



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 719-5766

growthmanagement@lcfla.com

**LAKE CITY BUILDING DEPARTMENT
APPLICATION & PETITION TO THE BOARD OF ADJUSTMENT**

TYPE OF PETITION

PETITION # _____

_____ SPECIAL EXCEPTION

_____ VARIANCE

_____ APPEAL OF THE ZONING OFFICIAL

DATE _____ PARCEL I.D.# _____

APPLICANT _____ PHONE _____

ADDRESS _____

OWNER _____ PHONE _____

ADDRESS _____

THE PROPERTY IS MORE SPECIFICALLY DESCRIBED AT FOLLOWS:
(Legal Description) (If space is not adequate you may attach)



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The petitioner requests the Board of Adjustment to consider a deviation from the Land Development Regulations, Section _____, to allow the property Zoned _____ to be improved as follow:
(Describe in detail the improvement requested. Attach separate page if necessary.)



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SUPPLEMENTARY INFORMATION TO PETITION

1. Provide a plot plan showing all property boundaries, dimensions, streets which are contiguous with the property, buffer areas, driveways, parking areas and structures all to scale not less than one (1) inch equal to twenty (20) feet.
2. Total square feet of land area _____
3. Total square feet of existing plus proposed addition of all structures _____
4. Percentage of existing and proposed land coverage by structures _____
5. Total number of off-street parking spaces provided or to be provided _____
6. Ingress and egress to off-street parking will be by:
 Ingress (name of street or avenue) _____
 Egress (name of street or avenue) _____
7. One-way drive _____ or two-way drive _____
 The driveway width _____ and the driving lane width to parking stalls (in feet)
8. The structure (s) which exist and/or proposed will _____ or will not _____ change the required set back and yard requirements.
- 9.

YARD SET BACKS

	REQUIRED	EXISTING	CHANGE
FRONT			
SIDE			
REAR			

10. Percentage of the land area to be landscaped _____



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ADDITIONAL INFORMATION MAY BE SUBMITTED WITH THIS PETITION

ALL MATERIAL SUBMITTED MUST BE TRUE AND FACTUAL

1. The petition must be complete and be signed by the property owners and their Agent. It must be notarized and accompanied with the fee of _____

1. All petitions must be complete and filed (30) Thirty days prior to the date of the Board of Adjustment meeting to permit required Public Notice.

2. All Petitioners, or their Agent, are required to be present at the Public Hearing or the petition may be denied or tabled to a later date.

I, and my Agent, fully understand the above requirements, and that all materials submitted shall become part of the permanent file along with this Petition. I/We do hereby swear to the best of My/Our knowledge, that all statements submitted in this Petition and attachments are the truth and are factual statements.

I/We, do hereby swear to give true statements at all Public Hearing that shall pertain to this Petition while being conducted by the Board of Adjustment.

Property Owner

Agent for Owner

Mailing address, you wish information to be sent to and phone number.

STATE OF _____
COUNTY OF _____

Phone # _____

Sworn to and subscribed before me
this _____ day of _____
20_____
By _____

Who is/are personally known to me or
has/have produced _____

as identification.

Notary Public

My Commission Expires _____



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**NOTICE TO PETITIONER/LAND OWNER
CONCERNING SIGNS POSTED ON PROPERTY
FOR PUBLIC HEARINGS**

The City of Lake City Zoning Regulations require that properties for which Land Use Change, Zoning Change, Special Exceptions, or Variance is requested must be posted by the Department of Growth Management for a minimum period of ten (10) days prior to the Planning and Zoning Board or Board of Adjustment. If the request is one that must also be heard by the City Council, then it continues to be the property owner's responsibility to keep the property posted until after the final hearing by the City Council.

In the event the signs are moved, removed from the property, torn down, defaced, or otherwise disturbed, the applicant/property owner must immediately notify the Department of Growth Management so the property can be reposted. If the property is not properly posted until all hearings of the Planning and Zoning Board, Board of Adjustments, or City Council are completed, any one of the boards reserves the right to table a discussion on the request or continue the hearing until such time as the property is properly posted for the required period.

I (The Petitioner or Property Owner) have read the above statement and understand it is my responsibility to keep proper notification on the property as specified in the petition until all hearings requested are completed.

Applicant's Signature

Date

Please call Jackie Kite at 386-719-5766 if you have any questions.