



**CITY OF GREENACRES
APPLICATION FOR
ANNEXATION**

INSTRUCTIONS TO APPLICANT:

1. Answer all questions completely.
2. Provide required attachments (warranty deed, vicinity map and list of property owners) as shown on the attached checklist.

1. **PROJECT NAME:** _____

2. **AGENT'S NAME:** _____

ADDRESS*: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

3. **OWNER'S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

4. ***CORRESPONDENCE ADDRESS:** *(If different than agent or owner)*

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

****This is the address to which all agendas, letters and other materials will be forwarded.****

SUBJECT SITE INFORMATION

- 5. **SITE LOCATION** (General proximity) _____
- 6. **SITE ADDRESS:** _____
- 7. **PARCEL IDENTIFICATION NUMBER(S):** _____
- 8. **PROPERTY SIZE:** (Square feet/Acres) _____
- 9. **LAND USE OF PROPERTY** (List existing and previous land use(s) of site for the last 10 years):

- 10. **LOT DIMENSIONS:** _____

FUTURE LAND USE AND ZONING INFORMATION

- 11. **EXISTING ZONING OF PROPERTY IN PALM BEACH COUNTY:** _____
- 12. **PALM BEACH COUNTY FUTURE LAND USE DESIGNATION:** _____
- 13. **ANTICIPATED FUTURE LAND USE AND ZONING IN GREENACRES:**

- 14. **DESCRIBE OR CONFIRM THAT THE SUBJECT PROPERTY IS CONTIGUOUS TO GREENACRES** (Statement and vicinity map delineating the proposed annexation area and its boundaries contiguous to Greenacres must be provided):

THIS IS NOT A REZONING PETITION. REZONING PETITIONS AND COMPREHENSIVE PLAN LAND USE DESIGNATIONS CAN ONLY BE ACTED UPON AFTER FINAL ANNEXATION.

15. **OWNER'S AUTHORIZATION:** Each petition must bear the signatures of all owners of property in the petitioned area. **A letter of authorization allowing a person other than the owner to sign or represent such a petition must be attached to and accompany this petition.**

Signature of Owner(s) of Record

Signature of Applicant/Agent

Type Name of owner(s)

Type Name of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20_____,
by _____, who is personally known to me, or who has
produced _____ as identification.

Notary Seal

Notary Public, State of Florida

Notary Name (Typed, Stamped or Printed)

Commission No.: _____

My Commission Expires: _____



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AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
CITY OF GREENACRES)

BEFORE ME THIS DAY PERSONALLY APPEARED _____, WHO BEING
DULY SWORN, DEPOSES AND SAYS:

THAT THE ACCOMPANYING LIST OF PROPERTY OWNERS, MAILING ADDRESSES AND
LEGAL DESCRIPTIONS OF ALL PROPERTY WITHIN 300 FEET OF THE BELOW
DESCRIBED PARCEL OF LAND IS, TO THE BEST OF HIS/HER KNOWLEDGE, COMPLETE
AND ACCURATE AS RECORDED IN THE LATEST OFFICIAL TAX ROLLS IN THE PALM
BEACH COUNTY COURTHOUSE.

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

SEE ATTACHED

FURTHER AFFIANT SAYETH NOT.

Signature

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20____ by
_____, who is personally known to me or has produced
_____ as identification and who did (did not) take an oath.

(Notary's Signature)

MY COMMISSION EXPIRES: _____



CITY OF GREENACRES
ANNEXATION
SUBMITTAL CHECKLIST

CITY USE		
YES	NO	N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Completed application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Copy of Warranty Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Survey (not more than a year old) <ul style="list-style-type: none">• Four (4) copies (24" x 36")• 1 copy (11" x 17")• Include legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. A list of all property owners within a 300' radius of boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Executed affidavit signed by the person responsible for completing the property owner list. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Two (2) sets of STAMPED (<i>meter stamps not acceptable</i>), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Vicinity map delineating the proposed annexation area and its boundaries contiguous to the City limits |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. <i>Developed Sites:</i> <ul style="list-style-type: none">• Four (4) copies (24" x 36")• 1 copy (11" x 17") |



THE ANNEXATION PROCESS

City of Greenacres

Planning and Engineering Department

