

# ANNEXATION APPROVAL PROCESS

#### **Pre-Application Meeting**

Contact: Joan McHale at 727-298-3198 or jmchale@dunedinfl.net

### **Application Submittal**

All requirements must be submitted.

## **Staff Review of Application for Completeness**

Average time to complete is 5-7 business days from submittal.

## **Notify Applicant of Public Hearing Schedule**

Local Planning Agency, City Commission & Pinellas County (if required)

#### **Ordinances Prepared**

Annexation, Land Use Plan & Zoning District Designations

# **Letter of Notice for Mailing by Applicant**

Staff prepares a Letter of Notice to abutting property owners and a list of property owners within 500 feet for mailing by the applicant at least 14 days prior to public hearings. Mailing instructions will be provided.

# **Applicant Submits Certificate of Mailing for Letter of Notice**

Must be submitted at least 14 days prior to LPA hearing

## Staff Prepares and Submits Legal Advertisement to Tampa Bay Times

#### **Staff Posts Public Notice on Subject Property**

Must be posted at least 14 days prior to LPA hearing and shall remain posted on the property until after all hearings are complete.

## **Staff Report Published on City Website**

Usually published on the Friday prior to the scheduled Public Hearings.

## **Public Hearings**

Local Planning Agency
City Commission First Readings
City Commission Second Readings
(Land Use Plan amendment may require review and approval by Pinellas
County after first readings by the City Commission)