



CITY OF FREEPORT ANNEXATION APPLICATION

Any person desiring to annex into the City of Freeport is required to submit this application and the required submittal documents to the Planning Director at the Freeport Planning & Zoning Department, 16040 Highway 331 Business in Freeport, Florida. The Planning Director will forward the annexation application to the City Clerk and the City Attorney. The City Attorney will process the annexation application. In order to annex, the property in question must abut the City of Freeport's boundaries and must not create an enclave, i.e. property completely surrounded by the City but not within the City.

Date of Application:

PROPERTY OWNER INFORMATION

Property Owner (all parties listed on Deed):
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Owner's Address:

Owner's Phone Number:

Owner's Fax Number:

OWNER'S AGENT INFORMATION

Agent for Owner(s):

Agent's Address:

Agent's Phone Number:

Agent's Fax Number:

SURVEY INFORMATION

Owner's Surveyor:

Surveyor's Address:

Surveyor's Phone Number:

Surveyor's Fax Number:

PARCEL NUMBER(S)

Driving Directions to Subject Parcel(s) From City Hall



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SUBMITTAL CHECKLIST*

1. **Completed application form / original and 2 copies**
(Original to City Attorney; 1 copy to City Clerk and 1 copy to City Planner)
2. **Letter from landowners requesting annexation / original and 2 copies**
(letter must be signed by all parties shown on deed as owners)
3. **Land Use Determination from Walton County Planning Department stating the existing Future land use designations for the subject property /original and 2 copies**
4. **Copy of warranty deed of subject property / 3 copies**
5. **Certified Boundary Survey of property / 3 copies. If the request is for multiple adjoining properties, a boundary survey of the combined properties will be required, with a metes and bounds description of the combined parcels.**
6. **Section Map from the Property Appraiser's Office with the subject parcel highlighted / 3 copies**
7. **Location Map showing pertinent boundaries, streets, water bodies and other identifying landmarks / 3 copies**
8. **Application Fee \$750.00** *(nonrefundable, regardless of Freeport City Council decision)*

The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.