

# Annexation



Meet with Planning staff

Contact the Planning Department for appointment  
Telephone: (386) 676-3238 or E-mail at  
comdev@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

- 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.

Intent to annex letter sent to Volusia County Manager

City Commission  
Ordinance 1<sup>st</sup> reading

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

City Commission  
Ordinance 2<sup>nd</sup> 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