

Procedures for Annexing Property into the City of Palatka

The Planning Board holds regular monthly meetings on the first Tuesday of each month. Complete applications must be received by the City of Palatka Planning & Zoning Department 30 days prior to the date you wish to have your item on the Planning Board agenda.

Large Scale Amendment (Annexing acreage greater than 9.99 acres)

- **Applicant** shall submit completed application packet to Building & Zoning Dept.
- **Building & Zoning Dept. will prepare:**
 - ✓ 1st legal advertisement in the form of a display ad including a location map must run a minimum of 18 days prior to the hearing
 - ✓ 2nd legal advertisement in the form of a display ad including a location map must run a minimum of 7 days after the first ad runs and a minimum of 7 days prior to the hearing
 - ✓ Notices to owners of surrounding properties within 150' to be sent notification of
 - ✓ action requested and
 - ✓ Post signs on property a minimum of 7 days prior to hearing
- **Planning Board Public Hearing** – Applicant/ agent to attend meeting to make presentation of request and answer any questions
- **Vote** – If the Planning Board votes to recommend approval or denial, the case is forwarded to the City Clerk to be placed on the City Commission agenda. *The Board may vote to table the case in order for the applicant to supply more information.*
- **City Clerk** will prepare:
 - ✓ 1st legal advertisement in the form of a display ad including a location map must run a minimum of 18 days prior to the City Commission meeting
 - ✓ 2nd legal advertisement in the form of a display ad including a location map must run a minimum of 7 days after the first ad runs and a minimum of 7 days prior to the City Commission meeting
- **City Commission Public Hearing** – Applicant/agent to attend meeting to make presentation of request and answer any questions
- **Vote** – The City Commission may request additional information and table the request, approve to transmit the proposed annexation to the Florida Department of Community Affairs(DCA), or deny the request
- **Building & Zoning Dept.** will submit to DCA
- **DCA review** – the DCA has between 45 and 90 days to comment and return to City
- **City Commission Review** – Within 120 days of receipt of DCA comments, the City Commission must hold a meeting to review the DCA comments and either adopt or deny the proposed amendment
- **Appeal Period for Land Use Amendments** – annexations involving a concurrent large-scale land use amendment will not be considered final until 46 days after adoption by the City Commission. This mandatory appeal period is established by the DCA. No permits contingent upon a land use amendment will be issued until the amendment has been found to be in compliance by the DCA and the appeal period has passed.
- **Application and Fees** – Complete application must be submitted with the following fees:
 - \$1,500 - Annexation (Large Scale)

Please call the City of Palatka Planning, Building & Zoning Department at 386.329.0103 with any questions.