



**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.