

APPLICATION INSTRUCTIONS

Annexation

Comprehensive Plan Amendment

Zoning Map Designation Amendment

The attached application for Annexation, Comprehensive Plan Amendment and Land Use Map Designation Amendment must be completely filled out and legible. Instructions are provided for assistance to the applicant and may be modified from time to time as the need dictates. It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code are met. Depending upon the application request, additional information may be required to finalize the requested action, which the applicant shall provide upon request by the City.

Fees for voluntary annexations may be waived by the City Administrator. If you desire a fee waiver, please provide a letter indicating such and have all property owners sign the document. Turn the completed application into the Community Development Services Office at the address listed along with a copy of a survey or site plan for the property.

Applicants may arrange a pre-application conference with the Planning Division to discuss the prospective development prior to starting the review process. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

The following laws, regulations and codes may provide requirements for the above processes, included but not limited to:

- Florida Statutes
 - Chapter 163
 - Chapter 166
 - Chapter 171

- Longwood Development Code
 - Article II **Land Use Districts and Overlay Districts**
 - Article VII **Concurrency Management System**
 - Article X **Administration**
 - Section 10.0.0 **Generally**
 - Section 10.6.0 **Development Orders**
 - Section 10.8.0 **Small Scale Future Land Use Map Amendment**
 - Section 10.11.0 **Land Use Policy Decisions**
 - Section 10.13.0 **Hearings**

- City of Longwood Manual of Standards For:
 - City Streets, Stormwater Systems and Subdivisions
 - The Design, Construction and Maintenance of Water and Wastewater System

CITY OF LONGWOOD

Community Development Division, Department of Community Services
 174 W. Church Avenue Longwood, FL 32750
 Phone 407-260-3462 FAX 407-263-2336

<input type="checkbox"/>	Small scale comprehensive plan amendment	Fee \$ 800.00
<input type="checkbox"/>	Large scale comprehensive plan amendment	Fee \$ 1,500.00
<input type="checkbox"/>	Comprehensive plan text amendment	Fee \$ 800.00
<input type="checkbox"/>	Comprehensive plan determination letter	Fee \$ 25.00
<input type="checkbox"/>	Annexation (Single Family)	Fee \$ 200.00
<input type="checkbox"/>	Annexation (All others)	Fee \$ 350.00

<input type="checkbox"/>	Longwood development code text amendment	Fee \$ 500.00
<input type="checkbox"/>	Map Amendment (Rezoning)	Fee \$ 800.00
<input type="checkbox"/>	Planned Development Approval	Fee \$ 2,000.00
<input type="checkbox"/>	Amendment to Planned Development	Fee \$ 1,200.00

Additional Explanation/Information: _____

Date Submitted: _____ City Project Number: _____

Subject Property: (copy of tax record receipt and current survey to be attached)

Parcel ID Number (s): _____

Project Name: _____

Address: _____

Legal Description: _____

Size of property: _____ Acres _____ Sq. Ft.

Future Land Use Designation: _____

Existing Use: _____ Proposed Use: _____

Owner Name:	Project Representative Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:

CERTIFICATION:

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

 Print Owner/Authorized Agent Name

 Signature

 Date

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**OWNER STATEMENT
For Annexation and/or Land Use**

I _____, owner of the property for which the attached Application is being made to voluntarily annex into the City of Longwood and make all related amendments to the Future Land Use Map designation or to amend the Future Land Use Map designation, do hereby assume all legal responsibility for said Annexation and/or Land Use Map changes.

WITNESSES:

Owner Signature

Date

**STATE OF FLORIDA
COUNTY OF SEMINOLE**

I hereby Certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that he executed the same, and an oath was not taken. (Check one: ____ Said person is personally known to me. ____ Said person provided the following type of identification: _____).

Witness my hand and official seal in the County and State last aforesaid this _____ day of _____, 20____.

Notary Public - State of Florida
Seal:

My Commission Expires: _____