



CITY OF PORT RICHEY

**6333 Ridge Road Port Richey, Florida 34668
(727) 816-1900 – telephone / (727) 816-1917 - facsimile**

WHAT IS AN ANNEXATION?

Annexation is the process of adding real property to the boundaries of the City of Port Richey. Once annexed, the property becomes a part of the City and realizes all benefits and services thereof. The Florida Statutes will allow unincorporated property to be annexed only if it is contiguous with the City limits.

WHY ANNEX?

Annexation allows property to become a part of the City of Port Richey, and eligible to receive all the municipal services and utilities that are available to properties located within the City limits. Compared with properties located in unincorporated areas, properties within the City's jurisdiction are generally provided with services at lower rates. In addition, building permits and impact fees are also lower for properties located within the City of Port Richey. This makes annexation the ideal choice for properties which are anticipating development or expansion in the near future.

WHAT ARE THE CRITERIA FOR ANNEXING PROPERTY?

In order for specific property within unincorporated areas to be voluntarily annexed, Chapter 171.044 of the Florida Statutes requires the following criteria must be met:

An application must be filed bearing the signatures of all property owners within the area proposed to be annexed. The property must be contiguous to the municipality's boundaries and must be reasonably compact.

WHAT ABOUT LAND USE AND ZONING DESIGNATIONS?

All properties have Land Use and Zoning designations, regardless of their political jurisdiction. The City of Port Richey Comprehensive Plan allows properties annexing into the City to convert the existing Pasco County Future Land Use designations to similar City of Port Richey designations, provided the City's planning objectives for the area can be met. Alternatively, if the City determines the County's designations are not the most appropriate for the property, a request for City designations must be made in accordance with the Land Use Plan Amendment process. In either case, a Zoning Map Amendment request must be made to establish a City Zoning designation that is consistent with the Future Land Use designation.

HOW IS AN ANNEXATION REQUEST INITIATED?

To initiate the annexation of a particular property, one should first meet with the Building Department, Planning Division to discuss the request.

WHAT IS THE PROCESS FOR ANNEXATION?

Request a Pre-Application Conference with the Building Department, Planning Division. Obtain a Voluntary Annexation Agreement from the Port Richey Building Department. Submit the completed Voluntary Annexation Agreement to the Port Richey Building Department. Obtain City Commission authorization for the Mayor to sign the submitted Agreement. The First Reading will be held with the Planning & Zoning Board and the Second and Final Reading with the City Council.

HOW DOES THE ANNEXATION PROCESS WORK?

Annexations will be reviewed by the following:

Planning & Zoning Board (P & Z): The P & Z meet as requested at 7:00 p.m.

City Council (CC): The CC meets on the second and fourth Tuesday at 7:00 p.m. Annexation requests are scheduled for two public hearings after the required publication period. The property becomes part of the City only after approval by the City Council and upon the effective date of the annexation ordinance.

ANNEXATION FEE:

The City of Port Richey does not charge a fee for Annexation.

THIS INFORMATION IS PROVIDED AS A GENERAL OVERVIEW ONLY:

To obtain a comprehensive guide for Annexation contact the Building Department. Copies of the City of Port Richey Land Development Regulations and all applicable regulations are available for review on the City's website, www.cityofportrichey.com



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**Voluntary
Annexation**

Petition for Voluntary Annexation

And Application to Planning & Zoning Board for proposed Zoning for Annexed Area

Application Number: _____

All applicable sections must be completed

Section A

Parcel Number: _____

Project Name: _____

Site Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's City/State/Zip _____

Owner's Phone #: _____ Owner's Fax # _____

Applicant information if other than owner:

Property Interest of Applicant: Purchaser ___ Other ___

Applicant's Name: _____

Applicant's Address: _____

Applicant's City/State/Zip: _____

Applicant's Phone #: _____ Applicant's Fax #: _____

Agent information if other than owner or applicant:

Agent's Name: _____

Company Name: _____

Agent's Address: _____

Agent's City/State/Zip: _____

Agent's Phone #: _____ Agent's Fax #: _____

Contact Person: Owner ___ Purchaser ___ Agent ___

Section B. Description

Description of Request for Annexation:

Description of How Property is Used Currently:

Section C. Lot & Structure Information

The area of the land in question, stated in square feet if less than one acre, and in acres if one acre or more.

Zoning: _____ Existing Use: _____ Flood Zone: _____

Actual Building Setbacks:

Front Setback: _____ Rear Setback: _____ Side Setback: _____

New Setbacks by Zoning Requested:

Front Setback _____ Rear Setback _____ Side Setback _____

Property complies with area/width requirements of Zoning? Yes No

Property use is listed as permissible within Zoning? Yes No

Application for same Annexation of property denied or Withdrawn within the past 12 months? Yes No

If yes, what was the application #: _____

Section D. Deed/Map attachments

Attachments (please number correspondingly):

D-1 A copy of the ownership deed or if submitted by other than the owner(s) or his authorized representative, a notarized statement by the owner(s) authorizing the application and a copy of a purchase agreement document. **MUST BE ATTACHED**

D-2 Legal Description by metes and bounds. **MUST BE ATTACHED**

D-3 Vicinity map. **MUST BE ATTACHED**

D-4 Site Plan (to scale) with adjoining property showing current Zoning and Use. **MUST BE ATTACHED**

D-5 Other information may be requested by staff if needed.

D-6 Notarized letter from the owner authorizing the purchaser and/or the agent to act as the owner's agent before the City Boards and the City Council for the purpose of annexing the referenced land into the City.

Section E. Character of the area to be annexed

1. Is area to be annexed currently residential, industrial or commercial use?

2. Is area to be annexed proposed to be used for residential, industrial or commercial use?

3. Do you plan to make application to the City Council for a postponement of the advent of public service taxes for commercial or industrial use property? Yes/No

4. Description/Maps/Sketches showing that the total area to be annexed is contiguous to the municipality's boundaries at the time the annexation proceeding is begun and is reasonably compact and that no part of the area shall be included within the boundary of another incorporated municipality. **REQUIRED ATTACHMENT**

5. Is Part or all of the area to be annexed developed for urban purposes as defined by Florida Statutes Section 171.043? Yes/No

A. If No above, does area to be annexed lie between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area. Yes/No OR,

B. Is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes. Yes/No

6. Does the area to be annexed currently have municipal water and sewer services?

Yes/No

7. Prior to any official action on the annexation of property pursuant to petition therefore, the property owner(s) shall make application with the planning and zoning board regarding the zoning of the land proposed to be annexed. The planning and zoning board shall have 30 days from the date of said application in which to review the application and to prepare its recommendation. This application shall also act as the Planning and Zoning Board Application. By attached sheet, indicate to the Planning and Zoning Board the current zoning of the area to be annexed, the requested zoning once annexed, the zoning of all adjacent property and a brief justification for the requested zoning. **ATTACHMENT REQUIRED**

Section F. Affirmation.

The undersigned affirms that he/she has knowledge of the matters stated herein; and, that the information is true, accurate and complete. The undersigned is aware that whoever knowingly makes a false statement with the intent to mislead a public servant shall be guilty of a misdemeanor. (FS §837.06)

Owner's Signature: _____ Date: ____/____/____

Agent's Signature: _____ Date: ____/____/____

Applicant's Signature: _____ Date ____/____/____

If more than one owner, make a copy of this page for each owner's signature.
18 copies of all information that is **larger than 8 1/2 x 11** must be submitted,
18 copies of all information **8 1/2 x 11 or smaller** must be submitted.

**All lines must be completed.
Put NA in blanks where "Not Applicable".**

Section G. Fees

No application fee for annexation. See city staff for building permit fees, sewer and water connection fees, etc., if construction is to follow annexation.