

APPLICATION FOR ADMINISTRATIVE VARIANCE REQUIREMENTS
Community Development Department

Administrative variances are specifically intended to promote high standards of site design, provide flexibility in the administration of standards in recognition of site specific conditions, and to establish conditions to ensure compatibility where standards are modified.

An administrative variance may be utilized for increases to the following land development standards:

- 1) Principal Building Setbacks – An increase of up to 20% of the setback requirement for a principal building may be approved. A home and/or fully attached structure such as a garage, screen room, etc. meets the definition of a principal building. In no case shall the side yard setback be less than five (5) feet for conventional one and two family dwelling unit developments. No modification of the required setback from a natural surface waterbody or preserved wetland shall be permitted.
- 2) Accessory Building Location Standards – An increase of up to 10% of the setback requirement may be approved. Detached or not fully attached structures, such as carports, sheds, gazebos, etc are accessory buildings.
- 3) Fence Height – An increase of up to two (2) feet above the maximum permissible fence height may be approved.
- 4) Parking Loading and Driveways – An increase of up to 10% of the number of required parking spaces or two (2) spaces, whichever is greater may be approved. Handicapped parking spaces are not eligible for modification. Driving aisle width and loading space requirements are eligible for modification.

A non-substantial variance is considered a modification of less than one (1) foot to the development standards listed above. The Town Manager or designee shall be authorized to approve the variance at the time of request based upon the submittal requirements for an administrative variance. Non-substantial modifications are deemed to have no effect on adjacent properties.

An application for and administrative variance, along with the applicable fee, shall be submitted to the Community Development Department, along with the following:

- 1) Accurate Up-to-Date Survey completed by a registered surveyor.

- 2) Site Plan showing the complete property.
- 3) Elevational Drawings showings the proposed building or building addition.

The Town Manager or designee is authorized to waive the above informational requirements above if deemed appropriate.

Review Process

The Town Manager or designee shall review the application and approve, approve with conditions or deny the request. Appropriate conditions and safeguards in conformity with the intent and provisions of the Code that may be prescribed include, but not limited to:

- 1) Limit the height, size or location of a building or other structure.
- 2) Designate location of doors or windows.
- 3) Require berming, screening, landscaping or other similar means to buffer or protect nearby property and designate standards for installation or maintenance of same.
- 4) Designate the size, height, location or materials for a fence or wall.
- 5) Protect existing trees, vegetation, water resources or other significant natural resources.
- 6) Specify other conditions to permit development in conformity with the intent and purpose of the Code.

Variances shall be considered for those provisions that regulate site development and the requirements applicable to existing development.

The above requirements are intended to provide a general overview of the administrative variance application process.

For further information, contact the Community Development Department at 751-1512.

ADMINISTRATIVE VARIANCE CHECKLIST

PROPERTY OWNER: _____
LEGAL DESCRIPTION: _____

APPLICATION/ACCOMPANYING DOCUMENTS

DATE

- Received by Community Development Dept. _____
 - Application
 - Survey
 - Site Plan
 - Elevational Drawings
 - Proof of Ownership
 - Owner/Agent Affidavits
 - _____
 - _____
- Submitted to the Town Clerk's Office _____
- Fees Paid in the Amount of \$ _____

ACTIONS TAKEN

Town Manager (or designee)

- Approved _____
- Approved with Conditions _____
- Disapproved _____

**TOWN OF LADY LAKE
ADMINISTRATIVE VARIANCE APPLICATION**

Tax identification # _____

1. Owner's Name: _____
Mailing Address: _____
Telephone #: _____
2. Applicant's Name: _____
Mailing Address: _____
Telephone #: _____
3. Applicant is: Owner ___ Agent ___ Purchaser ___ Lessee ___ Optionee ___
4. Property Address/Location: _____
5. Legal Description: _____

6. The administrative variance request is as follows: _____

7. The administrative variance is necessary for the following reason(s): _____

8. Is your situation due to unique circumstances not created by you or your predecessor in title? Explain such circumstance:

9. Do special conditions and circumstances exist which are peculiar to your land or structure and which are not applicable to other lands or structures in the same district? Explain such conditions or circumstances: _____

10. Would literal interpretation of the provisions of the Code deprive you of rights commonly enjoyed by other property owners in the same district? Explain such rights:

11. A variance, as requested, will not permit, establish or enlarge any use or structure which is not permitted in the district. Does your request meet this criteria? _____
12. Have any land use application been file within last year in connection with this property? ___Yes ___No. If yes, briefly describe the nature of the request:

This application must be accompanied by proof of ownership and authorization from the owner if represented by an agent or contract purchaser. It must also include an up-to-date survey, a site plan showing the exact locations and dimensions of existing and proposed buildings and additions, required setbacks, existing easements, elevational drawings and clearly delineate the specific variance requested.

Signature of Applicant

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND SIX (6) COPIES OF ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATION, ADOPTED AUGUST 15, 1994 TO THE COMMUNITY DEVELOPMENT DEPARTMENT.

Office Use:

Date Application Received: _____ Received by: _____

Fees Paid: _____

OWNER'S AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared _____,
who being by me first duly sworn on oath, deposes and says:

(1) That he is the fee-simple owner of the property legally described on page one
of this application.

(2) That he desires approval for:

(3) That he has appointed _____ to act as agent in
his behalf to accomplish the above. The Owner is required to complete the
APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act
in his stead.

Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____, who is personally known to me or who has
produced _____ as identification and who did (did not) take an oath.

Notary Public

NOTE

**All applications shall be signed by the owner of the property, or some
person duly authorized by the owner to sign. This authority authorizing a
person other than the owner to sign must be attached.**

APPLICANT'S AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared _____, who being by me first duly sworn on oath, deposes and says:

- (1) That he affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the Town of Lady Lake, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Lady Lake, Florida, and are not returnable.

- (2) That he desires approval for:

- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public