



APPLICATION TO AMEND A PLANNED DEVELOPMENT OR PUD and/or APPLICATION FOR FINAL PLAN APPROVAL IN UNINCORPORATED AREAS ONLY [LDC Section 34-380 or 34-1037]

Project Name: _____

Current Zoning: _____

- Amendment to a PD or PUD to allow: _____
- Final Plan Approval for: _____

1. **Name of Applicant:** _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

2. **Relationship of Applicant to owner (check one) and provide [Affidavit of Authorization](#) form:**
 Applicant is the sole owner of the property. [34-201(a)(1)a.1.]
 Applicant has been authorized by the owner(s) to represent them for this action. [34-203(a)(3)]

3. **Authorized Agent: (If different than applicant) Name of the person who is to receive all County-initiated correspondence regarding this application. [34-203(a)(4)]**
 a. **Company Name:** _____
 Contact Person: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____ Email: _____
 b. **[Additional Agent\(s\)](#):** Provide the names of other agents that the County may contact concerning this application. [34-203(a)(4)]

4. **Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest. [34-203(a)(2)]**
 Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____ E-mail: _____

5. **Disclosure of Interest [34-203(a)(2)]:**
 Attach [Disclosure of Interest](#) Form.

6. **STRAP Number(s) [34-205(a)(5)]:**

7. **Street Address of Property:** _____

LEE COUNTY COMMUNITY DEVELOPMENT
 PO BOX 398 (1500 MONROE STREET), FORT MYERS, FL 33902
 PHONE (239) 533-8585

8. **Legal Description (must submit one):**
 Legal description (metes and bounds) and sealed sketch of the legal description. **[34-204(a)(5)]**
OR
 Legal description (NO metes and bounds) if the property is located within a subdivision platted per F.S. Chapter 177, and is recorded in the Official Records of Lee County under Instruments or Plat Books. ([Click here](#) to see an example of a legal description with no metes and bounds.) **[34-204(a)(5)]**
9. **Lee Plan (Future Land Use) Designation:** _____
10. **Original Project Name:** _____
11. **Original Rezoning Resolution Number:** _____
12. **Subsequent Zoning Action Resolution/Case Numbers** (if any): Please list all previous zoning and administrative actions (approvals and denials) on this project subsequent to original rezoning. Include Resolution Numbers and Case Numbers (provide added sheets, if necessary).

13. **Development Order Numbers** (if any): List all local development orders approved on this project. Please indicate the status of each development order (provide added sheets, if necessary).

14. **Written Narrative:** Provide a written narrative statement explaining exactly what is proposed. **[34-373(a)(5)]**
15. **Deviations:** If any relief is requested from the provisions of the Lee County Land Development Code (LDC), provide a **written explanation** of the specific relief requested (a schedule of deviations). Explain what conditions currently exist which warrant this request for relief from the regulations (a written justification for each of the requested deviations). Include specific references to any section (number{s}) and name{s}) of the LDC from which relief is sought including why the requested relief is necessary and how it will affect the project. All deviation requests must be specifically keyed to the location on the Master Concept Plan or Final Plan. **[34-373(a)(9)]**
16. **Planning Community or Community Plan Area*:** _____
 *If in Caloosahatchee Shores **[33-1482]**, Captiva **[33-1612]**, Estero **[33-64]**, Lehigh Acres **[33-1401]**, North Fort Myers **[33-1532]**, North (Upper) Captiva **[33-1711]**, or Page Park **[33-1203]**, attach meeting summary from informational meeting.
17. **Approved Master Concept Plan (MCP):** Provide an APPROVED MCP and DETAILED DRAWINGS of any DEVIATIONS OR CHANGES BEING PROPOSED at a size of 24"x36". **[34-373(a)(6)]**
18. **Proposed Final Plan (for Final Plan Approval applications only):** Provide a copy of the proposed Final Plan consistent with the approved Master Concept Plan and the approved Zoning Resolution at a size of 24"x36". This proposed Final Plan must show any DEVIATION(s) keyed on the plan to identify the location of the specific deviation. **[34-373(a)(6)]**

SUBMITTAL REQUIREMENT CHECKLIST

Clearly label your attachments as noted in bold below.

<input type="checkbox"/>	Completed application [34-203(a)(1)]
<input type="checkbox"/>	Filing Fee [34-201(d)]
<input type="checkbox"/>	Affidavit of Authorization Form [34-203(a)(3)]
<input type="checkbox"/>	Additional Agents [34-203(a)(4)]
<input type="checkbox"/>	Multiple Owners List (if applicable) [34-203(a)(2)]
<input type="checkbox"/>	Disclosure of Interest Form [34-203(a)(2)]
<input type="checkbox"/>	Legal description (must submit one) [34-203(a)(5)]
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
	OR
<input type="checkbox"/>	Legal description (NO metes and bounds) if the property is located within a subdivision platted per F.S. Chapter 177, and is recorded in the Official Records of Lee County under Instruments or Plat Books. (Click here to see an example of a legal description with no metes and bounds.)
<input type="checkbox"/>	Previous Zoning Actions (if applicable)
<input type="checkbox"/>	DO Numbers (if applicable)
<input type="checkbox"/>	Narrative of Request [34-373(a)(5)]
<input type="checkbox"/>	Schedule of Deviations (if applicable) [34-373(a)(9)]
<input type="checkbox"/>	Meeting Summary (if applicable)
<input type="checkbox"/>	MCP and detailed drawings of any proposed deviations (if applicable) (24"x36") [34-373(a)(6)]
<input type="checkbox"/>	Proposed Final Plan including deviations keyed to the plan (24"x36") [34-373(a)(6)]

Note: All information submitted with the application becomes a part of the public record and will be a permanent part of the file. 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.

Acceptance of an application for an administrative amendment in no way guarantees its approval. If the Director determines that the requested amendment is beyond the scope of Land Development Code Section 34-380 or 34-1036 and that a public hearing is necessary, then all fees paid toward the administrative application may be applied toward an application for public hearing.

The Director's decision on an administrative amendment is final and can not be appealed. In the event the Director denies the request, the applicant's only recourse is to apply for a public hearing. No fees paid for the administrative application will be refunded or applied towards the public hearing.

If it is determined that inaccurate or misleading information was provided to the county or the decision does not comply with the Land Development Code when rendered, then, at any time, the Director may issue a modified decision that complies with the Code or revoke the decision. If the approval is revoked, the applicant may acquire the necessary approvals by filing an application for public hearing in accordance with Chapter 34.