

Town of Montverde Variance Process

Submittal Requirements

Five (5) initial copies of the following (additional copies will be required after the final review completed):

- The name, address, and telephone number of the applicant and the owner of the property
- A sketch shall be prepared which shows the topography of the property and the dimensions and location of all existing and proposed buildings and improvements, including, but not limited to, signs, driveways, off-street parking areas, loading and unloading areas, roads and streets, and utility easements. The topography required for this sketch may be obtained from the U.S.G.S. Quadrangle Maps or Lake County, if such information is available.
- A detailed description of the nature and extent of the requested variance.
- Plans or reports describing traffic conditions that will be created by the variance.
- Complete legal description of the property, including a survey prepared by a Florida Registered Land Surveyor.
- Any other information or data required by the Planning and Zoning Committee or the Town Council.
- The Town Council, in its sole discretion, may waive any or all of the requirements in the 2nd through 5th bullet above
- Proof of ownership
- Owners Affidavit and of applicable Applicant Affidavit
- Completed application
- Method of providing services including water, sanitary sewer, roads, drainage, schools, and police protection

Processing

- All applications are received by the Town Clerk and forwarded to the Planning Consultant, Town Attorney, and Town Engineer (if applicable) for review of code compliance and completeness.
- At the time of review the Town may request additional information to analyze impacts.
- The Clerk must forward the consultant comments to the applicant.
- Once the application is complete and there are no major issues, the consulting planner will forward the information to Town Attorney for preparation of Ordinance.
- The Clerk shall inform the applicant of meeting dates.

Advertising/Notices/Postings

- Notice to surrounding property owners within 300 ft at least 2 weeks prior to P&Z through certified mail read receipt.
- Advertise two times with the last advertisement 10 days prior to final Town Council and first advertisement prior to P & Z
- All cost incurred by notification/advertising/posting shall be paid by the applicant

Hearings

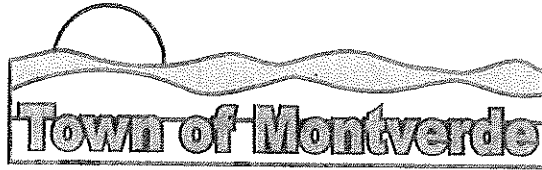
- P & Z Committee (4th Wednesday of each Month) – Recommendation to Council
- Town Council Meeting (2nd Tuesday of Month) – One Reading

Processing After Approval

- None Required

Fees

- The applicant will pay in full for cost incurred through consultant review, attorney's fees advertising and notification.



APPLICATION FOR VARIANCE REQUIREMENTS

Tax Identification # _____

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: _____
6. The variance requested is as follows: _____
7. The variance is necessary for the following reasons: _____
8. Is your situation due to unique circumstances not created by you or your predecessor in title? Explain such circumstances: _____
9. Do special conditions and circumstances exist which are peculiar to your land or structure and which are not applicable to other lands or structures in the same district? Explain such conditions or circumstances: _____
10. Would literal interpretation of the provisions of the Code deprive you of rights commonly enjoyed by other property owners in the same district? Explain such rights: _____

11. A variance, as requested, will not permit, establish or enlarge any use or structure which is not permitted in the district. Does your request meet this criteria?

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: _____

This application must be accompanied by proof of ownership and authorization from the owner if represented by an agent or contract purchaser. It must also include a drawing showing the exact locations and dimensions of all existing and proposed buildings and additions, required setbacks, existing easements and clearly delineate the specific variance requested.

I certify that the statements in this application are true to the best of my knowledge.

Signature of Applicant

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/she is the fee-simple owner of the property legally described on page one of this application.
- (2) That he/she desires approval for:

- (3) That he/she has appointed _____ to act as agent in his/her 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/her 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/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Montverde, 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 Montverde, 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