



CITY OF KEYSTONE HEIGHTS

555 S Lawrence Blvd
Keystone Heights, FL 32656
(352) 473-4807



ANNEXATION APPLICATION INSTRUCTIONS

No application fee is required.

- ☐ Annexation Applications must be signed by each and every owner of the parcel(s) requested for annexation. A separate signature page is provided. Please ensure each signature is notarized properly.
- ☐ For each parcel or property requested for annexation into the City of Keystone Heights, completion and attachment of an "application for annexation" to the City is required.
- ☐ The Annexation Application must be thoroughly completed; signatures notarized and returned to the City of Keystone Heights, before processing can be instituted.
- ☐ The applicant or his/her representative must be present at each and every meeting or public hearing considering the requested application.

APPLICATION FOR ANNEXATION

WE THE UNDERSIGNED, BEING THE LAND OWNERS OF THE FOLLOWING PROPERTY HEREINAFTER DESCRIBED DO HEREBY FILE THIS APPLICATION FOR ANNEXATION INTO THE CITY OF KEYSTONE HEIGHTS, FLORIDA, CONSISTENT WITH THE LAWS OF THE STATE OF FLORIDA AND THE CITY OF KEYSTONE HEIGHTS, FLORIDA.

Date of
Application _____

Name(s) of Property Owner(s): _____

Physical Address of the property: _____

Number of parcels to be annexed: _____

Parcel Number: _____

Map or Drawing Attached: () YES () NO

At the time of "Application for Annexation"

County Future Land-Use designation: _____ County Zoning designation: _____

Proposed City Land-Use designation: _____ Proposed City Zoning designation: _____

Current use of the property: _____ Property Size/Acreage: _____

If residential use, number of "Living Units": _____

Number of people currently living on property: _____

If commercial use, square footage of building area: _____

Intended "Use" of the property: _____ When: _____

SIGNATURE PAGE

Signature of Property Owner(s) or Authorized

Printed Name of Property Owner

Mailing Address

Telephone Number(s)

E-mail address

I hereby certify that I have read and understand the contents of this application, and that this application together with all supplemental data and information is a true representation of the facts concerning this request; that this application is made with my approval, as owner and applicant, as evidenced by my signature below. It is hereby acknowledged that the filing of this application does not constitute automatic approval of the request; and further that if the request is approved, I will obtain all necessary permits and comply with all applicable orders, codes, conditions, rules and regulations pertaining to the use or development of the subject property.

Date

Signature of owner or owner's authorized representative

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____,

20____, by _____,

who is personally known to me, or who has/have produced _____ as identification.

(NOTARY SEAL)

Signature of Notary Public

Name of Notary

Property Address/Parcel No.: _____

Signature Page: ____ of ____