

**TOWN OF LADY LAKE**  
**APPLICATION FOR ANNEXATION REQUIREMENTS**  
Growth Management Department

Application for voluntary annexation of land, as authorized in the Florida Statutes, may be initiated by the landowner(s). The annexation of property requires that an annexation application be submitted for review as follows:

- 1) The completed annexation application, accompanied by the applicable fees, shall be submitted to the Growth Management Department no later than **thirty (30)** days in advance of a regularly scheduled Technical Review Committee (TRC) meeting in order to be considered at that meeting. The staff may request the assistance of the Town engineering consultant and the Town attorney if needed. The applicant will be informed of the date and time of the TRC meeting for which the application is scheduled.
- 2) The annexation application must include the legal description of the property, sketch or survey of the property, proof of ownership and authorization from the owner if represented by an agent or contract purchaser. Only complete applications are accepted.
- 3) The requirements for notification of public hearing of the annexation are as follows;
  - a) The Town shall send notice of the proposed annexation to the owners of all adjoining properties within one hundred fifty (150) feet of the subject property, as well as to any owners of the subject property not party to the application, at least two (2) weeks prior to the Planning and Zoning Board hearing. Planning and Zoning Board meetings are held the second Monday of every month.
  - b) At least two (2) weeks prior to the Planning and Zoning Board hearing, signs will be posted on the property to notify the public of the proposed annexation. The signs shall be spaced, at a minimum, along all public road frontages, with a minimum of one (1) sign per five hundred (500) feet along any one (1) frontage.
  - c) The Town shall have the notice of public hearing published in a newspaper of general circulation within the Town once each week for two (2) consecutive weeks with the last advertisement ten (10) days prior to the final reading of the ordinance at the Town Commission meeting. Notice shall also be posted in a conspicuous location at the Town Hall, and may be posted at other public locations at the discretion of the Town.

- 4) The Review Process for Annexation Requests is as follows:
  - a) All submittals shall be reviewed by the TRC and recommendations shall be made to the Planning and Zoning Board.
  - b) The Planning and Zoning Board shall consider every annexation at a public hearing and make recommendations to the Town Commission.
  - c) The Town Commission shall consider recommendations of the Planning and Zoning Board before taking action.

For further information please contact the Growth Management Department at 751-1582

**TOWN OF LADY LAKE  
ANNEXATION APPLICATION**

Alternate Key Number \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_
3. Applicant is:       Owner \_\_\_ Agent \_\_\_ Purchaser \_\_\_ Lessee \_\_\_ Optionee \_\_\_
4. Property Address/Location: \_\_\_\_\_
5. Legal Description of Property to be annexed: \_\_\_\_\_  
\_\_\_\_\_
6. The property is located in the vicinity of the following streets: \_\_\_\_\_  
\_\_\_\_\_
7. Area of the property: \_\_\_\_\_ Square feet    \_\_\_\_\_ Acres
8. Utilities:   Central Water \_\_\_\_\_   Central Sewer \_\_\_\_\_ Well \_\_\_\_\_ Septic Tank \_\_\_\_\_
9. Existing County zoning of property: \_\_\_\_\_
10. Requested zoning of property: \_\_\_\_\_
11. Number, square footage and present use of the existing structures on the property:  
\_\_\_\_\_
12. Proposed use of the property: \_\_\_\_\_
13. Has any land use application been filed within the last year in connection with this property? \_\_\_Yes \_\_\_No. If yes, briefly describe the nature of the request and the date this was done:  
  
\_\_\_\_\_

14. Attach a list of the owner's names and mailing addresses for all property lying within a one hundred fifty (150) foot radius surrounding the property legally described in this application.

Applications shall include a legal description of the property, proof of ownership and authorization from the owner if represented by an agent or contract purchaser.

I certify that the statements in this application are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND **EIGHT (8)** COPIES OF ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATIONS, ADOPTED AUGUST 15, 1994 TO THE GROWTH MANAGEMENT DEPARTMENT. ADDITIONAL COPIES OF APPLICATION AND PLANS WILL BE REQUIRED PRIOR TO CONSIDERATION AT THE PLANNING AND ZONING BOARD AND TOWN COMMISSION MEETINGS.

Office Use:

Date Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Annexation and Rezoning

Fees Paid: \_\_\_\_\_

**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.**

**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 annexation with \_\_\_\_\_ zoning classification to allow \_\_\_\_\_
- (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

**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 the submittal requirements for the application have been completed and attached hereto as part of this application.
- (3) That the applicant desires Annexation with a \_\_\_\_\_ zoning classification to allow: \_\_\_\_\_
- (4) That the sign cards will be posted two (2) weeks prior to the Planning and Zoning Board hearing and will remain posted until final determination by the Town Commission after which time the sign cards are to be removed.
- (5) That the applicant acknowledges the obligation to enter into an agreement acceptable to the Town for the extension of municipal water and sewer services as a condition of the annexation.

\_\_\_\_\_  
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

# ANNEXATION CHECKLIST

Page 1

Alt. Key \_\_\_\_\_

Property Owner: \_\_\_\_\_

Legal Description: \_\_\_\_\_

## **APPLICATION/ACCOMPANYING DOCUMENTS**

## **DATE**

\_\_\_\_ Received by Growth Management Department \_\_\_\_\_

- \_\_\_\_ Application
- \_\_\_\_ Legal Description
- \_\_\_\_ Proof of Ownership/Warranty Deed
- \_\_\_\_ Owner/Agent Affidavits
- \_\_\_\_ Survey of Property
- \_\_\_\_ Map showing current zoning of property and adjacent properties
- \_\_\_\_ Map showing proposed zoning for property
- \_\_\_\_ Map showing future land use of property and adjacent properties
- \_\_\_\_ Map showing proposed future land use for property
- \_\_\_\_ List of Property owners within 150 Feet

\_\_\_\_ Submitted to the Town Clerk's Office \_\_\_\_\_

\_\_\_\_ Fees Paid in the Amount of \$ \_\_\_\_\_

## **SCHEDULED MEETING DATES**

\_\_\_\_ Technical Review Committee \_\_\_\_\_

\_\_\_\_ Planning and Zoning Board (if applicable) \_\_\_\_\_

\_\_\_\_ Town Commission (if applicable) \_\_\_\_\_

## **EASEMENT DOCUMENT** (if applicable)

\_\_\_\_ Prepared/Signed \_\_\_\_\_

\_\_\_\_ Mailed to Clerk of the Court for Recording \_\_\_\_\_

\_\_\_\_ Recorded Copy Received \_\_\_\_\_

## **DEEDS (NEW)**

\_\_\_\_ Recorded Copies Received \_\_\_\_\_

## **ACTIONS TAKEN**

Technical Review Committee:

\_\_\_\_ Approved \_\_\_\_\_

\_\_\_\_ Approved with Conditions \_\_\_\_\_

\_\_\_\_ Disapproved \_\_\_\_\_

Planning and Zoning Board:

\_\_\_\_ Approved \_\_\_\_\_

# ANNEXATION CHECKLIST

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Approved with Conditions  
 Disapproved

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Commission:

Approved  
 Approved with Conditions  
 Disapproved

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Ordinance Mailed

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Comments: