.com)

# Annexation Application

**PER RESOLUTION 2024-04 ADOPTED BY CITY COUNCIL ON FEBRUARY 13, 2024, NO PETITIONS FOR ANNEXATION SHALL BE APPROVED BY THE CITY COUNCIL OR TAKE EFFECT FROM AUGUST 1<sup>ST</sup> TO NOVEMBER 8<sup>TH</sup> OF EACH CALENDAR YEAR.**

## Section 1.4 Annexations (Legislative Application)

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 must be executed for application to be considered complete. All information will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent.

### Project Name:

#### Property Information

Address/Location(s):

Parcel Identification No.(s):

Parcel Size:

JPA Area:

Current Zoning Designation:

Current FLUM Designation:

Required Proposed Zoning (concurrent Rezone Application):

Required Proposed FLUM Designation (concurrent Comprehensive Plan Application):

### Application Fees:

Multiple Platted Lots

Application Fee = \$443.51 plus each Additional Lot at \$51.15 each

Total equals \$443.51 (first lot) + (\$51.15\* \_\_\_\_ No. Lots) =

Large Unplatted Area between 1 and 5 acres

Application Fee = \$696.95 total

Large Unplatted Area over 5 acres

Application Fee = \$696.95 plus each Additional Acre: \$51.15

Total equals \$696.95 (for first 5 acres) + (\$51.15\* \_\_\_\_ No. acres over 5) =

### Applicant/Owner Name (for billing purposes):

Address:

Email:

Phone Number:

Signature:

Date:

### Authorized Agent (project point of contact):

Address:

Email:

Phone Number:

Signature:

Date:

*By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.*

## **ANNEXATION APPLICATION Checklist**

*Please check box for each document submitted; if not applicable, please indicate with N/A.*

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### Application General Requirements (Section 1.2):

**NARRATIVE** – SEE SPECIFIC APPLICATION REQUIREMENTS BELOW.

**LOCATION MAP** - general location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

**SURVEY** - accurate survey, reflecting existing conditions, no more than two years old.

**LEGAL DESCRIPTION** – copyable electronic format (i.e. Microsoft Word).

**AGENT AUTHORIZATION** (if applicable)

**STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

**LAND USE COMPATIBILITY ANALYSIS** – see Section 1.2.C.8.a-b for requirements

### Specific Application Requirements (Section 1.4.2):

Verification of the subject property's inclusion in the JPA/ILSBA.

Legal description of subject property.

Signed and sealed survey.

Property Information and Title Report (Ownership & Encumbrance Report).

Statement of availability for services including water and wastewater.

Detailed narrative including:

1. Reason for the Annexation;
2. Whether the request is voluntary;
3. Proposed City future land use designation and implementing City zoning designation;
4. Statement of all existing uses and their locations on the subject property and whether they will be in conformance with the proposed City future land use and zoning designations (uses not in conformance will be required to cease upon approval of the rezoning application or must be addressed through the annexation ordinance);
5. Potential impact to City or applicable County public facilities for the existing use/development of the property, the proposed development (if any), and the maximum potential development permissible under the proposed future land use and zoning designations. This includes a Level of Service analysis of the potential increase in demand for public facilities against the current facility capacities and/or future year capacity of anticipated build out of property;

Map showing property location and confirmation of contiguity to the existing City limits and reasonable compactness;

Statement and corresponding map addressing any potential creation of enclaves (if any);

Map(s) depicting the existing Sarasota County future land use designation, and existing Sarasota County zoning designation, along with the jurisdiction, future land use, and zoning designations of adjacent property;

Revenue estimates for taxes and estimates for revenues for public facilities corresponding to (5) above;

Draft pre-annexation agreement between the City and the applicant.