



Annexation Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$1250 must accompany this application unless waived if this request is made by the Town of Loxahatchee Groves

Provide required attachments (warranty deed, survey, and plans) as shown on the checklist.

Describe or Confirm that the Subject Property is Contiguous to Loxahatchee Groves

(Statement and vicinity map delineating the proposed annexation area and its boundaries contiguous to Loxahatchee Groves must be provided).

This is not a rezoning petition. Rezoning petitions and Comprehensive Plan Land Use Designation can only be acted upon after final Annexation.

1. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
2. Copy of the Warranty Deed for the property.
3. Survey (not more than a year old) that includes the legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida. Submit four (4) copies 24" x 36" and one (1) copy 11" x 17".

4. A list of all property owners within a five hundred (500) foot radius of boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
5. Executed affidavit signed by the person responsible for completing the property owner's list.
6. Two (2) sets of STAMPED (meter stamps not acceptable), plain envelopes with the typed names of the owners within a five hundred (500) foot radius of the boundary lines of the subject property. No return address.
7. Vicinity map delineating the proposed annexation area and its boundaries contiguous to the City limits.
 - a. For the developed site, include site and development plans. Submit four (4) copies 24" x 36", one (1) copy 11" x 17", and one (1) Electronic Digital Copy.