

CITY OF AVON PARK

ANNEXATION PROCEDURE

APPLICANT:

1. Letter, signed by ALL Owner(s) or Board of Directors, requesting annexation and:
 - a. Certified Legal Description
 - b. Location map drawn to scale showing the property requested to be annexed.
 - c. IF Board of Directors, need corporation papers verifying board members.
2. Pay for public notice ad(s) w/map (will be billed). (Ad is required by Florida Statute to be run twice).

CITY:

1. Notify County of Annexation (Planning & Engineering Departments) via Land use Notice Form (See example in Zoning Application Procedures Book)
 - a. Notify Central Florida Regional Planning Council
2. Prepare Ordinance; include the letter requesting annexation, legal description and map, all as exhibits. (See Shared File under "Resolutions & Ordinances" for examples)
3. Run public notice ad with map for 2 consecutive weeks before the final ordinance reading. (Bill applicant after receiving invoice from paper).
4. Notify County Commissioners with copy of ad notice via certified mail.
5. Adopted Ordinance (w/Exhibits) to be filed within 7 days of adoption to:
 - a. Clerk of Courts – Recording Office
 - b. Department of State: Glenda Hood, Secretary
Dept. of State
R. A. Gray Building
500 S. Bronough
Tallahassee, FL 32399-0250