

WHAT IS AN ANNEXATION?

Annexation is the process of adding real property to the boundaries of the City of Haines City. Once annexed, the property becomes fully a part of the City and realizes all benefits and services thereof. The Florida Statutes will allow unincorporated property to be annexed only if it is contiguous with the City limits.

WHY ANNEX?

Annexation allows property to become a part of the City of Haines City, and eligible to receive all the municipal services and utilities that are available to properties located within the City limits. Compared with properties located in unincorporated areas, properties within the City's jurisdiction are generally provided with services at lower rates. In addition, building permits and impact fees are also lower for properties located within the City of Haines City. This makes annexation the ideal choice for properties which are anticipating development or expansion in the near future.

WHAT ARE THE CRITERIA FOR ANNEXING PROPERTY?

In order for specific property within unincorporated areas to be voluntarily annexed, Chapter 171.044 of the Florida Statutes requires the following criteria

must be met:

- An application must be filed bearing the signatures of all property owners within the area proposed to be annexed.
- The property must be contiguous to the municipality's boundaries and must be reasonable compact.

WHAT ABOUT LAND USE AND ZONING DESIGNATIONS?

All properties have Land Use and Zoning designations, regardless of their political jurisdiction. The Haines City Comprehensive Plan allows properties annexing into the City to convert the existing Polk County Future Land Use designations to similar City of Haines City designations, provided the City's planning objectives for the area can be met. Alternatively, if the City determines the County's designations are not the most appropriate for the property, a request for City designations must be made in accordance with the Land Use Plan Amendment process. In either case, a Zoning Map Amendment request must be made to establish a City Zoning designation that is consistent with the Future Land Use designation.

HOW IS AN ANNEXATION REQUEST INITIATED?

To initiate the annexation of a particular property, one should first meet with the

Development Services Department, Planning Division to discuss the request.

WHAT IS THE PROCESS FOR ANNEXATION?

- Pre-Application Conference with the Development Services Department, Planning Division.
- Submit Application for Annexation to the Development Services Department, Planning Division.
- Planning Commission Review and Recommendation.
- 1st Reading at the City Commission.
- 2nd and Final Reading at the City Commission.

HOW DOES THE ANNEXATION PROCESS WORK?

Annexations will be reviewed by the following:

Planning Commission (PC): PC meets on the 2nd Monday of each month, at 4:00 p.m.

City Commission (CC): The CC meets on the 1st and 3rd Thursdays at 7:00 p.m. Annexation requests are scheduled for two

public hearings. The property becomes part of the City only after approval by the City Commission and upon the effective date of the annexation ordinance.

ANNEXATION FEE

Fees are paid at the time of submittal. Please refer to Chapter 10, Administration and Procedures Manual, of the Haines City Land Development Regulations for Annexation Fees.

THIS INFORMATION IS PROVIDED AS A GENERAL OVERVIEW ONLY

To obtain a comprehensive guide for Annexation contact the Development Services Department, Planning Division.

ANNEXATION REVIEW PROCESS



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