



**CITY OF  
MOUNT  
DORA**

**City of Mount Dora  
Planning and Development  
510 N. Baker St.  
Mount Dora, FL 32757  
352-735-7113  
Fax: 352-735-7191**

**E-mail: [plandev@cityofmountdora.com](mailto:plandev@cityofmountdora.com)**

**VOLUNTARY ANNEXATION  
APPLICATION**

Date : \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. The property generally located (list adjacent streets): \_\_\_\_\_

\_\_\_\_\_

4. The address(s) of the property: \_\_\_\_\_

5. Alt Key(s): \_\_\_\_\_

6. Size of property in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

7. Does property have, or will it have City Water and Sewer?

\_\_\_\_\_

8. Does property have, or will it have Well or Septic Tank?

\_\_\_\_\_

9. Current Zoning District (County): \_\_\_\_\_

\_\_\_\_\_

10. Future Land Use Category (County): \_\_\_\_\_

\_\_\_\_\_

11. Requested Zoning District (City): \_\_\_\_\_

12. Requested Future Land Use Category (City): \_\_\_\_\_

\_\_\_\_\_

13. Present use and structures on the property (list number of residential dwelling units):

\_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION AND SIGNATURE**

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 of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code and Florida Statutes. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

\_\_\_\_\_  
**Owner(s) of Record Signature(s)**

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

## SUBMITTAL CHECKLIST

Property owners of land outside the City of Mount Dora who desire to be incorporated within the City of Mount Dora may petition for annexation subject to Florida law and the requirements of the City of Mount Dora.

Collate submittal requirements into ten (10) individual packages (plus one original package). Provide electronic copies (PDF) of the application and all support documents listed below (CD or emailed to staff).

NOTE: RESOLUTION 2017-05 WAS PASSED BY CITY COUNCIL ON JANUARY 17, 2017 WHICH APPROVED THE WAIVER OF APPLICATION FEES AND ASSOCIATED COSTS FOR ANNEXATION INTO THE CITY OF MOUNT DORA FOR A PERIOD OF TWO YEARS TO EXPIRE ON 02/17/2019

The following items must be submitted:

1. Application Fee:  
\$ 150.00 for one single-family residence  
\$ 1,250.00 for all others

**Note:** Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2. Completed and signed Annexation Application by owner(s) of record.
3. The Property Card(s) from the Lake County Property Appraiser's office.
4. Map referencing the city limits.
5. Both the County and City Future Land Use Maps and Zoning Maps.
6. Proof of ownership (warranty deed or title certificate).
7. Boundary Survey signed and sealed (recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to engineering scale). Plus seven (7) extra copies of the boundary survey for the remaining packets. Include one reduced survey copy not larger than 11" x 17" paper size, if the original survey is prepared on a large size paper.
8. Legal description of the property to be annexed, plus provide legal description in MS Word format (include in CD or email to staff).
9. Provide method of providing services including water, sewer, roads, drainage, schools and police protection.
10. Provide justification for the proposal in relation to the Comprehensive Plans of the City and the County (separate application may be required).
11. Owner authorization letter, notarized from the owner(s), designating the applicant/party to act on their behalf.

## PROCEDURES

1. Application Submittal due date: Completed application form with support documents must be submitted on or before the first Monday on any month.

**\*\*\* Incomplete submittals will not be accepted \*\*\***

2. Development Review Committee (DRC) meeting is held on the last Wednesday of the month in which the submittal was received and reviewed.
3. The application will be forwarded to the Planning and Zoning Commission to be considered at their next available meeting, after it completes the Development Review Committee process.
4. The application will be forwarded to the City Council for final action.

Hearing Notifications: The applicant shall reimburse the City for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such publication or mailing costs shall be billed directly to the applicant.