

APPLICATION FOR PLAT VACATION REQUIREMENTS  
Growth Management Department

Application for a request for a subdivision plat 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 plat 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 plat 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

## PLAT 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  
PLAT VACATION APPLICATION**

Alternate Key No. \_\_\_\_\_

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