



Standard Operating Procedure for Voluntary Annexation

1. Verify that the subject property meets the requirements of:
 - a. Section 171.043 of the Florida Statutes for contiguity, development, population, and compactness
 - b. Located wholly within the boundaries of the Joint Planning Agreement (JPA) between St. Lucie County and the City of Fort Pierce
 - c. Is not already incorporated into the City limits
 - d. If the property had been previously attempted to be annexed into the City (determine why it did not succeed)
2. Determine if the subject property has completed an "Application For Annexation" with:
 - a. Warranty Deed
 - b. Current Survey (done within the last 12 months)
 - c. All relevant signatures
 - d. All necessary information provided
3. If there is no "Application For Annexation" and City is initiating a "Voluntary" Annexation, determine:
 - a. Is there an FPUA Annexation Agreement
 - b. Is it signed by the property owner (does not have to be the most current property owner)
 - c. Is it recorded with St. Lucie County Clerk
 - d. Does the legal description encompass all of the subject property (the parcel numbers and address may be different)
4. Create project folder in Q:Drive and Naviline.
5. Set up a calendar with important dates for all subsequent Technical Review Committee, boards, reviews, notifications, advertisements, LSR's, and reports consistent with the JPA and Section 171.044 of the Florida Statutes.
 - a. St. Lucie County Administrator and Attorney notification
 - b. TRC distribution and meeting dates
 - c. Property owner(s) certified mailings (if using FPUA Agreement) – before all public hearings
 - d. Planning Board distribution, Agenda Quick, and hearing dates
 - e. Legal Service Request to City Attorney to review Annexation Ordinance
 - f. Email to run the newspaper advertisements #1 and #2
 - g. Publications of newspaper advertisements #1 and #2
 - h. City Commission distribution, Agenda Quick, and hearing date #1
 - i. City Commission distribution, Agenda Quick, and hearing date #2
 - j. Property owner(s) certified mailings (if using FPUA Agreement) – after 2nd Reading of Annexation Ordinance
 - k. Meeting with City Clerk to determine and obtain proof of Department of State/County Administrator and Attorney / Property Appraiser provided notice of annexation
6. Notify the St. Lucie County Administrator and Attorney of impending annexation at least 30 days prior to the publishing of the annexation ordinance by certified mail, per JPA. A letter detailed description of the subject site, along with a location map demonstrating continuity and compactness, all board/commission hearings, and a copy of the draft annexation ordinance shall constitute notification. Send a corresponding email to each with same information. Save a copy in Q:Drive and Naviline.
7. If using FPUA Agreement, send, via certified mail, a letter notifying all owners of impending annexation, along with continuity map, board/commission meeting dates, and a copy of the FPUA Agreement at least 30 days prior to the Planning Board meeting. Save a copy in Q:Drive and Naviline.

8. Write TRC memo along with continuity map, board/commission meeting dates, and a copy of the FPUA Agreement. Send to Executive Administrative Assistant to enter into High Tail. Provide 2 hard copies for distribution to the Building Division and Engineering Department. Save a copy in Q:Drive and Naviline.
9. Draft Legal Service Request for City Attorney to review Annexation Ordinance. Sign by Director and send to City Manager's Office for signature. Save a copy in Q:Drive and Naviline.
10. Attend TRC meeting and obtain comments from TRC staff...address comments as needed. Save a copy in Q:Drive and Naviline.
11. Write Planning Board Staff Report and save continuity map, zoning/FLU maps, and a copy of the FPUA Agreement as PDF's. Have Report signed by Director, save as PDF, and save all in Agenda Quick. Save a copy in Q:Drive and Naviline. Provide 8 hard copies to Executive Administrative Assistant for distribution to Planning Board members.
12. Receive Legal Service Request for Annexation Ordinance from City Attorney. Save final draft in Q:Drive and Naviline.
13. Send email to newspaper to run 2 advertisements consistent with Section 171.044(2) of the Florida Statutes. Advertisement shall consist of title block of the Annexation Ordinance and black and white copy of contiguity map. Advertisements shall published at least once each week for 2 consecutive weeks
14. Attend Planning Board hearing and obtain comments...address comments as needed.
15. Obtain proofs of newspaper advertisements, create PDF copies, and save in Q:Drive and Naviline.
16. Write City Commission Staff Report and save continuity map, zoning/FLU maps, and a copy of the FPUA Agreement as PDF's. Have Report signed by Director, save as PDF, and save all in Agenda Quick. Save a copy in Q:Drive and Naviline.
17. Create PowerPoint and have approved by Director. Save a copy in Q:Drive and Naviline. Attend City Commission public hearing #1...address comments as needed.
18. City Clerk will copy City Commission items from Agenda Quick into the next available meeting Date.
19. Update City Commission PowerPoint. Save a copy in Q:Drive and Naviline. Attend City Commission public hearing #2...address comments as needed.
20. Send, via certified mail, a letter notifying all owners of approved annexation, along with continuity map, board/commission meeting dates, and a copy of the FPUA Agreement no more than 3 working days after the 2nd Reading at City Commission of the Annexation Ordinance. Letter shall reference 171.044(3) of the Florida Statutes. Save a copy in Q:Drive and Naviline.
21. Meet with City Clerk to determine and obtain proof of Department of State/County Administrator and Attorney / Property Appraiser provided notice of annexation, consistent with 171.081 of the Florida Statutes in terms of appeal procedures. Save a copy in Q:Drive and Naviline.
22. Close out Q:Drive file and Naviline. Scan hard file. Box and update box label. Send to record keeping room for storage.