



STAFF USE ONLY
Intake Date: _____
By: _____
Fee Paid: _____
Receipt: _____
Petition # _____

CITY OF PARKLAND Planning and Zoning Department

6600 University Drive, Parkland, FL 33067 (954) 753-5040 Fax (954) 341-5161

ANNEXATION APPLICATION

1. Please complete all questions on the application. If not applicable, indicate with N/A.
2. Provide required information as shown on the attached checklist.
3. Pay fees in the amount of two thousand five hundred dollars (\$2,500.00), advertisement fees in the amount of one thousand nine hundred dollars (\$1,900.00), Engineering fees in the amount of one thousand dollars (\$1,000.00) and an escrow in the amount of one thousand dollars (\$1,000.00) for professional fees. Since advertising and professional costs vary, the final advertising amount will be reconciled upon receipt of the invoice from the newspaper and professional contractors.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Applicant (if other than owner): _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Agent & Company Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Is the subject property located within one mile of another municipality? [] yes [] no If 'yes' please specify:

B. Property Control Number (PCN): If additional PCNs, list on a separate sheet and attach to the application.

PCN: [] [] -- [] [] -- [] [] -- [] [] - [] [] - [] [] - [] [] [] []

C. Section: _____ Township: _____ Range: _____

Total Acreage of Subject Property: _____

D. Project Name: _____

E. Project Address: _____

F. General Location Description (proximity to closest major intersection in miles or fractions thereof): _____

III. LAND USE AND ZONING INFORMATION

A. Broward County Zoning Designation: _____

B. Proposed Zoning Designation: _____

C. Broward County Future Land Use Designation: _____

D. Proposed Future Land Use Designation: _____

E. Existing Use(s) on Property: _____

F. Proposed Use(s): _____

IV. PROJECT HISTORY

(List in sequence from first zoning application to most recent – attach additional page if necessary):

Petition Number	Request	Action	Date	Resolution Number

V. ADJACENT PROPERTIES

Adjacent Property to the:	Land Use Designation	Zoning Designation	Existing Use(s) of Property	Approved Use(s) of Property*	Petition & Resolution Number
SUBJECT PROPERTY					
NORTH					
SOUTH					
EAST					
WEST					

- If adjacent land supports a previous approval by the City of Parkland, please include a brief description of the approved use(s) and the approved square footage or number of dwelling units.

VI. APPLICANT'S STATEMENT OF JUSTIFICATION
(Attach additional sheets, if necessary)

The applicant is to explain how the request conforms to the following:

- A. That the area in question meets statutory requirements pertaining to contiguity, compactness and irregular shape._____

- B. That the petitioned area must have a "unity of interests with the City" and be a "logical extension" of the City's boundaries._____

- C. That the area shall have a growth potential sufficient to warrant the extension of services._____

- D. That the deficit of income against expense to the City of Parkland shall not be unreasonable._____

- E. That the advantages both to the City of Parkland and to the petitioned area must outweigh the disadvantages. _____

- F. That the City of Parkland must be willing and able to provide City services as well as ensure that services provided by Broward County are furnished to the newly annexed area within a reasonable time. _____

- G. That the proposed request is consistent with the City of Parkland's Comprehensive Plan. _____

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s)_____

Print Name(s)_____

CONSENT STATEMENT Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)_____

Print Name(s)_____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ . He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

My Commission Expires: _____
(Signature of Notary)

(NOTARY'S SEAL OR STAMP)
(Name – Must be typed, printed, or stamped)



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ANNEXATION SUBMITTAL CHECKLIST

PLEASE CHECK

YES NO N/A

- a. An original completed application and twelve (12) copies of the completed application, signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner and required application fees.
- b. Twelve (12) copies of a warranty deed including property control number or folio number and legal description of the property.
- c. A recent aerial photograph of the site with a minimum scale of 1" =300'.
- d. Twelve (12) copies of a vicinity map delineating the proposed annexation area and its boundaries contiguous to the City limits.
- e. Legal description of property (8.5' X 14') and on disk (Word format).
- f. Twelve (12) copies of a survey (not more than a year old) including any and all easements of record referenced by OR Book and Page, signed and sealed by a surveyor registered in the State of Florida.
- g. Twelve (12) copies each of a concept master plan (no larger than 24" x 36") and reduced concept master plan (8.5 x 11 folded) which details, in graphic and tabular form, at a minimum, the following: land use, site design, proposed building envelopes, on-site vehicle use areas, access, drainage features, preservation areas, easements, lot configuration, landscape buffer areas, roadways or any parcels of land to be dedicated to the City.
- h. Twelve (12) copies of a signed and sealed preliminary engineering report addressing the impacts of the project on the infrastructure of the City including roadway, water and sewer impacts and how the existing and proposed systems will be designed to accommodate these impacts.

PLEASE CHECK

YES NO N/A

- i. Twelve (12) copies of a signed and sealed traffic statement or traffic study.
- j. A concurrent submittal of a Comprehensive Land Use Plan Amendment and Rezoning petitions or, if applicable, an annexation agreement in the form approved by the City attorney, agreeing to submit a Comprehensive Land Use Plan Amendment and Rezoning petitions, by the submittal deadline of the next round of Comprehensive Land Use Plan Amendments.
- k. Twelve (12) copies of a letter from the School Board Of Broward County Planning and Real Estate, when appropriate.



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THE ANNEXATION PROCESS

**Total time
approximately
2 to 3 months**

3-5 days

5 weeks

3 to 5
weeks

2 to 4
weeks

Complete Application Submission
See schedule

Project Sufficiency

Planning, & Zoning Board/Public Hearing
2nd Thursday of the month

City Commission Meeting/1st Reading
1st Wednesday of the month

City Council Public Hearing/2nd Reading
3rd Wednesday of the following month

Public Hearing
*Mail Out
10 days prior to public
hearing 500' radius
*Advertise
10-15 days prior to public
hearing