

# Planning Application

## **Annexation**

(Incorporate into the City of West Melbourne)



Planning & Economic Development Department  
2240 Minton Road  
West Melbourne, FL 32904-4928  
phone: (321) 837-7778  
fax: (321) 768-2390  
[www.westmelbourne.org](http://www.westmelbourne.org)



# Annexation Application

**NO PLANNING APPLICATION CAN BE ACCEPTED  
UNLESS ALL REQUIRED INFORMATION IS  
SUBMITTED.**

## **GENERAL PROJECT INFORMATION**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Property Address/  
Location Description: \_\_\_\_\_

Legal Description: section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_

(attach separate  
sheet if necessary) \_\_\_\_\_

Tax Acct. Number(s): \_\_\_\_\_

Acreage of Site: \_\_\_\_\_ Number of  
Structures on Site: \_\_\_\_\_

Existing County Zoning: \_\_\_\_\_ Requested  
City Zoning: \_\_\_\_\_

County Future Land Use Designation: \_\_\_\_\_ Desired City  
Future Land Use: \_\_\_\_\_

Is there a lien against the property? \_\_\_\_\_yes \_\_\_\_\_no

Have you previously applied to Brevard County for rezoning? \_\_\_\_\_yes \_\_\_\_\_no

If so, what action did the County take? \_\_\_\_\_

Have you retained an Engineer and/or Architect? \_\_\_\_\_yes \_\_\_\_\_no

Are development plans available for review? \_\_\_\_\_yes \_\_\_\_\_no

What would be the proposed density per acre (if residential)? \_\_\_\_\_

Is the property proposed to be connected to?

City Water? \_\_\_\_\_yes \_\_\_\_\_no Anticipated daily usage: \_\_\_\_\_gal  
City Sewer? \_\_\_\_\_yes \_\_\_\_\_no Anticipated daily usage: \_\_\_\_\_gal

Where is the nearest connection point to the City water and sewer system? \_\_\_\_\_

**CONTACT INFORMATION**

**Property Owner:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
(Submit additional sheet(s) for multiple property owners)

**Applicant:** \_\_\_\_\_  
Applicant Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant's Representative**  
(Person to receive communication from the City): \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant's Engineer (Contact Person):** \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant's Surveyor (Contact Person):** \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**OWNER'S AUTHORIZATION FOR ANNEXATION**  
**APPLICATION**

*This form only needs to be completed if the Applicant or Applicant's Representative is different from the Owner*

DATE: \_\_\_\_\_

TO: City of West Melbourne  
Attn: Community Development Department  
2240 Minton Road  
West Melbourne, FL 32904

RE: \_\_\_\_\_  
(Project Name and Address or Legal Description)

Please accept this document as authorization for \_\_\_\_\_  
(Name of Applicant)  
to apply for a Annexation for the property described above.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Form of identification:* \_\_\_\_\_

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*Signature of Notary Public*

(Seal of Notary)

\_\_\_\_\_  
*Name of Notary (printed, typed, or stamped)*

**AFFIDAVIT OF APPLICATION**

*This form can be signed by the Owner or Applicant*

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of the application.
2. All the answers to the questions in said application and all surveys and/or site plans and data attached to and made part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to not be accepted.
3. Should this application be granted, I understand that any condition(s) that have been mutually agreed upon and imposed with the granting of this request shall be binding to the owner, his or her heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road, or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter may be subject to quasi-judicial rules of procedure if accompanied by a rezoning application and discussed simultaneously with a rezoning. Interested parties should limit contact with the City Council on this topic to properly noticed public hearings or to written communication to the City Clerk’s Office, City of West Melbourne, 2240 Minton Road, West Melbourne, FL 32904.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

*Form of identification:* \_\_\_\_\_

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

(Seal of Notary)

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Name of Notary (printed, typed, or stamped)*

## **ANNEXATION SUBMITTAL REQUIREMENTS**

### Application Fee

- Properties less than (10) acres ..... \$0
- Properties ten (10) acres or larger – half (1/2) of newspaper legal advertisement or the fee stated here, whichever is less ..... \$600

### Reviewing Bodies

- City Staff
- City Council

### **Your submittal must include the following:**

1.  A cover letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form (see page 4 of this application).
2.  Completed application form
3.  All applicable fees
4.  Affidavit of Application
5.  Owner's Authorization (if applicable)
6.  Certified Survey (Signed and sealed, not more than one year old, by a land surveyor registered and licensed in the state, including legal description of perimeter boundaries. The City may require a recent certified boundary survey unless the property is in a subdivision with clearly defined monument corners.)
7.  Certificate of Title (from an attorney or title insurance company)
8.  Plot plan of the proposed layout of any commercial development (if applicable)
9.  Plot plan of the proposed subdivision (if applicable)
10.  Vicinity Map (showing the general location of the property)
11.  Transportation Concurrency Application, unless the property is already developed and will not generate additional trips
12.  Mailing labels and listing of all property owners within 500 feet of the property (as provided by the Brevard County Property Appraiser's Office)
13.  Other studies as determined by the Planning Director for the review of the proposed project.
14.  Other information deemed necessary by the Planning Director for the review of the proposed project.

UPCOMING MEETING DATES  
**(Consult the Planning Department to determine applicability)**

Judge T. Mitchell Barlow, Jr. Council Chamber  
 2285 Minton Road  
 West Melbourne, FL 32904

*Planning & Zoning	City Council	Board of Adjustment
January 12, 2021	January 19, 2021	January 28, 2021
February 10, 2021	February 2, 2021	February 25, 2021
	February 16, 2021	
March 9, 2021	March 2, 2021	March 25, 2021
	March 16, 2021	
April 14, 2021	April 6, 2021	April 22, 2021
	April 20, 2021	
May 11, 2021	May 4, 2021	May 27, 2021
	May 18, 2021	
June 9, 2021	June 1, 2021	June 24, 2021
	June 15, 2021	
July 13, 2021	July 20, 2021	July 22, 2021
August 11, 2021	August 3, 2021	August 26, 2021
	August 17, 2021	
September 14, 2021	September 7, 2021	September 23, 2021
	September 22, 2021	
October 13, 2021	October 5, 2021	October 28, 2021
	October 19, 2021	
November 9, 2021	November 2, 2021	November 17, 2021
	November 16, 2021	
December 15, 2021	December 14, 2021	December 16, 2021

Notes: Meeting dates are subject to change or cancellation.

Initial submittal must be made at least 30 days in advance of targeted meeting dates.

**\* Some of these dates are on a Wednesday instead of Tuesday – check the calendar**