

Voluntary Annexation Process

Requirements for Application:

1. Subject property must be contiguous to the city limits.
2. Provide letter (click here for [sample](#)) requesting annexation.
3. Provide an accurate legal description of the property (from a recent survey or the last recorded deed) .
4. Submit the above documents by mail, fax or email.
Mail: The City of Pensacola; Planning Services; P.O. Box 12910;
Pensacola, FL 32521
Fax: (850) 595-1143
Email: kgreenhut@ci.pensacola.fl.us
5. There is no fee for annexation requests.

General Procedure:

1. Upon receipt of items 1 &2 listed above, City staff will review the application and place the request for annexation on the City Council agenda.
2. Staff will contact the applicant with the date of the meeting at which Council will consider the request. The applicant, or a representative, will need to be present at the meeting.
3. At the scheduled meeting, the City Council will consider adoption of an ordinance annexing the property.
4. If the ordinance is approved, a second reading will be scheduled.
5. The annexation is effective after the annexation ordinance has been approved on first and second readings, and the ordinance is published in the city newspaper.
6. Over the next several months, Planning Services staff will be amending Pensacola's Future Land Use and Zoning Maps to reflect the inclusion of your property into the City limits.



June 5, 2006

Sherry Hartford Morris
Planning Services Administrator
Community Development Department
City of Pensacola
P.O. Box 12910
Pensacola, FL 32521

RE: Completion of property annexation of East Brent Baptist Church

Dear Ms. Morris,

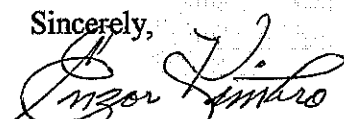
East Brent Baptist Church currently owns a large parcel of land at 4801 N. Davis Highway. Although the great majority of the church's property currently resides within the city, we still have a small portion that has not been annexed. The parcels awaiting annexation are 3136-1, 4001-18, and 5001-1. We are requesting that these remaining parcels be annexed into the City of Pensacola.

The annexation would be beneficial for East Brent Baptist as it has become necessary for the church to seek a provider for wind coverage through the insurance pool. The insurance pool is only available for properties located in the city of Pensacola. Having a small portion of our property located within the county disqualifies the church for wind policy coverage through the insurance pool.

Another benefit the city and the church would receive in the annexation of the three remaining parcels is the solution to the enduring question faced by police, EMS, and fire departments concerning coverage of emergency services to the church.

Thank you for your consideration of our request. We look forward to hearing from you.

Sincerely,



Enzor Kimbro