



**APPLICATION & PETITION  
TO THE  
BOARD OF ADJUSTMENT**

TYPE OF PETITION

PETITION # \_\_\_\_\_

\_\_\_\_ SPECIAL EXCEPTION  
\_\_\_\_ VARIANCE  
\_\_\_\_ INTERPRETATION

DATE FILED \_\_\_\_\_  
APPEAL DATE \_\_\_\_\_  
OF THE ZONING OFFICIAL

**Petitioners Name:**

\_\_\_\_\_

Location of property by address and nearest cross street: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The property is more specifically described as:  
(Type on the back of page one if space is not adequate)

This petitioner requests the Board of Adjustment to consider a deviation from Ordinance \_\_\_\_\_ Section \_\_\_\_\_ of the Ordinance to allow the property zoned \_\_\_\_\_ to be improved as follows: (Describe in detail the improvement requested. Type on the back if necessary.)

SUPPLEMENTARY INFORMATION TO PETITION

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 of not less than one (1) inch equal to twenty (20) feet.

\*Total square feet of land area \_\_\_\_\_ square feet.

\*Total square feet of existing plus proposed addition of all structures \_\_\_\_\_ square feet.

\*Percentage of existing and proposed land coverage by structures \_\_\_\_\_%.

\*Total off-street parking spaces provided, or to be provided \_\_\_\_\_.

\*Ingress and egress to off-street parking will be by \_\_\_\_\_ Street or Avenue and by \_\_\_\_\_ Street or Avenue and be: \_\_\_\_\_ one way drive \_\_\_\_\_ two way drive.

\*The driveway width \_\_\_\_\_ feet and the driving lane to parking stalls \_\_\_\_\_ feet in width.

\*The structure(s) which exist and/or proposed will \_\_\_\_\_ or \_\_\_\_\_ will not change the required set back and yard requirements.

| <b>Area in yard setback</b> | <b>Existing</b> | <b>Change</b> | <b>Required</b> |
|-----------------------------|-----------------|---------------|-----------------|
|-----------------------------|-----------------|---------------|-----------------|

|       |       |       |       |
|-------|-------|-------|-------|
| Front | _____ | _____ | _____ |
|-------|-------|-------|-------|

|              |       |       |       |
|--------------|-------|-------|-------|
| Side<br>Yard | _____ | _____ | _____ |
|--------------|-------|-------|-------|

|              |       |       |       |
|--------------|-------|-------|-------|
| Rear<br>Yard | _____ | _____ | _____ |
|--------------|-------|-------|-------|

Percentage of the land area to be landscaped \_\_\_\_\_%.

Additional information may be submitted along 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 by the fee of (\$\_\_\_\_\_) \_\_\_\_\_ dollars.
2. All petitions must be complete and filed (15) fifteen days before the date of the meeting to permit required Public Notice.
3. All Petitioners, or their Agent, are required to be present at the Public Hearing to be tabled and rescheduled 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. (We) or (I), do hereby swear to the best of (My) or (Our) knowledge, that all statements submitted in this Petition and attachments are the truth and are factual statements.

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

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
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\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



**DEPARTMENT OF GROWTH MANAGEMENT**

205 NORTH MARION AVENUE

LAKE CITY, FLORIDA 32055

TELEPHONE: (386) 719-5766

FAX: (386) 758-5426

**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's hearing. Once the property is posted, it is the property owner's responsibility to keep the property posted until after the final hearing of the Planning and Zoning Board or Board of Adjustments. 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