

TOWN OF LAKE PLACID
Annexation Agreement Instructions
 Prepared by Town Administrator Phil Williams – August 18, 2013

<p style="text-align: center;">TOWN OF LAKE PLACID UTILITIES SYSTEM <i>Customer will be serviced by system above</i></p>	<p style="text-align: center;">TOMOKA HEIGHT AND HIGHWAY PARK UTILITIES SYSTEM <i>Customer will be serviced by system above</i></p>
<p>New property owner/new utilities customer + property is inside town = No annexation consent requirements. Sign up for services, normal deposits, etc.</p> <p>New property owner and new customer + property outside town = turn off utilities immediately if they are on until annexation agreement is signed and consented to by property owner. Restore utilities only when agreement has been properly signed.</p> <p>Rental tenant new customer + property has current utilities from previous tenant = turn off utility services if they are on + send annexation consent with new tenant to have property owner sign before utility services are restored.</p> <p>Rental tenant new customer + property has current utilities in name of current property owner = ascertain that owner wishes to have tenant assume responsibility for utility bill then turn off utility services if they are on + send annexation consent with new tenant to have property owner sign before utility services are restored.</p> <p>Rental + landlord/ property owner has utility bill in his/her name and continues that practice = Existing customer relationship + no required consent to annex</p> <p>In all cases if there is a question contact the Town Administrator <u>before</u> engaging utility services.</p> <p><u>Do not ever furnish annexation agreement to be reviewed by customer and engage utility services before the agreement is returned and appropriately agreed to.</u></p> <p>Any customer assertions that the agreement is not being signed willingly shall receive review by the Town Administrator <u>prior to</u> utility services being engaged in any way.</p>	<p>New property owner/new utilities customer + property is inside Tomoka Heights or Highway Park = No annexation consent requirements under any circumstances. Sign up for services, normal deposits, etc. Refer to GIS map to make sure property is legitimately inside Tomoka Heights or Highway Park.</p> <p>New property owner and new customer + property is located outside of Tomoka Heights or Highway Park = turn off utilities immediately if they are on until annexation agreement is signed and consented to by property owner. Restore utilities only when agreement has been properly signed.</p> <p>Rental tenant new customer + property is currently receiving utilities from previous tenant + property is located outside of Tomoka Heights or Highway Park = This relationship is considered an “existing customer” outside of the town’s system. Provide services upon receipt of request and normal deposits have been received.</p> <p>Rental tenant new customer + utilities have been turned off or discontinued in any capacity by either owner or previous tenant + property is located outside of Tomoka Heights or Highway Park = The service is a new service, not an “existing customer.” Do not engage utility services to the property until annexation agreement has been signed by the property owner.</p> <p>Rental tenant new customer + utility services are currently in property owner’s name + property is located outside of Tomoka Heights or Highway Park = This relationship is considered an “existing customer” outside of the town’s system. Provide services upon receipt of request and normal deposits have been received.</p> <p>In all cases if there is a question contact the Town Administrator <u>before</u> engaging utility services.</p> <p><u>Do not ever furnish annexation agreement to be reviewed by customer and engage utility services before the agreement is returned and appropriately agreed to.</u></p> <p>Any customer assertions that the agreement is not being signed willingly shall receive review by the Town Administrator <u>prior to</u> utility services being engaged in any way.</p>