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## VOLUNTARY ANNEXATION APPLICATION

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Please complete the Pages 1-5.

1. **DATE OF APPLICATION:** \_\_\_\_\_

2. **TYPE OF APPLICATION:**  
**(PLEASE CHECK ONE OF THE FOLLOWING OPTIONS.)**

- Voluntary Annexation of Land Containing **1 Acre or Less**: \$200.00\* plus direct expenses
- Voluntary Annexation of Land Containing **More Than 1 Acre**: \$500.00\* plus direct expenses

\*Plus Direct Expenses: Includes, but is not limited to, attorney fees, engineering fees, publication costs, mailing costs, and any other out-of-pocket expenses incurred by the City.

3. **APPLICANT AND PROPERTY OWNER INFORMATION:**

Please select one of the following and complete the requested information.

- I am the property owner and applicant. (Please include all parties listed on the recorded deed.)

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

Mailing Address: \_\_\_\_\_

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

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

- I do not own the property but am the applicant.

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

Affiliation with Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

**Please note:** If you are not the property owner, a notarized letter from the property owner or notarized agent affidavit must be submitted with the application. Community Development Department personnel can provide you with a template upon request, if needed.

**4. PROPERTY IDENTIFICATION INFORMATION:**

A. Parcel Identification Number(s): \_\_\_\_\_

B. Physical Location of Property: \_\_\_\_\_

C. Total Size of Property: \_\_\_\_\_

**5. LAND USE AND ZONING:**

A. CURRENT Land Use(s) of Subject Property: \_\_\_\_\_  
<i.e. Vacant, Residence, Business (list type)>

B. CURRENT Walton County Future Land Use Map Designation(s): \_\_\_\_\_

C. CURRENT Walton County Zoning Designation(s): \_\_\_\_\_

D. PROPOSED Land Use(s) of Subject Property: \_\_\_\_\_  
<i.e. Vacant, Residence, Business (list type)>

E. REQUESTED City of DeFuniak Springs Future Land Use Map Designation(s): \_\_\_\_\_

F. REQUESTED City of DeFuniak Springs Zoning Designation(s): \_\_\_\_\_

**6. SIGNATURE(S):**

By signing below, I declare that I have completed this application truthfully and to the best of my knowledge, and I acknowledge that I have provided the necessary documentation as requested. I understand that additional information may be requested by City personnel.

Printed Name of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature

(remainder of page is intentionally blank)

**CITY OF DEFUNIAK SPRINGS**  
**REQUIRED: SAMPLE ANNEXATION REQUEST LETTER FROM PROPERTY OWNER(S)**

(If you use this sample letter, please personalize all items that are underlined.)

Date of Letter

Mayor and City Council  
City of DeFuniak Springs  
Post Office Box 685  
DeFuniak Springs, FL 32435

Subject: Voluntary Annexation Request

Dear Mayor and Council Members:

I, \_\_\_\_\_, am the owner of record of the property identified by Walton County Tax Parcel Identification Number \_\_\_\_\_.  
The legal description of the property and a copy of the recorded deed are provided as proof of ownership.

The subject property is \_\_\_\_\_ acres in area. The entire parcel is currently within Walton County's jurisdiction. By submission of this letter and a voluntary annexation packet, I am requesting voluntary annexation into the corporate limits of the City of DeFuniak Springs, Florida.

If you should have any questions, please feel free to contact me by any of the methods provided in this letter.

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

Mailing Address: \_\_\_\_\_

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

Primary Telephone Number: \_\_\_\_\_

Alternate Telephone Number: \_\_\_\_\_

Sincerely,

*Jane Doe*

Jane Doe

**CITY OF DEFUNIAK SPRINGS**  
**AGENT AFFIDAVIT**  
**(REQUIRED UNLESS APPLICANT IS THE PROPERTY OWNER)**

**Subject Property:**

Property Address and/or Parcel ID Number: \_\_\_\_\_

\_\_\_\_\_  
(Note: please use a separate form for each address or Parcel ID Number.)

**Ownership:**

I am (we are) the owner(s) of the property noted herein.

Property Owner's Name: \_\_\_\_\_

\_\_\_\_\_

**Request:**

Description of Request for the Aforementioned Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Identify Agent:**

The undersigned has (have) appointed and does (do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s).

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

**Signature:**

This affidavit has been executed to induce the City of DeFuniak Springs, Florida, to consider and act on the above-described property I (we), the undersigned authority, hereby certify that the foregoing is true and correct.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Public:**

STATE OF FLORIDA  
COUNTY OF WALTON

**BEFORE ME**, appeared \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification, and who executed the foregoing instrument in my presence.

{Seal}

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

**CITY OF DEFUNIAK SPRINGS**  
**REQUIRED: DISCLOSURE OF INTEREST STATEMENT**

BEFORE ME, on this day, appeared \_\_\_\_\_, who acknowledges and attests that the following statements are true:

1. That I am the record owner, or a legal representative of the record owner, of the property that is located at and is the subject of this application (hereinafter the "Property").
2. That I am familiar with the legal ownership of the Property and have full knowledge of the names of all individuals that have an ownership interest in the Property or a legal entity owning an interest in the Property.
3. In addition, I am familiar with the individuals that have an ownership interest in the legal entity that is under contract to purchase the Property.
4. That, unless otherwise specified in paragraph 6 below, no City of DeFuniak Springs Employee or elected official has an Ownership Interest in the Property or any legal entity (Corporation, Company, Partnership, Limited Partnership, Trust, etc.) that has an Ownership Interest in the Property or that has contracted to purchase the Property.
5. That the disclosure identified herein does not include any beneficial Ownership Interest that a City of DeFuniak Springs Employee or elected official may have in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, whose interest is for sale to the general public.
6. That, if the Ownership Interest in the Property changes and results in this affidavit no longer being accurate, the undersigned will file a supplemental Affidavit that identifies the name of any a City of DeFuniak Springs Employee or elected official that subsequently acquires an interest in the Property.
7. Disclosure of Interest held by a City of DeFuniak Springs Employee or elected official:

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

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

Ownership Percentage: \_\_\_\_\_

8. Disclosure of Interest **or** Contract for Sale held by other persons:

Interest Percentage: \_\_\_\_\_ **OR** Contract Type: \_\_\_Contingent \_\_\_Absolute

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

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

**Under penalty of perjury, I declare that I have read the foregoing and the facts alleged are true to the best of my knowledge and belief.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*NOTE: A NOTARY PUBLIC MUST WITNESS YOUR SIGNATURE\*\*\*\*\*

**STATE OF FLORIDA**  
**COUNTY OF WALTON**

The foregoing instrument was sworn to (or affirmed) and subscribed before me on \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification.

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

STAMP/SEAL

**CITY OF DEFUNIAK SPRINGS**  
**INFORMATIONAL: VOLUNTARY ANNEXATION APPLICATION CHECKLIST**

This checklist is an attempt to help applicants understand the City's annexation submission requirements.

**1. COMPLETED & SIGNED APPLICATION (INCLUDES THE FOLLOWING)**

**Note:** Only fully completed, legible, signed applications can be accepted. Please include:

- A. Annexation application form (Pages 1 & 2)**
- B. Annexation request letter from property owner(s) to voluntarily annex property (Page 3)**
  - 1) The letter must be signed by all parties listed on deed as property owners
- B. Agent Affidavit (Page 4)**
  - 1) If the applicant is not the property owner of record, please submit a notarized agent affidavit with the application. (A sample is included in this application packet.)
- C. Disclosure of Interest Statement (Page 5)**

**2. REQUIRED ATTACHMENTS**

- A. Application Fee**
  - 1) Checks, money orders and cash are acceptable forms of payment
  - 2) Checks or money orders are made payable to the "City of DeFuniak Springs"
- B. Proof of Ownership**
  - 1) Submit a copy of the recorded warranty deed or title certificate, to include a complete legal description (A sales contract cannot be accepted)
- C. Legal description of property to be annexed in a digital format (i.e. Microsoft Word)**
- D. Future Land Use/Zoning Determination from Walton County Planning Department**
- E. Letters of Utility Availability from Utility Service Providers**
  - 1) Water, Sewer, Gas
  - 2) Electricity
- F. Aerial View of Subject Property from the Property Appraiser's Office**
- G. A vicinity map showing the location of the property with North Arrow and showing street names**
- H. Certified Survey of Property Boundaries**
  - 1) If the request is for multiple adjoining properties, a boundary survey of the combined properties will be required, with a metes and bounds description of the combined parcels.
  - 2) Submit one paper survey with raised seal, at a scale of no less than 1" = 60'.
  - 3) Submit survey in pdf format, either via email or jump drive.
  - 4) The survey must include complete legal description matching the deed, vicinity map, total acreage, all existing structures, flood zone certification, base flood elevations (BFE), public and/or private easements, streets, water bodies and other identifying landmarks to identify pertinent boundaries.

*Please note that additional information may be requested by City personnel or City Council.*

*Please contact Community Development Department personnel with any questions by calling 850-892-8571, Extension 1116.*

**CITY OF DEFUNIAK SPRINGS**  
**INFORMATIONAL: MISC. INFO. AND TYPICAL REVIEW PROCESS**

**1. Miscellaneous Information:**

- A.** In order to annex into the City of DeFuniak Springs, the subject property must abut the existing City limit boundary and must not create an enclave. FL General Statutes define “enclave” as: (a) Any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality; or (b) Any unincorporated improved or developed area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality.
- B.** Any person desiring to annex into the City of DeFuniak Springs is required to submit a complete and legible Voluntary Annexation Application and the required submittal documents to the Community Development Director.
- C.** Prior to submission of the application, a pre-application review with the Community Development Director is required. Schedule an appointment by calling 850-892-8571, extension 1116.
- D.** Refer to Page 7 of this application for information to be submitted with this application.
- E.** If you have questions, please call the Community Development Department.
- F.** According to FL GS 171.021, adjusting the boundaries of municipalities through annexations, or contractions of corporate limits, are:
  - 1) Ensure sound urban development and accommodation to growth.
  - 2) Ensure the efficient provision of urban services to areas that become urban in character.
  - 3) Ensure that areas are not annexed unless municipal services can be provided to those areas.

**2. General Review Process for Typical Voluntary Annexation Applications**

- Step 1: Applicant schedules a pre-application conference with Community Development Department personnel.
- Step 2: Applicant submits a completed application packet
- Step 3: Community Development Department personnel conducts an application completeness review, which typically takes 3-5 business days.
- Step 4: A: Community Development Department notifies applicant if incomplete, **or**  
B: Community Development Department distributes to reviewing departments: Public Works, Engineering, Traffic, Utilities Fire Department, Legal
- Step 5: Reviewing departments conduct review and prepare comments, which typically takes ten (10) working days.
- Step 6: Reviewing departments transmit comments to Community Development Director; Community Development Director reviews, organizes comments; Prepares transmittal to applicant. This takes 1-3 business days.
- Step 7: Applicant modifies submittal package per comments and resubmits (if required).
- Step 8: Community Development Staff prepares a draft annexation ordinance.
- Step 9: Community Development Board review is required for Voluntary Annexations. Upon completion of modifications meeting all code provisions and comments are sufficiently addressed and accepted by city staff (but within 6 months of last modification submittal) project is scheduled (up to 30 days from last modification submittal and depending on completion of reviews) for the next Community Development Board meeting.
- Step 10: Upon recommendation from the Planning Board, the public hearing is scheduled for City Council action and public notice is provided.
- Step 11: The public hearing will be held, and a decision will be rendered by City Council.
- Step 12: If adopted, a certified copy of the annexation ordinance must be immediately filed with both the Walton County Clerk’s Office and the Secretary of State.

***Please contact Community Development Department personnel with any questions by calling 850-892-8571, Extension 1116.***

CITY OF DEFUNIAK SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT REVIEW AND COMMENTS (FOR COMMUNITY DEVELOPMENT DEPARTMENT STAFF)

Date of Pre-app Meeting: \_\_\_\_\_ Attendees: \_\_\_\_\_

Receipt of Application: \_\_\_\_\_ Date of Review for Sufficiency: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Items Pending: \_\_\_\_\_

Comments: \_\_\_\_\_

Anticipated Review Schedule: \_\_\_\_\_

Notes: \_\_\_\_\_

**CITY OF DEFUNIAK SPRINGS**  
**VOLUNTARY ANNEXATION CHECKLIST (FOR COMMUNITY DEVELOPMENT DEPARTMENT STAFF)**

File #: \_\_\_\_\_

Date Preapplication Meeting Held: \_\_\_\_\_  
(see notes from page 8 of this application)

Submission Requirements:

- Completed and signed application form
- Annexation Request Letter from Property Owner(S) To Voluntarily Annex Property
- Agent Affidavit
- Disclosure of Interest Statement
- Payment of Fee
- Deed (Proof of Ownership)
- Utility Availability Letters
- Survey
- Legal Description (digital format)
- Map from Property Appraiser's Office
- Vicinity Map
- Future Land Use/Zoning Determination from Walton County Community Development Department

Process:

- Date Stamp Application, Create File, Assign File #, Log into Database, Scan to Shared Folder
- Completeness audit of file
- Forward file to TRC and Legal
  - If changes are required, contact applicant
  - If applicant modifies application or packet, redistribute to TRC and Legal
- Prepare meeting schedule
- Prepare draft annexation ordinance
- Prepare annexation map
- Schedule for PB meeting
- Prepare Community Development Board report and coversheet
- Prepare letter to applicant with PB's recommendation
- Provide copy of notice to Walton County BCC (certified/10 days prior to publishing or posting notice)
- Schedule meeting for 1<sup>st</sup> reading of ordinance
  - Date of 1<sup>st</sup> reading: \_\_\_\_\_
  - Request Ordinance # from City Clerk (Ordinance # \_\_\_\_\_)
- Prepare City Council report and coversheet (include PB's recommendation)
- Forward Coversheet and staff report to City Clerk and City Manager
- Schedule meeting for 2<sup>nd</sup> reading of ordinance/adoption
  - Date of 2<sup>nd</sup> reading: \_\_\_\_\_
- Prepare display, purchase order to Herald (publish 2 consecutive weeks)
  - Date of 1<sup>st</sup> publication: \_\_\_\_\_
    - Copy ad for file
  - Date of 1<sup>st</sup> publication: \_\_\_\_\_
    - Copy ad for file
- Prepare notice to adjoining property owners and envelopes
  - Date of 1<sup>st</sup> publication: \_\_\_\_\_
    - Copy of letters for file
- Prepare City Council report and coversheet (include PB's recommendation)
- Forward Coversheet and staff report to City Clerk and City Manager

If approved:

- Approval letter to applicant (keep file copy)
- Final ordinance to be prepared (include annexation map)
- Mayor & Deputy Clerk to sign ordinance
- File at Clerk of Court Office within 7 days of adoption
- Scan executed ordinance into the computer and send to Kevin Laird at Walton County GIS
- Ask him to update the city limit map for you
- Request 4 laminated copies of map and distribute (Planner, City Manager, Fire Chief, Police Chief)
- Send recorded ordinance, map & legal description to the agencies below (within 7 days of adoption):
  - FL Department of State
  - Executive Office of the Governor
  - FL Department of Economic Opportunity
  - FL Department of Transportation
  - Emerald Coast Regional Community Development Council
  - Walton County Administrator
  - Walton County Community Development
  - Walton County Property Appraiser
  - CHELCO
  - Florida Power & Light
  - Spectrum
  - City Departments (TRC list)

If denied:

- Denial letter to petitioner(s)
- Document project file

Closeout:

- PB Minutes in file
- CC minutes from 1<sup>st</sup> reading in file
- CC minutes from 2<sup>nd</sup> reading in file
- Verify all items are in paper file and on shared folder

To be added