



## MEMORANDUM

**TO:** Brenda Brasher - Town Clerk

**FROM:** Sean M Parks, AICP - Consulting Town Planner  
*Sean M Parks*

**DATE:** December 7, 2017

**SUBJECT:** 17625 Kirkland Road  
Zoning Clearance Report  
Applicant: Catrina Hurst  
Application No. 2017-12-002

The applicant has requested approval for replacement of an existing roof located on Parcel No. 3794800 (ALT Key) at 17625 Kirkland Road. The applicant submitted an application for proposed new roof installation.

The applicant has submitted the required Town of Montverde Zoning Clearance Forms. My review is based upon the aforementioned documents provided to me by the Town of Montverde.

The Subject Property is zoned Single-Family – Low Density (R1-L).

The proposed site plan indicates conformance with zoning requirements of Chapter 10, Town of Montverde Land Development Code (LDC). The application is consistent with criteria as prescribed in Chapter 4 of the Town's LDC.

**A zoning clearance is granted with the following conditions:**

- 1.) Additions to the existing building require a zoning clearance and may also require submittal of a Zoning Clearance Application to the Town of Montverde.**

This report does not include comments (if any) from the Town of Montverde's consulting engineer.