



## CITY OF GREEN COVE SPRINGS

321 Walnut Street  
Green Cove Springs, FL 32043  
(904) 297-7500  
(904) 284-4849 (fax)

### 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 Green Cove Springs, completion and attachment of an "application for annexation" to the Development Services Department is required.
- The Annexation Application must be thoroughly completed; signatures notarized and returned to the City of Green Cove Springs, Development Services Department, 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 GREEN COVE SPRINGS, FLORIDA, CONSISTENT WITH THE LAWS OF THE STATE OF FLORIDA AND THE CITY OF GREEN COVE SPRINGS, 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 \_\_\_\_