



TOWN OF LADY LAKE
"RESIDENTIAL GUIDE"
2009



Frequently Called Numbers:

Animal Control: (352)751-1565

Building/Growth Management: (352)751-1511

Code Enforcement: (352)751-1562

Library: (352)753-2957

Parks and Recreation: (352)430-0451

Police Department (non-emergency) (352)751-1565

Public Works: (352)751-1526

Town Clerk: (352)751-1501

Town Manager: (352)751-1545

Utilities: (352)751-1525

Waste Management/Trash Service: (352)787-4416

* Please contact the Clerk's Office to get in touch with any of the current Town Commissioners.

CODE ENFORCEMENT MISSION

Code Enforcement plays an important role in preserving the standards of housing, safety, sanitation, and other important elements established for our community. By meeting these standards, keeping your town safe and clean, with well maintained and desirable housing, it creates a significant positive effect on property values. Maintaining property values plays a major role in protecting a family's single target investment – your home. This can only be accomplished with your cooperation.

CODE ENFORCEMENT OPERATIONS

The Code Enforcement Office of the Growth Management Department is comprised of code enforcement officers, clerical staff and administrative personnel who work together and who are responsible to uphold the various codes and ordinances, as adopted by the Mayor and Town Commission that promote a clean, safe and attractive community. Code Enforcement Officers are responsible to investigate complaints and to initiate investigations on violations they observe.

CODE ENFORCEMENT COMPLAINT

We will be happy to assist you with your information needs. You may send written complaints to the Town of Lady Lake, 409 Fennell Boulevard, Lady Lake, FL 32159. Complaints received will be investigated more efficiently with the proper address or location and a complete description of complaint. Routine complaints are generally answered in three (3) working days. Serious violations are responded to immediately.

Please be sure to report the correct location of the violation. Complaints may be made anonymously.

CODE ENFORCEMENT ACTIONS

Courtesy Notice: A notice posted at a property to explain the type of violation(s), provides the number of days and method given to correct the problem. A re-inspection of the property will determine if the violation has been corrected. If it has not, the officer will progress the case to the next enforcement action.

Notice of Violation: This is an official Notice of Violation (NOV) which begins the process to appear before a Special Magistrate Hearing, if the violation is not corrected. Certified letters are mailed to those property owners who fail to comply and are notified of the Hearing or corrective action(s) the Town will take to eliminate certain violation types.

Special Magistrate Hearing: If a violation(s) is not corrected, the case shall be brought before a Special Magistrate who has the legal authority to hear evidence, decide on facts and law, and order fines if the violations are not corrected in the time frame ordered.

Corrective Actions by Town Abatement Contractors:

Certain violation types including mowing, boarding up of abandoned structures, and other similar safety hazards or maintenance actions may be ordered. If the violation is corrected by the Town's Abatement Contractor, the property owner is invoiced for the amount of the expense plus an administrative fee. If the invoice is not paid within ten (10) days, the invoice is recorded as a lien against the property. Unpaid invoices accrue a 10% interest per annum.

VIOLATION TYPES

Animals: When not on your property, all animals are required to be on a leash, and securely controlled. It is the responsibility of the owner of the animal to remove excrement. This is the case whether on public or private property not belonging to you. Owner shall mean the same as person owning, harboring or maintaining custody of animal. Code of Ordinance Section 04-36 requires owners of any cat or dog 4 months or older to purchase a Town license certificate and tag at The Lady Lake Police Department at 423 Fennell Blvd. (352)751-1560.

The Town of Lady Lake defines which household pets are permitted. Livestock such as horses, cattle sheep, goats, hogs, pigs, chickens and geese are prohibited as pets.

Building Maintenance: Building maintenance is an important part of keeping the quality of life in our neighborhood.

The exterior of all structures on an owner's property should be maintained in good condition and not show evidence of deterioration, weathering and discoloration, ripping tearing, holes or breaks. All surfaces requiring painting or protective coating from the elements should be kept in good condition. This includes all roof surfaces.

All exterior surfaces should be maintained to prevent build-up of algae and mildew growth. All storm shutters/awnings should be kept in good working condition, properly anchored, painted or cleaned from algae and fungus growth as required. All canvas or fabric awnings shall be maintained in good condition not showing holes, ripping, tearing and kept clean from algae and mildew growth.

Building Permits: Building permits are required when construction is new, regardless of the cost of construction. Some repairs to existing structures and accessory structures also require a building permit. Construction without proper permits could result in substantial penalty fees or the property owner may be required to remove the unpermitted improvement(s). Make sure your contractor is licensed and insured and obtains the proper permits. For any questions on which type of repairs require a building permit call the Building Department at (352)751-1511.

Commercial Vehicles:

Definition: Commercial motor vehicle means a motor vehicle, commercial in design and structure, and shall include trucks, tractors, earth-moving equipment, trailers and any other motor vehicle which is actually used for commercial and industrial purposes.

Definition: Residential district means any district designated as residential by the zoning ordinance of the Town and so designated on the official zoning map on file in the Town Clerk's office.

Commercial vehicles are prohibited from being parked or stored in a residential area. For exceptions call Code Enforcement at (352)751-1562.

Contractors: Any questions about what work requires a permit, the permitting process, or to verify if a contractor is licensed and able to pull a permit please call the Town of Lady Lake Building Department at (352)751-1511. If you hire a contractor for painting, roofing, repairs, new construction, or other work, here are some tips to guide you:

1. Use licensed and insured contractors (please beware of **illegal contractors**). Have all terms for the work put in writing.
2. Demand to see their credentials, either state or county. Double check their validity. Contractor license numbers are required by law to be posted on all ads and business cards. Ask for and verify contractor references.
3. Get estimates from several contractors. Look for best work and price. Remember: you get what you pay for! Get contractor names from friends or neighbors who were satisfied with their contractor's performance.

4. If a permit is required, the contractor should secure one. If the contractor asks you to secure the permit, then you are responsible for any injuries, faulty or incorrect work. The homeowner is also responsible for work that is done without a permit.
5. Keep copies of your permits and work documents in a safe place.
6. Significant monetary penalties may be imposed for using an unlicensed contractor and any required permits will still need to be secured.
7. There is no statute of limitations for work performed that required a permit. If the condition is later identified, you will be required to obtain the proper permits and inspections, regardless of prior payments or expectations that a permit had been pulled.

The Building Department reviews construction related plans and contracts.

Fences and Walls: Walls require a building permit from the Building Department. Walls and fences have maximum height restrictions (please check with Town of Lady Lake Building Department for regulations). The continued maintenance of all fences and walls is the responsibility of the property owner. They must always be maintained in a condition that will ensure safety, functional use and a proper aesthetic appearance. This includes repairs, cleaning, painting and the use of natural wood stains.

Garage Sales: A permit is not required to hold a garage or yard sale. It is illegal, however, to place signs in medians and/or right of ways, or to tack signs on utility poles or trees to advertise the sale. One sign is permitted on the property where the sale is occurring. It is the property owner's responsibility to remove this sign at the end of the day.

Grass: All grass in residential areas shall be maintained in healthy growing condition, free of trash and debris, junk, refuse, litter, and ruts. Grass areas shall be maintained at less than 10" in height.

House Numbers: House numbers are required on the front of all homes in a conspicuous place. The minimum size of all house numbers is four (4) inches and must be a contrasting color to the structure's exterior. House numbers clearly displayed allow emergency personnel to be able to locate your residence quickly in case of emergency.

Junked, Wrecked and/or Abandoned Property: Within any residential or agriculturally zoned district it shall be unlawful for any person to cause or permit junk, scrap metal, scrap lumber, wastepaper products, discarded building materials, or any unused abandoned vehicles, or abandoned parts, machinery or machinery parts, or other waste materials, be in or upon any yards, garden, lawn, or premises in the town unless in connection with a business enterprise lawfully situated and licensed for that business.

Landscaping: Well maintained landscaping enhances the appearance of properties and keeps property values high. Each homeowner should ensure lawn areas are covered with grass or ground cover and maintained less than 10” in height. Homeowners are responsible to maintain abutting swale areas, the area adjacent to the roadway. Trees and bushes shall be neatly trimmed. A permit must be obtained to remove a dead tree. Dead bushes should be removed. Vision should not be obstructed for motorists by trees or bushes planted on swales or property. Pedestrian pathways, traffic signs and street light should not be obstructed and be kept clear.

Litter/Excessive Grass/Weeds Growth: It shall be unlawful for the owner, occupant, lessee or person in control of any land which is within the Town limits to permit, maintain or allow to remain any accumulation of undergrowth, rubbish, debris, decayed vegetable matter, filth, dangerous trees, rubbish, trash, growth of weeds or noxious plants.

Outside Storage: Residential uses for outside storage of materials and equipment shall be restricted to the rear yard, screened and not visible from any public right-of-way or adjoining lot. This provision shall not apply to the regular parking or storage of licensed and operable motor vehicles, boats, recreational vehicles and other such vehicles which are regulated by other Town codes. Specifically prohibited is the outside storage of appliances, unlicensed or inoperable motor vehicles, motor vehicle parts, and equipment and materials used as part of a business conducted off-site.

Pools: Pools are required to be clean, sanitary and secured by either a screen enclosure or a fence barrier. The minimum fence height is four (4) feet. A gate closer shall be equipped with a self-closing, self-latching mechanism to promote safety. All erected/constructed pools require a building permit prior to installation. Above ground pools using the pool structure as a barrier must secure ladder or steps to prevent access by locking or removing them. Proper installation is crucial to the safety of your family and guests. Call the Building Department for permitting information at (352)751-1511.

Prohibited Items on Right-of-Way: It is unlawful to place concrete blocks, rock, railroad ties or other similar objects, shaped cement curbstones or any other sharp edged or pointed material on the swale area or within ten (10) feet of the paved vehicular right-of-way. This could cause a traffic hazard which could lead to an accident resulting in injury to a pedestrian or property damage.

Prohibited Parking: It shall be unlawful for any owner, operator or person in charge of any commercial motor vehicle or trailer to park, stop, store or keep such motor vehicle or trailer on any public street, avenue, alley or thoroughfare within any residential district or upon any lot, piece or parcel of land within such residential district.

Screens and Screen Enclosures: Screens and screen enclosures shall be maintained in good condition. Any torn or ripped screens should be repaired. Missing screens should be replaced. Screen enclosures require a building permit when installed.

Sheds: All sheds require a building permit before being erected. Sheds are to be maintained in the same manner as exterior building surfaces. All sheds must be anchored and secured so as to not become a flying projectile in high winds.

Sidewalk and Swales: Swales are the area adjacent to the roadway and your property which convey surface drainage. All owners of property next to sidewalks or streets must keep those areas clean, mowed and in good repair to function properly. Tree branches obstructing sidewalks should be trimmed - see “Trees and Tree Maintenance”.

Trees and Tree Maintenance: Trees provide several benefits to the property owner including energy saving shade, privacy, and a pleasing neighborhood environment. Choosing the right type of tree and planting location can avoid future problems from roots or intrusive tree limbs. Do not plant trees close to power lines, stop or yield signs, street lights, or other traffic control devices. Do not plant trees near the sidewalk which could create a sight obstruction for pedestrians and motorists. Please trim and allow eight (8) feet of clearance for pedestrians using the sidewalks. Before planting call the Growth Management Division at (352) 751-1582 for information on swale plantings. Pruning of large trees may be recommended to improve or maintain the health of the tree. To control the size and shape of the tree, prune completely being mindful of the trees natural shape and aesthetics: trimming trees also avoids safety hazards under power lines.

Tree Trimming: Should tree limbs need to be pruned, choose a licensed and insured tree care professional, or arborist, that can trim your trees according to Tree Care Industry Association standards. He/she should also be familiar with our Town's ordinances and be licensed and insured.

Excessive Lifting: Lifting trees is a common pruning practice where the lower branches of the tree are removed to provide clearance for cars, structures, etc. Over lifting or excessive thinning of trees is a poor pruning practice. This type of pruning causes trees to be top heavy, reduces trunk taper and increases chances of branch breakage. It also disfigures the natural form of the tree.

Topping: Topping is a type of pruning where most of the canopy is removed from a tree, leaving mostly branch stubs. Topping initiates decay in the trunk and main branches and attracts wood boring insects. Never top or allow anyone to top one of your trees. Topping is equivalent to butchering a tree. Competent landscape professionals do not top trees.

Should conditions require the removal of a tree, a permit is required prior to removal from the Town's Growth Management Department.

Vehicles: Vehicles with an expired tag or tags not displayed shall not be parked or stored on the public right-of-ways or on private property in a residentially zoned area.

Watering Schedule: The watering schedule for the Town of Lady Lake is as follows:

During Daylight Savings Time:

<u>Home Address:</u>	<u>Watering Days:</u>	<u>Watering Hours:</u>
Even Addresses (ends in 0,2,4,6,8)	Thursday and Sunday	Before 10 a.m. or After 4 p.m.
Odd Addresses (ends in 1,3,5,7,9)	Wednesday and Saturday	Before 10 a.m. or After 4 p.m.

During Eastern Standard Time:

<u>Home Address:</u>	<u>Watering Days:</u>	<u>Watering Hours:</u>
Even Addresses (ends in 0,2,4,6,8)	Sunday Only	Before 10 a.m. or After 4 p.m.
Odd Addresses (ends in 1,3,5,7,9)	Saturday Only	Before 10 a.m. or After 4 p.m.

HURRICANE TIPS

Before Hurricane Season:

- Understand your area storm risks.
- Contact local emergency officials for information.
- Attempt to make “Host Home” sheltering arrangements.
- Check the location of area public shelters.
- Review and update home and flood insurance policies.
- Trim and prune trees and shrubbery.
- Develop a “Family Disaster Plan” and assemble a “Disaster Kit”.
- Find an out-of-state friend or relative to act as an emergency contact.
- Check emergency equipment such as generators, flashlights, portable AM/FM radios and cell phones.
- Learn multiple evacuation routes from your home.

When a Hurricane Watch is issued:

- Monitor storm progress on TV, radio and NOAA Weather Radio.
- Check supply of batteries.
- Fuel vehicles.
- Check supplies of non-perishable foods.
- Remember a manual can opener.
- Check supply of prescription drugs and first-aid items.
- Make sure you have an adequate supply of pet food.
- Collect copies of valuable papers, including insurance policies.
- Prepare to bring inside lawn furniture, tools and other objects that could be blown around by storm winds.
- Review family evacuation and communication plans.
- Have extra cash on hand.
- Moor boats in safe areas or take out of water.

When a Hurricane Warning is issued:

- Store fresh drinking water in bathtubs, bottles, jugs and pots.
- Finish putting up storm shutters, storing loose objects, etc.
- Turn refrigerator and freezer to coldest settings.
- If in a mobile home, check tie-downs and evacuate.
- Closely monitor radio, TV and NOAA Weather Radio.
- Store valuables in waterproof containers.
- Follow instructions of local officials. **LEAVE IF TOLD TO DO SO!**

If Evacuating:

- Leave as soon as possible.
- Secure home, unplug appliances, and turn off electricity and main water valve.
- Change telephone message machine to advise callers of your destination.
- Tell someone out of the storm area where you are going.
- Bring extra clothing, blankets, sleeping bags, personal hygiene items, required medications, games, toys and books, as well as important papers.
- Pet-Friendly Shelters require pets to be crated, have current shots and owners provide food.

If Staying Home:

- Stay inside and away from doors, windows and skylights.
- Fill bathtub with water and open refrigerator only when necessary.
- Turn propane tanks off.
- If power is lost, turn off major appliances to limit damages when power is restored.
- Use only battery operated lights. **Do not use candles or open flames.**

When a Hurricane Strikes:

- Stay away from windows, even if they are covered.
- Brace all exterior doors and close all interior doors.
- Go to a small interior first-floor room, such as a bathroom or closet for maximum protection.
- Do not go outside if the storm “eye” passes overhead. Hurricane force winds will soon return.

After the Storm:

- Stay away from downed, loose or dangling electrical lines and report them to authorities.
- Check gas, water and electrical lines leading to your home for possible damage.
- **Avoid using candles and open flames.**
- If using a generator, make sure your home is not connected to other sources of electricity. Contact your power company for details.
- Place generators in a well-ventilated area away from your home.
- Make sure tap water is not contaminated before drinking or using it for cooking.
- Drive only if absolutely necessary.
- Take pictures of damage to house, furnishings and surroundings for insurance claims.

Department of Public Safety www.lakegovernment.com
Lake County Emergency Management (352)343-9420

Citizens Information Line (352)253-9999
(active during emergencies)

THIS GUIDE WAS PREPARED BY:

THE GROWTH MANAGEMENT DEPARTMENT
BUILDING SERVICES DEPARTMENT
CODE ENFORCEMENT DIVISION

THE INFORMATION CONTAINED IN THIS GUIDE IS CURRENT AT
THE TIME OF PRINTING

JUNE 2009

These summaries are for informational purposes only. The latest unabridged code should be reviewed prior to taking any action. (A copy of the Town of Lady Lake Code is available in the Town Clerk's Office or on our web site at www.ladylake.org)

These summaries are not given as legal advice and may not be relied upon as such. If you have questions, consult with an attorney of your choice.

IF YOU HAVE QUESTIONS ABOUT THE "TOWN OF LADY
LAKE RESIDENTIAL GUIDE" PLEASE CONTACT THE
CODE ENFORCEMENT DIVISION AT (352)751-1562

Residents of Lady Lake are encouraged to get involved in what is happening in their community. For more details regarding the Town of Lady Lake's business hours, applications, updates and upcoming Town events be sure to visit our webpage:

www.ladylake.org

Town of Lady Lake Land Development Regulations and Code of Ordinances can also be accessed at this website.