



**APPLICATION FOR ANNEXATION**

**PLANNING COMMISSION BOARD**

**June 2006 – May 2007**  
Created May 9, 2006

## APPLICATION FOR ANNEXATION PLANNING COMMISSION BOARD

Annexation applications must be submitted by appointment with the Planning Staff. Staff will review each application for completeness and accuracy prior to acceptance. Applications for annexation submitted concurrently with re-zoning or development requests must include the following items. *If all of these items are not included or acknowledged as required, your application packet will not be accepted for processing.* Applications for annexation submitted without requests for rezoning or development may omit items numbered 3 (f) – (r) and 6 – 9.

Every petition for voluntary annexation shall include two (2) copies size 24" x 36", two (2) copies size 11" x 17" and one (1) CD for each of the site plan showing the following:

- (1) Legal description by metes and bounds and street address together with a current (six months or less) survey of the property proposed for annexation.
- (2) The full names, addresses, telephone numbers and notarized signatures of all owner(s) of the property. If the applicant is acting on behalf of the owner(s), the applicant must have documentation of the authority to apply for annexation on the owner(s) behalf that includes all owners' notarized signatures.
- (3) A map clearly showing the area to be annexed to include the following:
  - a. Location map, drawn to scale, showing the relationship of the subject property to the city boundaries and surrounding developments.
  - b. Property boundary lines
  - c. Easements
  - d. Building setback lines
  - e. Elevation marks and contours
  - f. Traffic and circulation plan
  - g. Pedestrian circulation plan
  - h. Adjacent streets (names and rights-of-way)
  - i. Parking Plan
  - j. Loading Plan
  - k. Grading and surface drainage plan

- l. Utilities plan (existing and proposed showing location and sizes)
  - m. Landscape plan (existing and proposed showing location and sizes)
  - n. Landscape plan showing plan types, number, location, mix and the method of installation  
(provide two (2) copies for review)
  - o. Signage plan (showing location and size specifications)
  - p. Lighting plan
  - q. Open space/recreation plan
  - r. Refuse/trash storage areas
  - s. Proposed improvements showing location, dimensions, and configuration of all existing and proposed buildings, structures, and uses; and
  - t. Development summary showing all development standards for the zoning district and the proposed development standards for the project.
- (4) A brief, general description of the area to be annexed.
  - (5) The property's current zoning district classification and future land use designation.
  - (6) One (1) copy of the architectural plans showing exterior elevations, floor plans, and building materials of all proposed buildings and structures.
  - (7) Professional Seal of engineer/architect who prepared the site plan on each page of the site plan
  - (8) Professionally sealed geotechnical report
  - (9) Copy of all permits applied for (St. John's River Water Management District; Department of Environmental Protection, Army Corp. of Engineers; Department of Transportation, etc.)
  - (10) The full names and addresses of all owners of properties within 300 feet of the property proposed for annexation (must be obtained from the Nassau County Property Appraiser's Office or website at [nassauplpa.com](http://nassauplpa.com), please print the labels)
  - (11) All application fees payable by check, to the Town of Callahan (additional engineering fees may be required if applicable)

**Postings:      Agent/Owner Responsibility:**

Signs to be provided by the Town of Callahan and must be placed on the property in the most visible location to the public.

**Fees:    The following fees apply to an annexation application:**

Application fee includes any mailing and/or legal advertising fees

**MEETING SCHEDULE**

**DATES SUBJECT TO CHANGE**

<b>MEETING DATES</b>
June 12, 2006
July 10, 2006
August 14, 2006
September 11, 2006
October 9, 2006
November 13, 2006
December 11, 2006
January 8, 2007
February 12, 2007
March 12, 2007
April 9, 2007
May 14, 2007

The Town of Callahan Planning Commission Board meets the second Monday of every month at 7:00 PM at the Town Hall in the Council Chambers located at 542300 US HWY 1, Callahan, FL 32011.

Applications for the Planning Commission Board public hearing must be received at least forty-five (45) days prior to the date of the Planning Commission Board meeting.

**Please review your application. No application will be accepted  
“Complete and filed” until all requested information has been supplied.**

**DATE:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

**APPLICATION FOR ANNEXATION  
TOWN OF CALLAHAN, FLORIDA**

**1. APPLICANT'S INFORMATION:**

APPLICANT(S): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. OWNER'S INFORMATION:**

OWNER (1): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
OWNER (2): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**3. APPLICANT'S AGENT:**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**4. APPLICANT'S REGISTERED LAND SURVEYOR:**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**5. PROPERTY INFORMATION:**

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

STREET ADDRESS: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ BLOCK NUMBER: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

NEAREST STREET INTERSECTION: \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_\_

**6. AREA INFORMATION:**

UNDER AN ACRE: SQ. FOOTAGE: \_\_\_\_\_ ACRES: \_\_\_\_\_ # OF LOTS/PARCELS: \_\_\_\_\_

EXISTING ZONING CLASSIFICATION: \_\_\_\_\_

EXISTING FUTURE LAND USE CLASSIFICATION: \_\_\_\_\_

EXISTING LAND USE: \_\_\_\_\_

**7. ANNEXATION SOUGHT:**

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

**CONDITIONS:**

I (we) certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to the issuance of a Land Clearing Permit. I (we) do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved site plan and the Town of Callahan Land Development Regulations.

By signature, I (we) acknowledge that I (we) have read, understand and agree to the above conditions:

\_\_\_\_\_  
Owner (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Date

OWNER'S AUTHORIZATION FOR AGENT  
PLANNING AND ZONING DEPARTMENT

TOWN OF CALLAHAN, FLORIDA

AGENT AUTHORIZATION FORM

EACH AND EVERY OWNER SHOWN ON THE  
PROOF OF OWNERSHIP MUST SIGN AN AUTHORIZATION FORM

I, WE \_\_\_\_\_  
(print name of property owner)

hereby authorize: \_\_\_\_\_  
(print name of agent)

to represent me/us in processing in application for \_\_\_\_\_  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Print name of Owner)

\_\_\_\_\_  
(Print name of Owner)

State of Florida  
Nassau County

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_  
(name of person making statement)

\_\_\_\_\_  
Signature of Notary Public  
State of Florida

\_\_\_\_\_  
Print, type or stamp commissioned name