



**APPLICATION FOR ANNEXATION  
AND INITIAL ZONING**

Development Services – Planning Division  
150 N. Lakeshore Drive | Ocoee, FL 34761  
Phone: 407.905.3157 | Fax: 407.905.3158

Received Date – Office Use Only

PROJECT NUMBER:      AX \_\_\_\_\_ RZ \_\_\_\_\_ DATE REC'D: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ACTION REQUESTED: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ # OF LOTS: \_\_\_\_\_ ZONING REQUESTED: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_( ) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

- INVOICES WILL BE SENT TO: [ ] OWNER OR [ ] APPLICANT

PROPERTY LOCATION: \_\_\_\_\_

PROPERTY TAX ID. NO(S): \_\_\_\_\_

- LEGAL DESCRIPTION: ALL APPLICATIONS FOR SUBDIVISION OR SITE PLAN REVIEW MUST PROVIDE THREE (3) EXECUTED, CERTIFIED AND SEALED BOUNDARY SURVEYS FOR THE SUBJECT PARCEL, WHICH SHALL INCLUDE A METES-AND-BOUNDS LEGAL DESCRIPTION. ATTACH SURVEY WITH FULL LEGAL DESCRIPTION AS EXHIBIT.

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PRESENT ZONING: \_\_\_\_\_

PRESENT DESIGNATION ON OCOEE FUTURE LAND USE MAP: \_\_\_\_\_

DEVELOPMENT HISTORY/OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF EXISTING BUILDINGS AND EXISTING LAND USE OF THE SUBJECT PARCEL:

\_\_\_\_\_  
\_\_\_\_\_

HOW WILL THE FOLLOWING ESSENTIAL SERVICES BE PROVIDED?

A. POTABLE WATER: \_\_\_\_\_

B. WASTEWATER TREATMENT: \_\_\_\_\_

C. STORMWATER MANAGEMENT: \_\_\_\_\_

D. RECREATION: \_\_\_\_\_

E. SCHOOLS AND PROJECTED NUMBER OF SCHOOL AGE CHILDREN:

\_\_\_\_\_

APPLICATION MADE TO OCPS? \_\_\_\_\_

\_\_\_\_\_

F. TRANSPORTATION: (A traffic study may be required.)

\_\_\_\_\_

- IF AN ANNEXATION, APPLICANT SHALL SUBMIT WITH APPLICANT FULLY EXECUTE AND NOTARIZED ANNEXATION AND INITIAL ZONING **HOLD HARMLESS AGREEMENT**.
- APPLICANT SHALL SUBMIT A CITY OF OCOEE OWNER'S AFFIDAVIT WITH APPLICATION.
- INCOMPLETE APPLICATIONS WILL BE DEEMED INSUFFICIENT AND MAY BE REJECTED WITHOUT REFUND OF THE APPLICATION FEE. THE CITY MAY REQUIRE ADDITIONAL INFORMATION IF IN THE CITY'S SOLE DISCRETION ADDITIONAL INFORMATION (INCLUDING, BUT NOT LIMITED TO, TRAFFIC STUDIES) IS NEEDED IN ORDER TO EVALUATE THE APPLICATION FOR COMPLIANCE WITH THE OCOEE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE.

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- **APPLICANT SHALL PAY SUCH ADDITIONAL DEVELOPMENT REVIEW FEES AS MAY BE REQUIRED BY ARTICLE I, SECTION 1-12 OF THE LAND DEVELOPMENT CODE.** "REVIEW COSTS" SHALL MEAN AND REFER TO THE COSTS AND EXPENSES INCURRED BY THE CITY IN CONNECTION WITH THE REVIEW AND PROCESSING OF AN APPLICATION, INCLUDING BUT NOT LIMITED TO CITY ATTORNEY'S FEES AND COSTS AND LEGAL, CONSULTANT AND ENGINEERING FEES AND COSTS, AND ALL ADVERTISING COSTS; PROVIDED, HOWEVER, THAT REVIEW COSTS SHALL NOT, INCLUDE (I) THE COST OF CITY STAFF FROM TIME DEDICATED TO THE REVIEW AND PROCESSING AN APPLICATION, AND (II) CITY ATTORNEY, LEGAL, CONSULTANT AND ENGINEERING FEES AND COSTS INCURRED BY THE CITY IN REVIEWING AND PROCESSING AN APPLICATION WHICH ARE EXPRESSLY INCLUDED WITHIN THE FLAT FEE PURSUANT TO THE PROVISIONS OF SECTION 1-12.C.2 HEREOF.
- BY SIGNING THIS APPLICATION, I AM PROVIDING MY WRITTEN CONSENT FOR THE SUBJECT PROPERTY TO BE ASSESSED FOR ANY AND ALL CITY--WIDE NON--AD VALOREM ASSESSMENTS LEVIED BY THE CITY OF OCOEE AS OF THE DATE THIS PROPERTY IS ANNEXED INTO THE CITY'S BOUNDARIES.
- I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF APPLICATION:

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APPLICANT SIGNATURE

DATE

**CITY OF OCOEE  
OWNER'S AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned personally appeared \_\_\_\_\_, who being first duly sworn on oath, depose(s) and say(s):

1. That they/she/he are/is the fee-simple owner(s) of the property legally described in this application and that the attached ownership list is made a part of the affidavit and contains the legal description(s) for the real property, and the names and mailing addresses of all owners having an interest in said land.
2. That they/she/he desire(s) \_\_\_\_\_(specify action sought) for said property.
3. That they/she/he/ have/has appointed \_\_\_\_\_(specify himself or agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.
4. That they/she/he agree to be bound by the actions of the Owner's Authorized Agent designated in Paragraph 3 above and the Ocoee Land Development Code.
5. That they/she/he affirm(s), certif(y)(ies) and will comply with all ordinances, regulations and provisions of the City Code of the City of Ocoee, and that all statements and diagrams submitted herewith are true and accurate to the best of their/his/her knowledge and belief and further, that this application and attachments shall become part of the official records of the City of Ocoee, and are not returnable.
6. That the accompanying adjacent property owners list is, to the best of their/her/his knowledge, a complete and accurate list of the owner's names and mailing addresses for all property lying within three hundred (300) feet of the perimeter of the subject parcel, as recorded on the latest official Orange County Tax Rolls.
7. That prior to the public hearing, if applicable, signs will be prominently posted on the subject parcel not less than seven (7) days before the application will be considered by the Planning and Zoning Board or the Board of Adjustment, and will remain posted until final determination, after which time the notices are to be removed and destroyed.

\_\_\_\_\_  
Owner's Signature

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_, who is personally know to me or who produced \_\_\_\_\_ as identification, and who took an oath.

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\_\_\_\_\_  
Notary Public

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

My commission expires: \_\_\_\_\_

ANNEXATION AND INITIAL REZONING APPLICATION

\_\_\_\_\_  
Owner's Signature

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

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_, by \_\_\_\_\_, who is personally know to me or who produced \_\_\_\_\_ as identification, and who took an oath.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

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

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_, by \_\_\_\_\_, who is personally know to me or who produced \_\_\_\_\_ as identification, and who took an oath.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

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

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_, by \_\_\_\_\_, who is personally know to me or who produced \_\_\_\_\_ as identification, and who took an oath.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**OWNERSHIP LIST**

**PARCEL ONE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARCEL TWO:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ANNEXATION AND INITIAL REZONING APPLICATION

**PARCEL THREE:**

OWNER'S NAME: \_\_\_\_\_

OWNERSHIP INTEREST: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**



**CITY OF OCOEE  
PLANNING DEPARTMENT  
VERIFIED LEGAL DESCRIPTION FORM**

The following legal description has  
been prepared by \_\_\_\_\_

and submitted to the City Planning Division  
for verification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION REQUEST (OFFICE USE ONLY):**

**FILE NO:** \_\_\_\_\_

**LEGAL DESCRIPTION (TO BE TYPED BY APPLICANT):**