

TOWN OF LADY LAKE
APPLICATION FOR REZONING REQUIREMENTS
Growth Management Department

Application to rezone land under the Land Development Regulations Code may be initiated by the landowner(s), Town, Planning and Zoning Board or the Town Commission. The requirements of this section are in addition to the requirements of applicable State Law. The rezoning of property requires that a rezoning application be submitted for review as follows:

1. The applicant may request a meeting with the Town staff to discuss the appropriate zoning district classification for the proposed use of the property. Potential issues regarding the proposed rezoning and the verification of the steps necessary for application and review may be discussed.
2. Applications shall be made on the appropriate forms provided by the Town and shall be accompanied by the appropriate review fee.
3. Applications shall include a 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. If the rezoning is to Manufactured Homes High Density (MH-9), a Master Park Plan shall be submitted.
4. Applications for rezoning shall be submitted no later than fourteen (14) days in advance of the regularly scheduled TRC meeting in order to be considered at that meeting.
5. The Applicant will be informed of the date and time of the TRC meeting for which the application is scheduled.
6. The requirements for notification of public hearing of the rezoning are as follows:
 - a) The Town shall send notice of the proposed rezoning 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.
 - b) At least seven (7) days prior to the Planning and Zoning Board hearing, the applicant shall post the property that is the subject of the rezoning with signs, provided by the Town, notifying the public of the proposed rezoning. 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 at least ten (10) days prior to the final 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.

7. The Review Process for Rezoning 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 rezoning 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. However if the Planning and Zoning Board fails to make a recommendation within thirty (30) days of the rezoning's first consideration by that body, then the Town Commission may take action based upon an assumed recommendation of approval from the Board. There shall be two (2) readings of the rezoning ordinance by the Commission.
- d) If an application for rezoning is denied by the Town Commission, subsequent application for similar rezoning on any portion of the same parcel of property may not be made for twelve (12) months from the date of Town Commission denial, unless specifically authorized by the Town Commission.

The above requirements are intended to provide a general overview of the rezoning process. Rezoning requirements are specified in the Town of Lady Lake Land Development Regulations, Chapter 3, Section 3-3. Regulations may be viewed online from Municode at <http://library.municode.com/index.aspx?clientId=14650>. For further information, contact the Growth Management Department at (352) 751-1582.

REZONING PETITION CHECKLIST

PROPERTY OWNER: _____
 LEGAL DESCRIPTION: _____
 ALTERNATE KEY #: _____

<u>APPLICATION/ACCOMPANYING DOCUMENTS</u>	<u>DATE</u>
<input type="checkbox"/> Received by Growth Management Development Dept. <input type="checkbox"/> Application <input type="checkbox"/> Sketch/Survey <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Owner/Agent Affidavits <input type="checkbox"/> Property Owner's within (150) foot	_____ _____ _____ _____ _____
<input type="checkbox"/> Submitted to the Town Clerk's Office <input type="checkbox"/> Fees Paid in the Amount of \$ _____	_____ _____

<u>SCHEDULE MEETING DATES</u>	
<input type="checkbox"/> Technical Review Committee <input type="checkbox"/> Planning & Zoning Board <input type="checkbox"/> Town Commission	_____ _____ _____
	1 st Reading _____ 2 nd Reading _____

<u>NOTIFICATIONS</u>	
<input type="checkbox"/> Notice to Abutting Property Owners <input type="checkbox"/> Posting Notices <input type="checkbox"/> Advertising	_____ _____ _____

<u>ACTIONS TAKEN</u>	
Technical Review Committee:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	_____ _____ _____
Planning & Zoning Board:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	_____ _____ _____
Commission:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	_____ _____ _____

**TOWN OF LADY LAKE
REZONING APPLICATION**

Tax identification/AK # _____

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 of Property to be rezoned: _____

8. The property is located in the vicinity of the following streets:

7. Area of Property: _____ Square feet _____ Acres

8. Utilities: Central Water ___ Central Sewer ___ Well ___ Septic Tank ___

9. Existing zoning of property: _____

10. Requested zoning of property: _____

Note: If the requested zoning is a Planned Unit Development (PUD), indicate type: ___ Residential, ___ Commercial, ___ Industrial, ___ Mixed Use, and refer to the requirements of the preliminary development plan and see Chapter ___ of the LDR Code. If the rezoning is to Manufactured Homes High Density (MH-9), a Master Park Plan shall be submitted.

11. Number, square footage and present use of the existing structures on the property;

12. Proposed use the property: _____

13. Has 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:

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, sketch or survey of the property, Proof of ownership and authorization from if represented by an agent or contract purchaser. If the rezoning request is not consistent with the Future Land Use classification, a Comprehensive Plan Amendment must be approved prior to the rezoning.

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 DEVELOPMENT DEPARTMENT.

Office Use:

Date Application Received: _____ Received by: _____

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.

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/her 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 Rezoning to the _____ zoning classification to allow:

- (4) That the sign cards will be posted at least seven (7) days 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.

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

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 rezoning of said property with the classification of _____ 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