



Annexation Application

- Log in or Create an account with Accela. Note: An account is required to submit an application.

+ Planning

- Abandonment
- Annexation
- Combined Preliminary and Final Plat
- Comprehensive Plan Amendment
- Dog Friendly Establishment
- Final Plat
- Historic Preservation Review
- Lot Changes and Adjustments
- Minor Subdivision
- Parking Waiver
- Plan Modification
- Pre-Application Meeting Request
- Preliminary Plat
- Rezoning
- Sidewalk Cafe License
- Similarity of Use
- Site Plan
- Special Exception
- Subdivision Sketch
- Variance
- Zoning Determination

- Select the desired record type and continue the application.

Step 1 – Location

- Enter address (enter street number and street name ONLY, No other information), then click search. Owner and parcel information will auto populate.
- Continue Application

1 Location & People 2 Application Detail 3 Review

Step 1: Location & People > Location Information

Address

* Street No.: Direction: * Street Name: Street Type:

City: State: Zip:



Step 1 (Continued) – Contact Information

1. Under the Applicant section, click “Select from Account”

1 Location & People	2 Application Detail	3 Review	4 Pay Fees
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Step 1: Location & People > Contact Information

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account **Add New**

Save and resume later

2. Select “Associated Contact”, then click “Continue”

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Kristian Logan
<input type="radio"/> Associated Owner		CITY OF DELAND

Continue **Discard Changes**

3. Continue Application



Step 2 – Detail Information

1. Complete all fields.

Required fields are denoted by a red asterisk (*)

Annexation			
1 Location & People	2 Application Detail	3 Review	4 Pay Fees
Step 2: Application Detail > Description			
Detail Information			
Project Name: <input type="text"/>			
* Project Description: <input type="text"/> <small>Please provide project details</small>			
spell check			
Annexation Information			
LOCATION INFORMATION			
* Reason for annexation request:		<input type="text"/>	
		spell check	
* Size of Land:		<input type="text"/>	
* Unit of Land Measurement:		<input type="text" value="--Select--"/>	
ANNEXATION			
Previously Submitted Covenant Included:		<input type="radio"/> Yes <input type="radio"/> No	
Existing Number of Residential Units:		<input type="text"/>	
Total Building SF Office:		<input type="text"/>	
Total Building SF Commercial:		<input type="text"/>	
Total Building SF Industrial:		<input type="text"/>	
<hr/>			
Required Documents			
SUBMITTAL ANNEXATION			
<small>All required documents must be included in submittal</small>			
* Signed and Sealed Survey (no more than 2 years old):		<input checked="" type="checkbox"/>	
* Legal Description with Acreage:		<input checked="" type="checkbox"/>	
* Applicant Supporting Statement:		<input checked="" type="checkbox"/>	
Owner Authorization:		<input type="checkbox"/>	
Covenant to Support Annexation:		<input type="checkbox"/>	

2. Continue Application



Step 2 (continued) – Details – Attachments

1. Please check the Plan Room agreement, acknowledging that you will upload the required documents into the Plan Room.

1 Location & People	2 Application Detail	3 Review
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Step 2: Application Detail > Attached Documents

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

* I acknowledge that I will upload plans, supporting documentation, and attachments after paying for my application.

[Save and resume later](#)

2. Continue Application

Step 3 – Review

1. Review all sections and verify information entered is correct
2. Check the agree to terms and conditions box located at the bottom left-corner of the page
3. Continue Application

Your Application has been submitted! 😊