

**CITY OF LABELLE
VOLUNTARY ANNEXATION
AGREEMENT PETITION**

- 1. Submittal review conference
Date _____ CC _____
- 2. Legal Department:
Date _____ Atty _____
- 3. Planner Review
Date _____ Plnr _____
- 4. Legal Department:
Date _____ Atty _____

Date Received _____

File Number: ARV-200 - _____

Date Adopted: _____

Petitioner: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Petitioner: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Owner of Property: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Address/Location of Subject Property _____

Folio Number of Subject Property _____

Legal Description of Property Involved _____

Lot Size _____ Existing Use of Property _____

Existing Structures on Property (Include Height and Square Feet) _____

Existing Zoning _____

Existing Comprehensive Plan Designation _____

Uses Proposed _____

Proposed Number of Dwelling Units and/or Commercial Square Footage _____

Maximum Building Heights _____

Total _____ Acreage/Square _____ Footage _____ of _____ Subject
Property _____

Signature of Petitioner

Signature of Owner

Print or type name of person signing above

Print or type name of person signing above

Date

Date

Signature of Equitable Owner (if applicable)

Print or type name of person signing above

Date

NOTE: IF THE PETITIONER WISHES TO BE REPRESENTED BY AN AGENT, THE POWER OF ATTORNEY ON THE FOLLOWING PAGE MUST BE PROPERLY EXECUTED. IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE ATTACHED PERMISSION TO REPRODUCE.

AFFIDAVIT

I, _____ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful attorney, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date: _____
Signature of owner or authorized agent

Print or type name of person signing above

Name of owner/agent entity if a corporation, L.L.C., partnership, or trust

Representative capacity of person signing Affidavit:
President of Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee

STATE OF FLORIDA)
)
COUNTY OF _____)

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

Notary Public

Print or type name
My Commission Expires: _____

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of LaBelle permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing petition.

Signature
Title: _____
Date: _____

STATE OF FLORIDA)
)
COUNTY OF _____)

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

Notary Public

Print or type name

My Commission Expires: _____

**CONFIRMATION OF OWNERSHIP BY OWNER; AND
AUTHORIZATION FOR AGENT OR PETITIONER (WHEN A DIFFERENT ENTITY)**

The undersigned to hereby swear or affirm that they are the fee simple title holders and owners of the record of property commonly known as

_____ And legally described in Exhibit A attached hereto.

The property described herein is the subject of a Voluntary Annexation application. We hereby designate _____ as the legal representative of the property in the course of seeking approval of this application. This representative will remain the only entity to authorize development activity until such time as anew or amended authorization is delivered to the City.

Owner Signature

Printed Name

Name of owner entity if a corporation, L.L.C., partnership, trust

Representative capacity of person signing: President or Vice President of Corporation, Managing Member of L.L.C., General Partner, Trustee

Address of Owner

STATE OF FLORIDA)
COUNTY OF _____)

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 200__, by _____ (_____) capacity if applicable who is personally known to me or produced _____ as identification.

Notary Public
Notary Public – State of Florida
My commission expires _____

Name typed, stamped or printed

**INSTRUCTIONS FOR FILING A VOLUNTARY ANNEXATION
AGREEMENT PETITION**

PROCEDURE:

1. Voluntary Annexation Agreement petitions may be obtained at the City Clerk's office and may be initiated by the owner of the property involved or his legally designated representative. A petition must be completed and submitted to the City Clerk, together with the required fee and supportive materials, at least 14 days prior to the next scheduled City Commission meeting.

Petitioners are required to arrange a submittal-review conference with the City Clerk to take place at the time of submittal. Petitioners may arrange an appointment by calling 675-2872. Petitions received later than 14 days in advance of a meeting or petitions which are determined to be incomplete will be placed on the agenda of the next meeting. Therefore, early submittal and the submittal-review conference with the City Clerk will help ensure consideration of your petition by the City Commission

City Commission meetings are held regularly on the second Thursday of each month, beginning at 7:00 p.m.

2. After reviewing the petition for completeness, the City Clerk will discuss it with other City staff relative to their specific areas of responsibility as they relate to the request.
3. Once the application is deemed complete by the City Clerk it will be forwarded to the City Attorney to determine its legal sufficiency.
4. After, the City Attorney has signed off as to legal sufficiency the application shall be forwarded to the City Planner for review.
5. The City Attorney shall review the application prior to the date of hearing by the City Commission to ensure all statutory requirements have been met.
6. The petitioner or his authorized representative shall appear at the City Commission meeting. The City Commission will consider the recommendation of the staff and the comments by the petitioner and the public. The City may vote to approve, deny, or approve the petition with conditions
7. Action on a annexation petition is taken by resolution; action on the actual annexation of the property is taken by ordinance.

REQUIRED SUPPORTIVE MATERIALS:

1. A check for \$1,000.00 made payable to the City of LaBelle.
2. Ten (10) copies (**SETS***) of the following:
 - a. Petition (*Original and 10 copies*);
 - b. Proof of ownership (10 copies of deed, property tax receipt, etc.)
 - c. Location Map. The map must clearly show the proposed area of annexation. Ten (10) copies must be submitted with ten (10) copies of the petition and any other necessary supportive materials (i.e., 10 complete sets). All plans must be at a suitable scale and be no smaller than 8½" x 11" and no larger than 24" x 36"; plans larger than 8½" x 11" **MUST BE FOLDED**; the architectural, engineering or other firm preparing the plans **MUST SIGN** permission to reproduce on Page 3 of the application and have his or her signature notarized); all properties immediately adjacent to and across an alley or street: show location of building footprints, access points, other significant features;
 - d. Provide the City with the following:
 - a certified survey, prepared by a registered land surveyor, as well as a metes and bounds description of the proposed area of annexation; and
 - a 'draft' amended City boundary description (Reference: Article 1, Sec. 1.2 of the City Charter).
4. One legible reduced plan (either 8½ x 11" or 11" x 17").
5. All 8½ x 11" papers must be three-hole punched to accommodate packets for City Commission. All plans or supplemental material that is larger than 8½ x 11" must be placed in plastic sleeves that are three-hole punched or presented in a way that is suitable for inclusion in a three-ring binder.
6. A residential impact statement petition may also be required.

***For example, one petition, one location map, and one each of other supportive materials should be put together to comprise a set. Do not submit, for example, one stack of 34 location maps, one stack of 10 petitions, and one stack of 10 other supportive materials separate from each other supportive material, as this is not a set.**

PLEASE NOTE: If the petition is continued *for any reason*, additional folded plans may be required OR, if any changes are made, an additional 10 folded plans will absolutely be required. The City of LaBelle reserves the right to refuse to accept a petition if incomplete on the filing deadline date. The complete petition may be submitted for the following month's Commission meeting.

PROPOSED POLICY GUIDELINES FOR PRESENTATIONS OF PETITIONS TO THE LABELLE CITY COMMISSION

- A. Petitioner's presentation shall occur first and petitioner shall have up to 20 minutes (uninterrupted) to present their petition.
(Followed by questions from Commission of the petitioner.)
If additional time is requested, the Commission will vote on the request for additional time prior to the petitioner's presentation.
- B. Staff will have up to 20 minutes to analyze the petition.
(Followed by questions from Commission of staff.)
- C. Public comment – each speaker will have up to 5 minutes to present their comments on the petition.
(Followed by questions from Commission.)
- D. Petitioner will have up to 5 minutes to present any final summation.
(Followed by questions from Commission for petitioner.)
- E. The Public Hearing will be closed.
- F. Commission discussion/motion/vote.

PLEASE NOTE:

- Commission Members may initiate discussion, or ask questions of any participant, upon conclusion of participant's presentation.
- Questions of an informational nature from the petitioners or public speakers may be asked through the Chair; however, direct questions between witnesses will not be allowed.

TO REQUEST ADDITIONAL TIME TO PRESENT A PETITION

If you believe your petition may require more than 20 minutes to present, please submit your request in writing to the City Clerk estimating the amount of time you anticipate you will need accompanied by a brief explanation of your reason(s) why.

SPECIAL NEEDS FOR EXHIBITS

If you will need special equipment or additional time to set up any exhibits prior to your presentation, please include that information with the submission of your petition.

PLEASE NOTE:

- One copy of each handout distributed or any graphic exhibit(s) used during your presentation must be submitted to the City Clerk for the public record. (In the case of building models or large displays, a color photograph of the model or display is acceptable.)