



# CITY OF PANAMA CITY BEACH

Building and Planning Department

116 S. Arnold Road, Panama City Beach, FL 32413

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## PETITION OF ANNEXATION

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

Payment Fee: \_\_\_ \$800 Annexation

### Property Owner(s)

Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Acting Agent: \_\_\_\_\_

Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner with regard to the application and associated procedures. Attached to the application.

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a property survey obtained no more than two (2) years prior to the filing of the application, containing legal description, land area and existing improvements located on the site. **All Site Plans and Plats shall be drawn to scale.** (The procedure for review of the application is found in Section 10.02.09 of the LDC.)

### REQUIREMENTS

1. The applicant shall submit an analysis of the annexation criteria set forth in Chapter 171, Florida Statutes.
2. Petition of Annexation signed by all owners of the property proposed to be annexed. Petition must be witnessed and notarized.
3. Title evidence demonstrating that the Petition of Voluntary Annexation bears the signatures of all owners of the property proposed to be annexed.
4. A boundary survey of the property proposed to be annexed. (10 Copies)
5. A complete legal description of the property proposed to be annexed.
6. An excerpt of the City's Official Zoning Map, with the property proposed to be annexed depicted.
7. Stormwater acknowledgement consent.



**PETITION OF ANNEXATION**

This Petition is presented under the provisions of Section 171.044 Florida Statutes for the purpose of requesting that the real property described below be annexed to the City of Panama City Beach:

(SEE ATTACHED EXHIBIT "A")

The property described above is contiguous to the municipal boundaries of the City of Panama City Beach.

The property is owned in its entirety by:

\_\_\_\_\_  
\_\_\_\_\_

which, by his/her execution of this Petition, consents to this proposed annexation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
WITNESS

BY: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

BY: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**STATE OF FLORIDA  
COUNTY OF BAY**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_

- ( ) who is personally known to me.
- ( ) who produced \_\_\_\_\_ as identification.

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

[Seal]

# PROCEDURES FOR VOLUNTARY ANNEXATIONS

1. An annexation request is initiated by submission to the City of Panama City Beach the following:
  - A. A Petition of Annexation signed by the owners of the property to be annexed.
  - B. A boundary survey and complete legal description of the property to be annexed.
  - C. Title evidence reasonable demonstrating the Petition of Annexation bears the signatures of all the owners of the property to be annexed.

Examples:

1. Recent title opinion from applicant's attorney in a form acceptable to the City;
2. Recent title insurance commitment in a form acceptable to the City;
3. Abstract or other evidence reasonably accepted to the City.

NOTE: If the City is required to undertake title examination, the cost must be added to the fee.

- D. The applicant should locate and highlight the property to be annexed on a copy of the City's zoning map.
  - E. The appropriate application fee.
2. Upon receipt of all of the foregoing, City staff will review the application for completeness and, if complete and if the property is contiguous and reasonably compact as required by law, the application will be submitted to the Planning Board for recommendation upon both annexation and zoning designation.

NOTE: The applicant should be advised that the Planning Board will consider a zoning designation for the property, and given the opportunity to request a particular zoning. Neither the Planning Board nor the City will be bound by the applicant's request and failure to give the applicant an opportunity to request a particular zoning will not impair the annexation.

3. The City will prepare the annexation ordinance and public notice of annexation.
4. If adopted, a certified copy of the annexation ordinance must be immediately filed with both the Bay County Clerk's Office and the Secretary of State.

**ACKNOWLEDGMENT AND CONSENT**

The \_\_\_\_\_ (“Owner”) represents unto the City of Panama City Beach, Florida, (i) that it owns all of the property described below, (ii) that the property is or should be assessed in its name upon the latest ad valorem tax rolls of Bay County, Florida, and (iii) that it has requested that the property be annexed into the City of Panama City Beach, to wit,

SEE ATTACHED LEGAL DESCRIPTION

FURTHER, Owner consents and agrees that, upon annexation into the City, Owner’s Property will be subject to all of the same non ad valorem assessments, including recurring assessments, as have been previously levied or will be levied on other similarly situated/benefited property in the City and waives notice and opportunity of hearing upon the levy of such previous assessments against Owner’s property being annexed.

This consent is authorized by and is given pursuant to Section 197.3632(4)(a) Florida Statutes in order to preclude a public hearing necessitated solely by the annexation of Owner’s property.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_

OWNER

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

By: \_\_\_\_\_

It’s \_\_\_\_\_