



**ZONING DIVISION**

Phone: (352) 343-9641

Fax: (352) 343-9767

**BUILDING DIVISION**

Phone: (352) 343-9653

The following numbers will be helpful throughout the process for obtaining a zoning clearance for a residential structure:

**PROPERTY APPRAISER'S OFFICE**

Phone: (352) 343-9748

**RECORDING OFFICE**

Phone: (352) 253-2600

**ENVIRONMENTAL HEALTH**

Phone: (352) 253-6130



**LAKE COUNTY**

DEPARTMENT OF  
GROWTH MANAGEMENT

315 W. Main St., Tavares, fifth floor

Phone: (352) 343-9641

Fax: (352) 343-9767

[www.lakecountyfl.gov](http://www.lakecountyfl.gov)

keyword: gm

**MISSION STATEMENT OF THE  
LAKE COUNTY  
ZONING DIVISION**

To provide the best customer service possible to the citizens of Lake County by affording a total range of services; continually improving the customer's experience with Lake County Government.

**OBTAINING A ZONING  
CLEARANCE FOR A  
RESIDENTIAL STRUCTURE**



**LAKE COUNTY**

DEPARTMENT OF  
GROWTH MANAGEMENT  
*Zoning Division*

For more information about zoning, contact the Lake County Zoning Division at (352) 343-9641.

For more information about safety inspections, contact the Lake County Building Division at (352) 343-9653.



The process of obtaining a zoning clearance for a residential structure starts at the Lake County Zoning Division. The first thing Zoning staff will do is confirm that the proposed project meets County land development codes.

With the address or alternate key number of the proposed project, staff will review the zoning maps to determine whether the residence is in an appropriate zoning district.

The Lake County zoning maps are based on the legal description of land as recognized by the Department of Growth Management. These maps are not always the same as the maps used by the Property Appraiser's Office. While sometimes different, both maps are correct. For the purpose of building on a parcel, the parcel must be recognized on the zoning maps.

Staff will check the Federal Emergency Management Agency flood maps to determine if the parcel is in a flood zone. If it is, an elevation certificate will be required. An elevation certificate must be signed and sealed by a land surveyor, engineer or architect authorized by law to certify elevation information.

#### WHEN VISITING THE ZONING DIVISION TO OBTAIN A ZONING CLEARANCE, PLEASE BRING THE FOLLOWING:

- A completed zoning application. (*Applications are available at the customer service desk or online at [www.lakecountyfl.gov](http://www.lakecountyfl.gov), keyword: gm*)
- Detailed directions to the job site.
- The square footage of the living area and the parcel's total square footage.
- Three plot plans drawn to scale (*show lot dimensions, location of any structures, easements, road right of way, location of septic and drain field (if applicable), water bodies and distances of proposed structures from the property line.*)
- The location of all adjacent surface water bodies and wetlands. The jurisdictional wetland line or high water line is necessary to establish a set back distance. A surveyor licensed and registered with the State of Florida is required to provide this information.
- A current tax receipt or property record card with full legal description and current owner's name. (*A recorded deed may be required to show current ownership.*)

#### A FEW THINGS TO KEEP IN MIND

Lake County does have tree requirements for residential sites. Please ask for or pick up the Lake County Residential Tree Requirements brochure, which contains information a homeowner will need as well as lists of recommended trees and prohibited trees.

If a parcel is not part of a pre-approved subdivision and there are five or fewer Gopher Tortoises on the site, a State of Florida Fish and Wildlife Conservation Commission permit will need to be filled out. The form is called a "permit application for on-site relocation of five or fewer Gopher Tortoises" and can be obtained at the Lake County Zoning Counter.

The issuance of a zoning clearance does not assure that building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements.