



**PROPERTY LOCATION:**

Section	Township	Range
Subdivision	Block	Lot/Parcel#
Address (if available)		
Tax Identification Number and Alternate Key #		
Existing Zoning	Anticipated Zoning	

**NOTE: IF THE ANTICIPATED OR REQUIRED ZONING IS PLANNED DEVELOPMENT, A PRELIMINARY LAND USE PLAN MAY BE REQUIRED PRIOR TO THE LADY LAKE COMMISSION PUBLIC HEARING.**

Existing Use of Subject Property: \_\_\_\_\_

Proposed Use of the Subject Property: \_\_\_\_\_

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Total Gross Acreage of Parcel (Including wetlands and water bodies): \_\_\_\_\_

Developable Acreage to be Amended: \_\_\_\_\_

If Conservation Areas (wetlands) or natural water bodies exist on-site, give estimated acreage of each: \_\_\_\_\_

(Submit any previously completed wetland determination studies).

If multiple designations are requested for the subject property, indicate the acreage of each designation and include a map showing the location of each use: \_\_\_\_\_

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Is this proposal a Certified Lady Lake Affordable Housing Project? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, attach certification).

Has an application for rezoning or other development permit been submitted to the Town?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, type and date submitted \_\_\_\_\_).

Has the project/property been subject to any Town action, including a comprehensive plan amendment, within the last five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, indicate type and date \_\_\_\_\_).

## **REQUIRED SUBMITTALS**

**(Eight (8) copies of each)**

1. The complete legal description of the property and portion thereof that the amendment is being requested for, **typed on a separate sheet of paper.**
2. Certified survey of the subject property or a County Property Appraiser's map illustrating the exact parcel may be accepted in lieu of a survey (County Property Appraiser's maps are available from Lake County Maps Sales, 437 Ardice Ave., Eustis, FL).
3. Vicinity map depicting the subject property and major roadways.
4. For property within flood prone areas, include Flood Insurance Rate Map, Flood Hazard Boundary Map or other information for determining suitability for development (Flood maps are available from the Lady Lake Building Department).
5. Attach justification statement and appropriate data and analysis to support the requested change including, but not limited to, adjacent land use compatibility; availability of sanitary sewer and potable water; why the amendment is consistent with and furthers various objectives and/or policies of the Comprehensive Plan; existing traffic or environmental studies; and any other information which supports this request.
6. Attach a listing of property owners within 150 feet of the subject property. The list may be obtained from the Lake County Property Appraisers Office located at 320 West Main Street, Tavares, Florida, or you may get the information from the Lake County GIS website at [www.lakegovernment.com](http://www.lakegovernment.com).

## **ADDITIONAL APPLICATION INFORMATION**

1. Applicants are requested to seek a pre-application conference with the Community Development staff to discuss the content and format of the amendment proposal. Acceptance of an application for amendment to the CP should not be construed as staff support of the amendment request. Please contact the Growth Management Department at (352) 751-1582 to schedule an appointment.
2. Small scale amendments require two (2) public hearings for adoption. The Local Planning Agency (LPA) public hearing and the Lady Lake Commission public hearing. A flow chart of the small scale process is attached to this application.
3. Applications for a comprehensive plan amendment which were previously not transmitted or adopted by the Town of Lady Lake Commissioners cannot be reconsidered for a period of two (2) years of that action.
4. Comprehensive Plan Amendment does not guarantee/entitle the applicant/owner to a development permit

5. The current owner of the subject property must sign the application. Agents must submit the attached Agent Authorization Form.
6. Only one contiguous development per application for a Future Land Use Map amendment will be accepted. Contiguous property can be submitted on one application upon authorization of all property owners.
7. Upon review of the submitted application, the Growth Management Department may find an application incomplete and request that the applicant resubmit the application with clarification or additional information, Resubmitted applications or additional information are due within fifteen (15) working days of notice from the Growth Management Department unless special permission is granted by the Growth Management Director, or his/her designee, to accommodate special/lengthy requests.
8. Application fees shall be refunded only if an application is withdrawn upon request of either the property owner or agent prior to the first public notice of hearing.
9. The following shall be exempted from the payment of the amendment fee: Lake County, the Lake County School Board, the State of Florida, the United States of America, municipalities situated wholly within the boundaries of the County and established transportation authorities. Others may request a fee waiver from the Lady Lake Commission through a request to the Growth Management Director.
10. The applicant and those he/she represents in this amendment are hereby put on notice that approval of this application by the Lady Lake Commission, which is then challenged by an affected party, is not "effective" until a final order determining the adopted amendment to be in compliance is issued by the Department of Community Affairs or the Administration Commission. Therefore, the applicant and those he/she represent are hereby put on notice that there shall be no reliance on, and, the Town shall not be responsible for any reliance on an approval of this application until it is "effective", pursuant to law. Amendments which are not challenged are effective thirty-one (31) days after adoption. The Town does not issue any development orders (e.g., rezoning).
11. Applicants are required to place a notice of public hearing poster on property involved in this amendment request prior to the public hearings. The Growth Management Department will prepare the poster for posting. The Growth Management Department provides public hearing notices to property owners within 150 feet of property subject to an amendment.
12. Dependent upon the type of amendment request, the applicant may be required to participate in a neighborhood meeting(s) in order to provide additional information and notice to surrounding residents about the proposed development.

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL APPLICANTS:**

I, the undersigned, have read the application for an amendment to the Town of Lady Lake Comprehensive Plan and hereby attest that the above referenced information, including attached exhibits, is true and correct to the best of my knowledge and, during the pendency of this application, I understand my continuing obligation to notify the Growth Management Director or his designee in writing of the inaccuracy of any statement or representation which was incorrect when made or which becomes incorrect by virtue of changed circumstances.

\_\_\_\_\_  
Signature of the Applicant, Property owner or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

THE FOREGOING INSTRUMENT was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as an individual/officer/agent, on behalf of himself/herself \_\_\_\_\_, a corporation/partnership. He/she is personally know to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Printed Name

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**AGENT AUTHORIZATION FORM**

**APPLICATION FOR THE SMALL SCALE DEVELOPMENT AMENDMENTS TO THE  
TOWN OF LADY LAKE COMPREHENSIVE PLAN (CP)**

I, (please print property owner's name) \_\_\_\_\_, as the property owner of the property described below, hereby give my permission for (print agent name) \_\_\_\_\_ to act as my agent for the purpose of applying for an amendment to the Town of Lady Lake Comprehensive Plan.

Legal description (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

THE FOREGOING INSTRUMENT was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as an individual/officer/agent, on behalf of himself/herself \_\_\_\_\_, a corporation/partnership. He/she is personally know to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

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\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Printed Name

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

