Voluntary Annexation Process Overview

The process for a voluntary annexation in Palm Beach County is governed by Chapter 171.044, Florida Statutes (F.S.) and by County Ordinance 2007-018 as summarized below:

1. ***Preliminary Notification.*** Municipalities proposing to process a petition for voluntary annexation are required to provide early notification to the County pursuant to County Ordinance 2007-018. In summary: Within ten (10) calendar days of receipt of a voluntary annexation petition that bears the signatures of all owners of property in the area proposed to be annexed, the annexing municipality shall submit a copy of the said petition to the County Administrator and the County Planning Director. In addition to the signed voluntary petition(s), the municipality is required to submit an Annexation Data Sheet providing detailed information including the location, size, and land use. A copy of the Data Sheet is found at this link:

   http://discover.pbcgov.org/pzb/planning/PDF/Annexation/annexationinfosheet.pdf

   Both documents must be mailed to the following:

   - Verdenia C. Baker, County Administrator, 301 N. Olive Ave., West Palm Beach, FL 33401
   - Kevin Fischer, AICP, Planning Director, 2300 N. Jog Rd., West Palm Beach, FL 33411

   A courtesy copy *may* be emailed to:

   - Nicole Delsoin, Planner at ndelsoin@pbcgov.com

2. ***Hearing Notification.*** Pursuant to County Ordinance and Ch. 171.004, F.S., municipalities must provide notification to the County regarding the proposed annexation public hearing. Not fewer than (10) days prior to publishing or posting the ordinance required under subsection 171.044(2), Florida Statutes, the governing body of the municipality must provide a copy of the notice, via certified mail, to the County Administrator and the County Planning Director at the above addresses.

3. ***County Review.*** Upon receiving the annexation notification, the County Planning Division notifies the District Commissioner and sends the notice to all pertinent County Departments for review. County staff also reviews the annexation for consistency with Chapter 171, F.S., and whether or not the annexation is located within the Unincorporated Protection Area (see notes below). The County responds in writing to the municipality prior to the first reading of the annexation. The response letter identifies whether or not the annexation is in compliance with Chapter 171, F.S., is located in the UPA, and whether there are any issues that need to be resolved before the annexation is adopted.

4. ***Public Hearings.*** The municipality holds two public hearings on the proposed annexation. Pursuant to 171.044(2), F.S., the second hearing must be preceded by a notice in the local paper for two consecutive weeks.

5. ***Adoption.*** Pursuant to Ch. 171.044, F.S., the annexing municipality must file the voluntary annexation ordinance with the clerk of the circuit court, the County Administrator, and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.

6. ***Final Processing.*** Once the County Planning Division receives a copy of the signed ordinance, the County notifies the Property Appraiser and all pertinent County departments and agencies. Municipalities may submit a request for transfer of property files (such as building records and permits) for the annexed property to Denise Parker at DParker2@pbcgov.org or mail to Planning, Zoning & Building Department, 2300 N. Jog Rd., West Palm Beach, FL 33411.

Notes:

- Voluntary annexations in the Unincorporated Protection Area (UPA) require approval by an affirmative vote of at least five members of the Board of County Commissioners (BCC). The County's Planning Division presents the item for BCC approval following the first reading by the municipality. (Click this link to view UPA map.)
- Some areas in the UPA are designated as unincorporated rural neighborhoods. Voluntary annexation in an unincorporated rural neighborhood requires approval by an affirmative vote of at least five members of the BCC and a majority of the registered electors residing within the boundaries of the unincorporated rural neighborhood.

If you have any questions, please call the Palm Beach County Planning Division at 561-233-5300.