



City of Inverness

Community Development Department
212 West Main Street – Inverness, Florida 34450
(352)726-3401 - Fax (352)726-5473

DDS@Inverness.gov

PLANNING AND ZONING APPLICATION

Please note: All applicants should attend a pre-application conference with the Community Development Director prior to filing this application.

Date: _____

Application No: _____

Applicant Name: _____

Phone # _____

Address: _____

Email Address: _____

Fax # _____

Applicant is: ☐ Owner ☐ Agent ☐ Purchaser ☐ Lessee ☐ Other _____

Owner's Name: _____

Phone # _____

Address: _____

Email Address: _____

Fax # _____

Application Type:

- | | | |
|---|---|---|
| ☐ Annexation | ☐ Rezoning | ☐ Comprehensive Plan Amendment |
| ☐ Variance – Residential | ☐ Administrative Appeal | ☐ Preliminary Plat Review |
| ☐ Variance | ☐ Final Plat | ☐ Special Exception Use |
| ☐ Road/Easement Vacation | ☐ Planned Unit Development | |
| ☐ Other: _____ | | |

Reason for Request: _____

Project Title (If any): _____

Property Address: _____

Property size (acres): _____

Parcel ID Number: _____

Existing use of Property: _____

Existing Zoning: _____

Existing land use designation: _____

Current number of structure(s) on the property: _____

Type of Structure(s) on the property (house, shed, etc.): _____

Proposed use of Property: _____

Proposed Zoning: _____ Proposed land use designation: _____

Please explain your request for the proposed zoning and/or future land use: _____

What utilities currently exist on the site?

☐ Water ☐ Sewer ☐ Well ☐ Septic ☐ None

What utilities are proposed to be used?

☐ Water ☐ Sewer ☐ Well ☐ Septic ☐ None

Have any previous applications been filed within the last year in connection with this property?

☐ Yes ☐ No

If yes, please describe and give application numbers: _____

Submittal Requirements: (Check Box for each item you are attaching)

All applications MUST provide the following:

- ☐ Completed Planning and Zoning Application.
- ☐ Copy of the Recorded Deed(s) for the property.
- ☐ Copy of Property Record Card(s) (available online at <http://www.citruspa.org>)
- ☐ Owner's/Agent's affidavit (last page of this application)

All Applications MUST provide the following upon request by the City:

- ☐ Lot Plan
- ☐ Survey of the Property
- ☐ Diagram

Specific attachments:

- ☐ Annexation: Complete electronic legal description in MS Word Format.
- ☐ Large Scale Comprehensive Plan Amendment (LPSPA): Complete electronic legal description in Word.
- ☐ Variance: Survey of property detailing variance request.
- ☐ Special Exception: Survey of property detailing special exception request.
- ☐ Preliminary Plat Application: 7 copies of site plan and 1 electronic copy.
- ☐ Final Plat Application: 7 copies of the plat and 1 electronic copy.
- ☐ Road/Lot/Parcel/Plat/Easement Vacation: Survey detailing request.
- ☐ Planned Unit Development (PUD) Zoning: 7 copies of site plan and 1 electronic copy.
- ☐ Other: _____

**ONLY CONCURRENT ANNEXATION, REZONING AND COMPREHENSIVE PLAN
AMENDMENTS ARE ALLOWED ON A SINGLE APPLICATION**



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Property Owner & Agent Affidavit

Before me, the undersigned authority personally appeared, _____ (property owner's name), who being by me duly on oath, deposes and says:

1. That said authority is a fee-simple owner of the property legal described in this application.
 2. That said authority desires to: _____
-
3. That said authority (Property owner) has appointed _____ (Agent's name to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations and provisions of the City of Inverness, 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 City of Inverness, Florida are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

Property Owner's Signature

STATE OF FLORIDA
COUNTY OF CITRUS

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name) of an affiant deponent or other signer. He/She is personally known to me or has presented _____ as identification.

Public Notary

Agent's Signature

STATE OF FLORIDA
COUNTY OF CITRUS

Subscribed and sworn to (or affirmed before me on _____ (date) by _____ (name) of an affiant deponent, or other signer. He/She is personally known to me or has presented _____ as identification.

Public Notary