

## MINOR SUBDIVISION REQUIREMENTS

### Growth Management Department

The requirements for a minor subdivision apply only to property that lies within a residential zoning district. In order to qualify for a minor subdivision, the following criteria must be met:

- 1) An overall tract in single ownership is divided into not more than a total of six (6) lots.
- 2) The proposed division is not part of an overall tract previously approved as a Minor Subdivision.
- 3) All proposed lots must meet or exceed the dimensional requirements of the Land Development Regulation (LDR) Code, and required easements for utility, drainage, conservation, or other purposes must be delineated for transfer to the Town as part of the development order.
- 4) All lots must front on a publicly or privately paved street.
- 5) No new streets are proposed or required.
- 6) No dedication of access right-of-way, drainage area, conservation areas or other publicly maintained property is necessary and proposed in order to make the subdivision feasible.
- 7) If any lot abuts a publicly maintained road that does not conform to the right-of-way specifications provided or adopted by reference in the Town's LDRs, the owner shall be required to dedicate the required right-of-way width necessary to meet the minimum design standards.
- 8) Flag lots are not allowed.
- 9) A well or septic tank may be allowed per the Water and Sewer Standard Specifications chapter of the LDRs.

Prior to the property being divided, it must be reviewed and approved by the Town. A summary of the review and approval process follows:

The completed minor subdivision application, along with the applicable fee, must be submitted to the Growth Management Department no later than **thirty (30) days** in advance of a regularly scheduled Technical Review Committee (TRC) meeting in order 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.

The application must include the following information:

- 1) Property owner name, address and legal description of property.
- 2) Current zoning of subject parcel and whether a rezoning will be required.
- 3) Size and number of proposed lots.
- 4) Adjacent street name and classification.
- 5) Type and square footage of existing building on parcel.
- 6) Information regarding adjacent right-of-way or easements.
- 7) Boundary and improvement survey.
- 8) Source and location of water and sewer facilities.

The minor subdivision application shall be reviewed by the TRC and recommendations shall be made to the Town Commission. The Commission, at a public hearing, shall review the request and approve, approve with conditions, or deny the request. The property owner or the owner's agent must be present at the public hearing. Upon approval of the minor subdivision, separate deeds for each lot or parcel and any easements required must be prepared and recorded. Copies of these documents must be submitted to the Town Clerk's Office.

The above requirements are intended to provide only a general overview of the minor subdivision process. Minor Subdivision 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 and assistance, contact the Growth Management Department at 751-1582.

**TOWN OF LADY LAKE  
MINOR SUBDIVISION APPLICATION**

Alternate Key Number \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Applicant is: Owner\_\_\_Agent\_\_\_Purchaser\_\_\_Lessee\_\_\_Optionee\_\_\_
4. Property Address/Location: \_\_\_\_\_
5. Legal Description of Property to be divided: \_\_\_\_\_  
\_\_\_\_\_
6. Area of Property: \_\_\_\_\_ Square feet \_\_\_\_\_ Acres
7. Utilities: Central Water\_\_\_ Central Sewer\_\_\_ Well\_\_\_ Septic Tank\_\_\_
8. Zoning of property: \_\_\_\_\_
9. Number, square footage and present use of the existing structures on the property:  
\_\_\_\_\_
10. Proposed number and size of lots/parcels:  
\_\_\_\_\_
11. Proposed use of the property: \_\_\_\_\_

12. Have any land use applications been filed within the last year in connection with this property? \_\_\_Yes \_\_\_No. If yes, briefly describe the nature of the request and date when this was done:

\_\_\_\_\_

Applications shall include a legal description of the property, proof of ownership and authorization from the owner if represented by an agent or contract purchaser.

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 TWENTY-EIGHT (28) 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 Application 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