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## Voluntary Annexation Application

City of Vero Beach Planning Department  
P.O. Box 1389, Vero Beach, FL 32961-1390  
(772) 978-4550 – Fax (772) 778-3856  
www.planning@covb.org

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Date Received \_\_\_\_\_ Application # \_\_\_\_\_ -AX- \_\_\_\_\_

***Prior to completing or signing this application, applicants and property owners are encouraged to read it thoroughly. If you have any questions, please do not hesitate to contact the Planning Department at (772) 978-4550.***

APPLICANT \_\_\_\_\_ Telephone \_\_\_\_\_

Fax #: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

SITE OWNER \_\_\_\_\_ Telephone \_\_\_\_\_

Fax #: \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

SITE LOCATION \_\_\_\_\_

PARCEL I.D. NUMBER \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

EXISTING USE \_\_\_\_\_

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Please indicate the existing *Indian River County* Comprehensive Land Use Plan and Zoning designations:

Comp Plan \_\_\_\_\_ Zoning \_\_\_\_\_

Should the above referenced property be annexed into the *City of Vero Beach*, please indicate the desired Vero Beach Comprehensive Land Use Plan and Zoning District designations:

Comp Plan \_\_\_\_\_ Zoning \_\_\_\_\_

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\_\_\_\_\_  
Applicant Signature Date Telephone #

\_\_\_\_\_  
Property Owner Signature(s)\* Date Telephone #

***\*Please note that all owners of a property must sign the application or the attached cover letter per #1 on the next page of this application.***



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In addition to receipt by the City of this Voluntary Annexation Application form, the following minimum information is necessary to begin the voluntary annexation process:

1. Receipt by the City of a formal letter requesting annexation signed by **all** owners of property in the area to be annexed. The letter requesting annexation may be accompanied by legal documentation indicating that all signatories are property owners; copies of property deeds or corporate documents from the State of Florida may be acceptable.
2. Five (5) copies of property surveys which includes a complete legal description, accurate acreage, parcel dimensions, the location of road center lines, the current City limits, mean high water and other appropriate landmarks. \*Also include an 8-½" X 11" copy of the survey.\*
3. Recent property tax bills or records from the Indian River County Tax Collector or Property Appraiser. This information is helpful in determining the potential property tax benefit/impact to the property owner and City.
4. A brief statement of why the applicant seeks annexation.
5. A brief statement of why the applicant seeks the desired City Comprehensive Land Use Plan and Zoning designations stated on page 1 of this application.

Please contact the City of Vero Beach Planning and Development Department if you have questions or require more information at (772) 978-4550.