

APPLICATION FOR SMALL SCALE DEVELOPMENT AMENDMENTS TO THE 2030 COMPREHENSIVE PLAN
Town of Lady Lake

Small scale amendments must meet the following criteria of (Ch. 163.3187, F.S.):

- ◆ A proposed amendment involving a residential land use may not exceed a density of the (10) units per acre.
- ◆ The proposed amendment does not require an amendment to the Urban Service Area boundary.
- ◆ The proposed amendment does not involve the same owner’s property within 150 feet of property granted a change within the prior twelve (12) months.
- ◆ The proposed amendment cannot involve a change to the goals, policies, objectives or text of the Comprehensive Plan.
- ◆ Small scale amendment applications will only be accepted until the statutory one-hundred and twenty (120) acre cumulative total is reached.

In addition, staff may determine on a case-by-case basis, which amendments need to be processed as part of the regular amendment cycle.

Applications for small scale amendment accepted Monday through Thursday from 7:30 AM to 6:00 PM. One (1) notarized and eight (8) copies of the application, eight (8) sets of any required exhibits and any attachments, together with an application fee of \$1,300.00 (checks made payable to the TOWN OF LADY LAKE) or \$2,500.00 when combined with a rezoning application, must be filed with the Growth Management Department, 409 Fennell Boulevard, Lady Lake, Florida. All requests for a fee waiver must be formally approved by the Town of Lady Lake Commission.

Type or Print the following information, if applicable:

Owner(s)/Applicant*	Agent/Applicant
Address	Address
City	City
State Zip	State Zip
Phone (H)	Phone (H)
Phone (W)	Phone (W)
Fax	Fax

Adopted Future Land Use Designation(s) _____
Requested Future Land Use Designation(s) _____

*If someone other than the property owner is submitting this application, then the attached Agent Authorization Form must be completed (Page 5).

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: _____

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: _____

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.

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.

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: _____

SMALL SCALE COMPREHENSIVE PLAN PETITION CHECKLIST

ALT. KEY NUMBER _____

PROPERTY OWNER: _____

LEGAL DESCRIPTION: _____

APPLICATION/ACCOMPANYING DOCUMENTS

DATE

- | | |
|---|-------|
| _____ Received by Growth Management Dept. | _____ |
| _____ Application | _____ |
| _____ Legal Description | _____ |
| _____ Proof of Ownership/Warranty Deed | _____ |
| _____ Owner/Agent Affidavits | _____ |
| _____ Certified Survey of Property | _____ |
| _____ Justification Statement | _____ |
| _____ Map showing current zoning of property and adjacent properties | _____ |
| _____ Map showing proposed zoning for property | _____ |
| _____ Map showing future land use of property and adjacent properties | _____ |
| _____ Map showing proposed future land use for property | _____ |
| _____ List of Property owners within 150 Feet | _____ |
| _____ Vicinity Map Showing Property and Major Roads | _____ |
| _____ Flood Insurance Rate Map(For Flood Prone Areas) | _____ |
| _____ Aerial Map | _____ |
| _____ Traffic Analysis | _____ |
| _____ Submitted to the Town Clerk's Office | _____ |
| _____ Fees Paid in the Amount of \$ _____ | _____ |

SCHEDULE MEETING DATES

- | | |
|----------------------------------|-------------------------------|
| _____ Technical Review Committee | _____ |
| _____ Planning & Zoning Board | _____ |
| _____ Town Commission | _____ |
| | 1 st Reading _____ |
| | 2 nd Reading _____ |

NOTIFICATIONS

- | | |
|--|-------|
| _____ Notice to Abutting Property Owners | _____ |
| _____ Posting Notices | _____ |
| _____ Advertising | _____ |

ACTIONS TAKEN

- | | |
|--------------------------------|-------|
| Technical Review Committee: | |
| _____ Approved | _____ |
| _____ Approved with conditions | _____ |
| _____ Disapproved | _____ |
| Planning & Zoning Board: | |
| _____ Approved | _____ |
| _____ Approved with conditions | _____ |
| _____ Disapproved | _____ |
| Commission: | |
| _____ Approved | _____ |
| _____ Approved with conditions | _____ |
| _____ Disapproved | _____ |