

Annexation



Meet with Planning staff

Contact Laureen Kornel for appointment:
Telephone: (386) 676-3345 or E-mail at
Laureen.Kornel@ormondbeach.org

Submit public hearing application

Submittal requirements:

1. Annexation application.
2. No fee required.
3. Proof of property ownership.
4. Survey of property.
5. Metes and bounds legal description.
6. Volusia County site plan (if applicable).

City staff review

Intent to annex letter sent to Volusia County Manager

Review notes:

1. City departments review application.
2. Consistency with F.S. 171.
3. Metes and bounds legal description reviewed/prepared.
4. Annexation ordinance prepared.
5. Advertising prepared.

City Commission

Ordinance 1st reading

Note:

City Commission submittal deadline is 30 days prior to meeting with all information submitted and deemed complete.

Denied

City Commission

Ordinance 2nd reading

Advertising

City staff responsibility:

*Display advertisement in newspaper required 14 days and 7 days prior to second reading.

Ordinance approved or denied

Denied

Property remains in unincorporated Volusia County

Approved

Ordinance recorded by City Clerk

Proceed to land use and zoning amendments