

APPLICATION FOR LOT VACATION REQUIREMENTS
Growth Management Department

Application for a request for a subdivision lot vacation shall be submitted on the appropriate form, along with the applicable fee and any additional documents that are required. The review process is as follows:

- 1) The completed application must be submitted at least **thirty (30)** days prior to a regularly scheduled Technical Review Committee (TRC) meeting to be considered at that meeting. The staff may request the assistance of the Town engineering consultant and the Town attorney if needed. The TRC meetings are posted, public meetings. The applicant will be informed of the date and time of the TRC meeting for which the application is scheduled.
- 2) The submittals shall be reviewed by the TRC and recommendations shall be made to the Town Commission. If there are any existing utilities onsite, the Town will require an easement.

The requirements for notification of public hearing of the lot vacation request are as follows:

- 1) The Town shall notice of the request to the owners of all adjoining properties within one hundred fifty (150) feet of the subject property at least two (2) weeks prior to the date of the Commission meeting.
- 2) During this time, the applicant shall post the property that is the subject of the vacation with signs notifying the public of the proposed vacation, date of the public hearing and the department to contact for further information. 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.
- 3) The Town shall have the notice of public hearing published in a newspaper of general circulation within the Town at least Town at least two (2) weeks prior to the hearing. Notice shall also be posted in a conspicuous location at the Town Hall.

The above requirements are intended to provide a general overview of the lot vacation application process. The vacation requirements are specified in Lady Lake Ordinance 94-08, Land Development Regulations, adopted August 15, 1994 and are available at Town Hall.

For further information please contact the Growth Management Department at 751-1512

LOT VACATION CHECKLIST

PROPERTY OWNER: _____

LEGAL DESCRIPTION: _____

APPLICATION/ACCOMPANYING DOCUMENTS

DATE

_____ Received by Growth Management Dept. _____

 ___ Application

 ___ Sketch of Location

 ___ Proof of Ownership

 ___ Owner/Agent Affidavits

 ___ _____

 ___ Submitted to the Town Clerk's Office

_____ Fees Paid in the Amount of \$ _____

SCHEDULED MEETING DATES

_____ Technical Review Committee _____

_____ Town Commission _____

UTILITY REVIEW FORMS

_____ Mailed _____

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 _____

Commission:

 _____ Approved _____

 _____ Approved with Conditions _____

 _____ Disapproved _____

**TOWN OF LADY LAKE
LOT VACATION APPLICATION**

Tax Identification # _____

I, _____, hereby petition the Town of Lady Lake to vacate
(Petitioner)

_____, more particularly described as:
(Name of Plat and/or Lot Numbers)

Lots _____, located in _____
(Name of Subdivision)

lying in Section _____, Township _____, Range _____, as recorded

in Plat Book _____, Page _____, Public Records of Lake County, Florida.

The reason for this request is: _____

(This should include the intended use of the property)

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

(Signature of Applicant)

(Address of Applicant)

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND TEN (10) COPIES OF ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATION, 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 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