



**PETITION TO  
ANNEX INTO THE  
CITY OF CRYSTAL  
RIVER**

*Department of Planning & Community  
Development  
123 NW Highway 19  
Crystal River, FL 34428  
352-795-4216 Ext. 306  
Fax: 352-795-6245*

**Application Fee: \$50.00** (Include 4 sets of plans: 3 hard copy & 1 electronic)  
**A Pre-application Meeting is required prior to submittal**  
PAID: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

**OWNER/APPLICANT INFORMATION:**

\_\_\_\_\_  
**Property Owner Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Primary Contact Number`**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Owner/Agent Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Information**

\_\_\_\_\_  
**Email Address**

**PROPERTY INFORMATION:**

**Alt Key:** \_\_\_\_\_

**Proposed Use(s):** \_\_\_\_\_  
Identify proposed acreage (attach 4 sets of plans: 3 hard copy, 1 electronic)

**Existing Land Use:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

**Proposed Land Use:** \_\_\_\_\_

**Proposed Zoning:** \_\_\_\_\_

**By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all the submittal requirements and procedures and that this application is a complete application submittal.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**PROCESS:**

Schedule a required Pre-Application meeting with the Director of Planning and Community Development. Pre-Application meetings are scheduled on Thursday's at 10:00 a.m.

**ADDRESS A LETTER TO THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT AND INCLUDE THE FOLLOWING INFORMATION:**

1. Legal description, alt key and total acreage
2. Copy of deed and authorization by others
3. Intended use of the property
4. Copy of a survey & legal description (three (3) hard copy and one (1) electronic copy)
5. General location map
6. Current County future land use designation – include copy of county land use map
7. Current County zoning classification – include copy of county zoning map
8. List of unique or environmentally sensitive features
9. Description of provision of public utilities – sewer, water, drainage
10. Provide documentation stating that the annexation request is in compliance with Florida Statutes Chapter 171

**NOTE:**

The proposed annexation will require adoption of an ordinance and public hearings before the Planning Commission and City Council.

A separate land use and zoning application will be required prior to application for development permits within the City.