



APPLICATION FOR ADMINISTRATIVE ACTION

APPLICATION FOR:

- _____ Administrative Variance (**attach Supplement A**)
- _____ Commercial Lot Split (**attach Supplement B**)
- _____ Consumption On Premises (**attach Supplement C**)
- _____ Minimum Use Determination (**attach Supplement D**)
- _____ Ordinance Interpretation (**attach Supplement E**)
- _____ Relief for Designation Historic Resources (**attach Supplement F**)
- _____ Relief for Easement Encroachment (**attach Supplement G**)
- _____ Administrative Amendment PUD or PD (**attach Supplement H**)
- _____ Administrative Deviation from Chapter 10 (**attach Supplement I**)
- _____ Placement of Model Home/Unit or Model Display Center (**attach Supplement J**)
- _____ Dock & Shoreline Structures (**attach Supplement K**)
- _____ Wireless Communication Facility (**attach Supplement M and Shared Use Plan Agreement**)
- _____ Final Plan Approval per Resolution: # _____

Applicant's Name: _____ **Phone #:** _____

Project Name: _____

STRAP Number: _____

STAFF USE ONLY

Case Number: _____ Commission District: _____

Current Zoning: _____ Fee Amount: _____

Land Use Classification: _____ Intake by: _____

Planning Community: _____

**LEE COUNTY
COMMUNITY DEVELOPMENT
P.O. BOX 398 (1500 MONROE STREET)
FORT MYERS, FLORIDA 33902
PHONE (239) 479-8585**

PART I - GENERAL INFORMATION

1. APPLICANT'S NAME: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Phone Number: Area Code: _____ Number: _____ Ext. _____

Fax Number: Area Code: _____ Number: _____

E-mail address: _____

2. Relationship of applicant to property*:

_____ Owner _____ Trustee
_____ Option holder _____ Contract Purchaser
_____ Lessee _____ Other (indicate) _____

Applicant must submit an Affidavit that he is the authorized representative of the owner [see Part I (attached) and please complete the appropriate Affidavit form (A1 or A2) to the type of applicant].

3. AGENT'S NAME(S): (Use additional sheets if necessary): _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: Area Code: _____ Number: _____ Ext.: _____

Fax Number: Area Code: _____ Number: _____

E-mail address: _____

4. TYPE OF REQUEST (please check one)

- _____ Administrative Variance (requires supplement A)
- _____ Commercial Lot Split (requires supplement B)
- _____ Consumption On Premises (requires supplement C)
- _____ Minimum Use Determination (requires supplement D)
- _____ Ordinance Interpretation (requires supplement E)
- _____ Relief for Designated Historic Resources (requires supplement F)
- _____ Easement Encroachment (requires supplement G)
- _____ Administrative Amendment to a PUD or Planned Development (requires supplement H)
- _____ Administrative Deviation from Chapter 10 of the LDC (requires supplement I)
- _____ Placement of Model Home/Unit or Model Display Center (requires supplement J)
- _____ Dock & Shoreline Structure (requires supplement K)
- _____ Wireless Communication Facility (requires supplement M and Shared Use Plan Agreement)
- _____ Final Plan Approval (no supplement)

5. NATURE OF REQUEST (please print): _____

PART II - PROPERTY INFORMATION

Is this request specific to a particular tract of land? _____ NO _____ YES. If the answer is yes, please complete the following:

1. Is this action being requested as a result of a violation notice? _____ NO _____ YES.

a. If yes, date of notice: _____

b. Specific nature of violation: _____

2. Name of owner of property: _____

Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

Phone Number: Area Code: _____ Number: _____ Ext.: _____

Fax Number: Area Code: _____ Number: _____

3. Legal Description: Is property one or more undivided platted lots within a subdivision recorded in the official Plat Books of Lee County?

_____ NO. Attach a legible copy of the metes and bounds property description and boundary survey (10 acres or more) or certified sketch of description (less than 10 acres) meeting the minimum technical standards set out in chapter 61G 17-6.006, Florida Administrative Code.

_____ YES. Property is identified as:

Subdivision Name: _____

Plat Book _____ Page _____ Unit _____ Block _____ Lot _____

4. STRAP NUMBER: _____

5. Property Dimensions:

Area: _____ square feet or _____ acres.

Width along roadway: _____ feet.

Depth: _____ feet.

6. Property Street Address: _____

7. General Location Of Property: _____

PART I AFFIDAVIT A1

AFFIDAVIT FOR ADMINISTRATIVE ACTION
APPLICATION IS SIGNED BY AN INDIVIDUAL OWNER OR APPLICANT

I, _____, swear or affirm under oath, that I am the owner or the authorized representative of the owner(s) of the property and that:

1. I have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with this application and the Land Development Code;
2. All answers to the questions in this application and any sketches, data or other supplementary matter attached hereto and made a part of this application are honest and true;
3. I have authorized the staff of Lee County Community Development to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made thru this application; and that
4. The property will not be transferred, conveyed, sold or subdivided unencumbered by the conditions and restrictions imposed by the approved action.

Signature

(Type or printed name)

STATE OF _____

COUNTY OF _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ (date) by _____ (name of person providing oath or affirmation), who is personally known to me or who has produced _____ (type of identification) as identification.

Signature of person taking oath or affirmation

Name typed, printed or stamped

Title or rank

Serial number, if any

PART I AFFIDAVIT A2

AFFIDAVIT FOR ADMINISTRATIVE ACTION
APPLICATION IS SIGNED BY A CORPORATION, LIMITED LIABILITY COMPANY (L.L.C.), LIMITED COMPANY (L.C.), PARTNERSHIP, LIMITED PARTNERSHIP, OR TRUSTEE

I, * _____ as _____ of _____, swear or affirm under oath, that I am the owner or the authorized representative of the owner(s) of the property and that:

- 1. I have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with this application and the Land Development Code;
2. All answers to the questions in this application and any sketches, data or other supplementary matter attached hereto and made a part of this application are honest and true;
3. I am hereby authorizing the staff of Lee County Community Development to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made thru this application; and that
4. The property will not be transferred, conveyed, sold or subdivided unencumbered by the conditions and restrictions imposed by the approved action.

*Name of Entity (corporation, partnership, LLP, LC, etc)

Signature _____ (Type or printed name) _____
(title of signatory)

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ (date) by _____ (name of person providing oath or affirmation), who is personally known to me or who has produced _____ (type of identification) as identification.

Signature of person taking oath or affirmation _____ Name typed, printed or stamped _____
Title or rank _____ Serial number, if any _____

- *Notes:
- If the applicant is a corporation, then it is usually executed by the corp. pres. or v. pres.
- If the applicant is a Limited Liability Company (L.L.C.) or Limited Company (L.C.), then the documents should typically be signed by the Company's "Managing Member."
- If the applicant is a partnership, then typically a partner can sign on behalf of the partnership.
- If the applicant is a limited partnership, then the general partner must sign and be identified as the "general partner" of the named partnership.
- If the applicant is a trustee, then they must include their title of "trustee."
- In each instance, first determine the applicant's status, e.g., individual, corporate, trust, partnership, estate, etc., and then use the appropriate format for that ownership.

EXPLANATORY NOTES - GENERAL

1. Applications for an Administrative Setback Variance from Chapter 34 (zoning) of the Land Development Code must include this form plus the Administrative Action Request Supplement A Form.
2. Applications for a Commercial Lot Split must include this form plus the Administrative Action Request Supplement B Form.
3. Applications for an Administrative Approval for Consumption on Premises permit must include this form plus the Administrative Action Request Supplement C Form.
4. Applications for a Minimum Use Determination must include this form plus the Administrative Action Request Supplement D Form.
5. Applications for an Interpretation of the Land Development Code must include this form plus the Administrative Action Request Supplement E Form.
6. Applications for Administrative Relief for Designated Historic Resources must include this form plus the Administrative Action Request Supplement F Form.
7. Applications for Relief for Easement Encroachment must include this form plus the Administrative Action Request Supplement G Form.
8. Applications for Administrative Amendment to a PUD or Planned Development must include this form plus the Administrative Action Request Supplement H Form.
9. Applications for an Administrative Deviation from Chapter 10 (Development Standards) of the Land Development Code must include this form plus the Administrative Action Request Supplement F Form.
10. Applications for Administrative Approval for the Placement of a Model Home/Unit or Model Display Center must include this form plus the Administrative Action Request Supplement J Form.
11. Applications for Administrative Approval for the Placement of Docks and Shoreline Structures must include this form plus the Administrative Action Request Supplement K Form.
12. Applications for Administrative Approval to Utilize Redevelopment District Regulations must include this form plus the Administrative Action Request Supplement I Form.
13. Applications for Administrative Approval to Place Wireless Communication Facilities must include this form plus the Administrative Action Request Supplement M Form.
14. All applicants must pay the application fee set forth in the County External Fees and Charges Manual. (Administrative code 3-10 Appendix C)

EXPLANATORY NOTES FOR PART I

1. Applicant's Name: Application may be by the landowner or his authorized agent.
2. Relationship of applicant to owner. If the applicant is not the owner of the property, please state the relationship such as option holder, contract purchaser, lessee, trustee, agent, etc. Provide an Affidavit that he is the authorized representative of the owner [see Part I (attached) and please complete the appropriate Affidavit form (A1 or A2) to the type of applicant].
3. Agent's Name: If the applicant will have other people representing him in processing this application, please indicate their name, address, and phone number.

4. Place check mark next to type of administrative action being requested.
5. State in general terms, the purpose of the requested action.

EXPLANATORY NOTES FOR PART II

Part II must be completed for all applications in which a particular tract or parcel of land is involved. Applications for administrative interpretations of the ordinance which do not affect a particular parcel of land do not need to complete this part.

1. If the request is due to a violation notice, please indicate the date it was issued, the type of notice (i.e. building code, zoning, etc,) and what the violation was.
2. If the applicant is the owner, please write "same".
3. If the application includes multiple abutting parcels or other than one or more undivided platted lots in a subdivision recorded in the official Plat Books of Lee County, please submit a complete, legible, description of the perimeter boundary of the property, by metes and bounds with accurate bearings and distances for every line. The Director may reject any legal description which is not legible or sufficiently detailed. Please submit a boundary survey or certified sketch of description (depending on the size of the property and relevance of existing conditions to the review of the application), meeting the minimum technical standards for land surveying in the state, as set out in chapter 61G 17-6, Florida Administrative Code.
4. If more than one parcel is involved, list all STRAP numbers. If the property is within an unrecorded subdivision, please submit a copy of the O.R. Book and Page where the subdivision plat is recorded.
5. Please describe of how to get to the property referencing major streets.

EXPLANATORY NOTES FOR PART III

1. The applicant is responsible for the accuracy and completeness of this application. Time delays or additional expenses necessitated by submitting inaccurate or incomplete information will be the responsibility of the applicant.
2. All information submitted with the application becomes a part of the public record and will be a permanent part of the file.
3. Please submit all applications in person. Mailed-in applications will not be processed.
4. All attachments and exhibits submitted must be legible, suitable for recording, and of a size that will fit or conveniently fold to fit into a letter size (8 ½" x 11") folder.
5. Department staff will review this application for compliance with requirements of the Lee County Land Development Code. The applicant will be notified of any deficiencies.