



# Office of Planning and Zoning

## Average Setback Application

Date: \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

**Legal Description:**  
Alternate Key # \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**Detailed Directions:** \_\_\_\_\_

**Requested average:** \_\_\_\_ front average setback \_\_\_\_ rear average setback \_\_\_\_ front and rear average setback

**Please submit the following documentation:**

- Plot plan showing proposed development
- Property record card and/or recorded warranty deed
- Original documentation from adjacent property owners granting County staff permission to enter their property to perform the average setback determination. The attached signature page can be used.
- Fee in the amount of:  
\$157.00 for individual lots, or  
\$250.00 + \$5 per lot over 25 lots for a Master Park Plan.

You may pay with a debit or credit card, however, an additional fee equal to 1% of the transaction total will be added for the convenience of using a debit or credit card.

When the average setback is verified, the applicant may apply for a permit at the average setback line.

**To be Completed by Staff Only**

**Address Measured:**

**Results:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Field Verification:**

Verified average front setback: \_\_\_\_\_ Verified average rear setback: \_\_\_\_\_

Staff conducting verification: \_\_\_\_\_ Date: \_\_\_\_\_

File #: \_\_\_\_\_ Address Screen: \_\_\_\_\_

Dear Property Owner,

This letter is a request for permission for a Lake County Economic Growth employee to enter your property to perform an average rear/front setback for your neighbor. This person's property is located at:

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(Address or legal description of property for which average setback is requested.)

By requesting an average setback, your neighbor will be able to place their residence/structure in a manner consistent with similar structures in the neighborhood.

If you have any questions or concerns, please contact our office at 352-343-9641, the Fax Number is 352-343-9767, or email us at [zoning@lakecountyfl.gov](mailto:zoning@lakecountyfl.gov).

***I hereby allow Lake County to enter my property for the purpose of determining an average setback.***

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Property Owner's Signature

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Address

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Property Owner's Signature

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Address

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Property Owner's Signature

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Address

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Property Owner's Signature

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Address

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Property Owner's Signature

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Address

I hereby certify that the above property owners did sign and give their consent for a Lake County employee to enter their property for the sole purpose of determining an average setback.

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Signature

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Date