



Petition to Voluntarily Annex Real Property

Town of Oakland, Florida - Individual Property Owner Form

Petitioner, _____ (hereinafter "Petitioner") whose mailing address is:

Hereby voluntarily petitions the Town of Oakland, Florida to annex his/her real property to the Town of Oakland, Florida (hereinafter "Town") pursuant to and in accordance with the provisions of Chapter 171.044, Florida Statutes, and state(s):

(1) Petitioner is/are the sole owner of the real property located at:

and more particularly described on Exhibit "A" attached hereto and by this reference made a part of this Petition (hereinafter the "Real Property"), as evidenced by a deed or other document recorded in Deed Book _____ or Official Records Book _____ Page(s) _____, Public Records of Orange County, Florida.

(2) When the Real Property is annexed to the Town, Petitioner agrees to and will abide by and comply with all of the existing and future laws, rules and regulations which presently are and from time to time in the future may be in effect within the Town.

(3) Petitioner agrees that this is a continuous request of the property owner for annexation to the Town that will be fulfilled when the Town determines the Real Property meets with the requirements of law.

(4) This Petition shall be recorded in the Public Records of Orange County, Florida and shall constitute an irrevocable petition to annex into the Town of Oakland, which shall run with the Real Property and shall be binding on all subsequent purchasers, successors in interest and assigns of the Real Property.

WHEREFORE, Petitioner requests that the Town take action to approve this Petition and to annex the Real Property into the Town.

DATED this _____ day of _____, 20_____

WITNESSES:

PETITIONER:

Signature

Signature

Printed Name

Printed Name

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____, by (Petitioner) _____ who is personally known to me (or) who produced his/her _____ as identification.

(SEAL)

Notary Signature

Printed Name



Planning & Zoning Department Consolidated Application

Incomplete applications will not be processed

www.oaklandfl.gov

(return to Town via mail, e-mail, or hand delivery)

Project name			
Application Number(s) (to be filled out by Town)			
Property address and/or physical location			
County Property Appraiser Tax Parcel ID number(s) _____ - _____ - _____ - _____ - _____			
Applicant is: _____ Owner _____ Developer _____ Lessee _____ Agent _____ Property Optionee			
Applicant - Contact name / address / phone / e-mail		Type of application: Check all that apply, and use the appropriate supplemental form(s) to provide relevant information. <input type="checkbox"/> Pre-application Meeting <input type="checkbox"/> Annexation <input type="checkbox"/> Architectural Review <input type="checkbox"/> Comprehensive Plan Amendment – Text/Map <input type="checkbox"/> Lot Split/Boundary Line Adjustment <input type="checkbox"/> Planned Subdivision/Planned Development <input type="checkbox"/> Site Development Plan – Major/Minor <input type="checkbox"/> Special Exception <input type="checkbox"/> Subdivision Preliminary Plat (PSP) <input type="checkbox"/> Subdivision Final Plat <input type="checkbox"/> Vacation of ROW/Easement <input type="checkbox"/> Vacation of Recorded Plat <input checked="" type="checkbox"/> Zoning Variance / Waiver <input type="checkbox"/> Zoning map amendment/Rezoning	
Applicant will receive all correspondence from the Town			
Property Owner name / address / phone / e-mail			
Consultant name / address / phone / e-mail			
Current zoning	Proposed zoning	Parcel size (sf/ac)	Proposed # of lots
Current use		Gross floor area (sf)	Proposed # of buildings
Current future land use (FLU) designation		Proposed future land use (FLU) designation	
Summary of project or proposed use (Use separate sheet if necessary)			

I certify that the information and exhibits submitted are correct to the best of my knowledge, and that I am acting with the knowledge and consent of all parties involved in the project. I understand there may be additional fees required to complete the application review process.

Applicant signature / date

The petition of the undersigned certifies that I/We hereby respectfully request that the Town of Oakland perform the required reviews, hold the required public hearing(s), prepare and adopt the appropriate ordinances in order to grant said petition.



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Submittal Requirements

Incomplete applications will not be processed

PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST			
APPLICATION	Applications must be complete. <u>Items may be submitted digitally.</u>	ALL	<input type="checkbox"/>
CD/USB Flash Drive	<u>ALL</u> application documents and submittal documents in PDF format	ALL	<input type="checkbox"/>
SURVEY	2 Copies (If larger than 11x17 Folded not Rolled) With complete legal description written in "meets and bounds"	ALL	<input type="checkbox"/>
SITE PLAN	2 Copies (If larger than 11x17 Folded not Rolled)	ARB / CPA SIT / PSP / VAR	<input type="checkbox"/>
SUFFICIENCY CHECKLIST	2 Copies of plans required per the Sufficiency Checklist (If larger than 11x17 Folded not Rolled)	SIT / PSP	<input type="checkbox"/>
ARCHITECTURE	2 Copies of Architectural Plans (If larger than 11x17 Folded not Rolled)	ARB / PD SIT / VAR	<input type="checkbox"/>
TRANSPORTATION	2 Copies of Traffic Impact Analysis with approved methodology	CPA / PD SIT / ZMA	<input type="checkbox"/>
LIGHTING	2 Copies (If larger than 11x17 Folded not Rolled)	ARB / PD / SIT / PSP	<input type="checkbox"/>
PHOTOGRAPHS	2 Copies in Color - minimum of 4 site photos (from north, south, east, west)	ALL	<input type="checkbox"/>
OWNERSHIP	Proof of Ownership (i.e., a copy of the deed)	ALL	<input type="checkbox"/>
POA	Limited Power of Attorney (If application is signed by Agent of the Owner)	ALL	<input type="checkbox"/>

**** Advisements ****

CODE OF ORDINANCES:

The Town of Oakland's Code of Ordinances can be found on the internet at www.oaklandfl.gov or www.municode.com.

APPLICATION PROCESSING DEADLINE:

There is no application submittal deadline.

SCHEDULING: The Town Clerk schedules hearing and meeting items by the Appearance Review Board, the Planning and Zoning Board and the Town Commission

NOTE:

If the petitioner wishes to be represented by an Agent, a limited power of attorney must be properly executed and provided to the City along with this application. The Town Planning and Zoning Board and the Town Commission will not hear cases that do not have representation at their respective meeting(s).



Submittal Requirements
Incomplete applications will not be processed

DEVELOPMENT REVIEW COSTS – RESPONSIBLE PARTY

I understand that the Town of Oakland requires that the applicant be responsible for reimbursing the Town for all advertising costs associated with this application, including postage for notices to adjacent property owners, and for newspaper advertising as required by the Florida Statutes and the Town Code.

In addition, if this application is deemed to require review by the Town Engineer, Town Surveyor, Town Attorney or any other required Town Consultant, I understand that I or my company shall be responsible to pay for any and all reasonable legal, engineering, surveying, or consultant costs incurred by the Town of Oakland in the process of reviewing the above project pursuant to ORDINANCE 2014-01 et al..

I also understand that if this project property is sold, I or my company will be responsible to ensure that the new owner executes a similar application form accepting all of the responsibility to pay for any and all reasonable legal, engineering, surveying, or consultant fees incurred by the Town of Oakland in the process of reviewing this project from the date the property is sold.

Please sign recognizing your agreement with the above requirement: _____

All invoices for the costs associated with this project should be sent to:

Project Name / Address: _____

Applicant Name: _____

Company: _____

Mailing Address: _____

CITY STATE ZIP

Telephone: _____ EXT. _____

Facsimilie: _____

E-Mail: _____

The Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the Town or to otherwise develop the real Property, and the Town is not liable for reimbursing Applicants for such costs and expenses.



Applicant Affidavit

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority personally appeared _____, who being by me first duly sworn on oath, deposes and says:

(1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations and provisions of the Town of Oakland, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and all attachments shall become part of the Official Records of the town of Oakland, Florida, and are not returnable.

(2) That the submittal requirements for the application have been completed and attached hereto as part of this application.

(3) That the applicant desires approval of _____

Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this _____ day of _____ 2 _____, by _____, who is/are personally known to me (or) who has/have produced _____ as identification and who did (did not) take an oath.

Notary Public (signature)

(Notary Stamp)

NOTE

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. A Limited Power of Attorney / Owner's Verification authorizing a person other than the owner to sign must be attached.



Limited Power of Attorney & Owner Verification

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority personally appeared _____ who being by me first duly sworn on oath, deposes and says:

(1) That he/she is the fee-simple owner of the property legally described on page one of this application.

(2) That he/she desires approval for _____

(3) That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his/her stead.

Affiant (Owner's Signature)

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

Notary Public (signature)

(Notary Stamp)

NOTE

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.

Development Application Review and Permit Fees

Application/Admin. Fees Are Non-Refundable, Ordinance 2012-02; Resolution 2014-07

<i>The Administrative Fee and Consultant Deposit Shall Be Submitted As Separate Checks</i>			
Application	Fee Calculation	Admin. Fee	Consultant Deposit
Annexation (ANX)	Greater than 5 acres	\$1,000	
	Less than 5 acres	\$500	
Preliminary Architectural And/or Site Plan Review	Residential	\$25	\$250
	Non-Residential	\$50	\$500
Architectural Review Board (ARB)	Residential	\$300	
	Non-Residential	\$300 per 1,000 sq. ft.	
Comprehensive Plan Amendment (CPA)	Small Scale (Less than 10 acres)	\$1,200	
	Large Scale (Greater than 10 acres)	\$1,700	\$5,000
	Text Amendment	\$2,000	\$5,000
Lot Split (LS)	All lot sizes (not a plat process)	\$300	
Planned Subdivision/Development (PS/PD)	Developer's Agreement/ Order	\$1,000	\$5,000
	Residential	\$1,000 + \$10 per number of units	\$5,000
	Non-Residential	\$1,000 + \$10 per 1,000 sq. ft. of building and impervious area	\$5,000
	Amendment	\$750	\$2,000
Site Development Plan (SIT)	De Minimis Industrial or Commercial Site Plan (less than 300 sq. ft. of building or 500 sq. ft. of impervious surface)	\$750	\$1,000
	Minor Industrial or Commercial or Institutional Site Plan Review	\$1,200	\$5,000
	Major Industrial or Commercial or Institutional Site Plan Review (Greater than 4,000 sq. ft. of building or 5,000 sq. ft. of impervious surface)	\$750 + \$20 per 1,000 sq. ft. of building & impervious area	\$5,000
	Multi-Family	\$750 + \$20 per unit	\$5,000
Special Exception	Per Business Tax Classification Code	\$1,000	
Preliminary Subdivision Plan (PSP)	Residential/Non-Residential	\$500 + \$10 per lot \$500/non res lot	\$5,000
Final Subdivision Plat	Residential/Non-Residential	\$500 + \$10 per lot \$500/non res lot	\$5,000
Vacate ROW/Plat/Easment (VAC, VAP)		\$500	\$1,500
Variance/Waiver (VAR)	Per Zoning Element Variance/Waiver is requested for	\$540	
Zoning Map Amendment (ZMA)	Residential Designation Request	\$500	\$1,000
	Non-Residential/Planned Unit Designation Request	\$1,000	\$5,000
Site Development/Construction Fees* & Charges for Related Work**	<ol style="list-style-type: none"> 1. Construction of road and other subdivision improvements including but not limited to public rights-of-way dedicated to the public on recorded plats – 2.4% of the total construction cost of all committed improvements for which no other permits apply. 2. Miscellaneous inspections for construction– 2.4% of the total construction cost for any other construction over, through or upon public property not covered by any other fees. Minimum fee-\$100 		

ADDITIONAL FEES & COSTS

The reimbursement of Town consultant fees, advertising costs and expenses are in addition to the fees listed above and are to be paid when billed. The deposit portion of the application fee will be held in escrow until final approval is given. Any remaining Town consultant fees will be deducted from the deposit and returned to the Applicant. **The Town Administrator retains the right to reduce or eliminate any or all application or deposit fees on a project by project basis.** The Town Commission retains the right to enforce or dismiss mandatory collection of fees overall.

* Reason for Waived Fees. Fees imposed in this schedule may be waived by the Town Manager when the

permit holder is required to relocate improvements within the right-of-way due to construction or reconstruction of any road by the Town and such relocation takes place in conjunction with said construction. Similarly, such fees may be waived whenever utilities are placed in the right-of-way during and in conjunction with the construction or reconstruction of any road by the Town.

****Additional Services for Site Development Inspections.** Notwithstanding the fees set forth herein, the Town will charge back those certain costs and expenses incurred by the Town for additional outside consultant services necessary for reviewing, inspecting, regulating and otherwise processing development pursuant to Ordinance 2014-01.