

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

APPLICATION INSTRUCTION

Annexation Comprehensive Plan Amendment Land Use 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.

Attached is an **"OWNERS STATEMENT"** form that shall be filled out by all owner(s) of the properties covered by the application. This generally states the City shall require the property owner(s) of the subject property to enter into an agreement whereby the City will be held harmless from incurring any legal expenses in defending against any judicial proceeding that may be filed seeking to overturn a decision by the City to annex and/or amend its Future Land Use Map designation for the subject property.

Applicants must arrange a pre-application conference with the Community Development 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**

City Code Chapter 25 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
 - 10.4.0 Small Scale Future Land Use Map Amendment Section
 - 10.7.0 Land Use Policy Decisions Section
 - 10.9.0 Hearings Section
 - 10.10.0 Development Orders

City of Longwood Manual of Standards For:

- City Streets, Stormwater Systems and Subdivisions
- The Design, Construction and Maintenance of Water and Wastewater Systems

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OWNER STATEMENT 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. Further, I also acknowledge that the City will not be responsible for any expense incurred in defending any law suit(s) that may result from the aforementioned Annexation and/or Land Use Amendments and that such expense will be my sole responsibility.

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 _____, 200__.

Notary Public - State of Florida
My Commission Expires: _____

