



City of Fort Myers

Planning Division
1825 Hendry Street, Suite 101
Fort Myers, FL 33901
Phone: 239-321-7975

INSTRUCTIONS FOR CONDITIONAL USES CHAPTER 98, ADMINISTRATION (SECTION 98.3.8)

A written application for a Conditional Use shall be submitted on forms provided by the City, indicating the Section of the Land Development Code under which the Conditional Use is sought and stating the grounds on which it is requested.

In considering an application for a Conditional Use, the Board of Adjustments shall review the following and may require mitigation of adverse impacts as a condition of approval:

Consideration of Impacts:

1. Impacts on the local economy, including governmental fiscal impact, employment, and property values.
2. Impacts on the natural environment, including air, water, and noise pollution, vegetation and wildlife, open space, noxious and desirable vegetation, and flood hazards.
3. Impacts on historic, scenic, and cultural resources, including views and vistas, and loss or degradation of cultural and historic resources.
4. Impacts on public services, including water, sewer, surface water management, police, fire, parks and recreation, streets, public transportation, marinas and waterways, and bicycle and pedestrian facilities.
5. Impacts on housing and social conditions, including the variety of housing unit types and prices, and neighborhood quality.

1) Pre-Application Meeting with City Staff

- a. A Pre-Application Meeting with City Staff is required prior to submittal of a Conditional Use application.
- b. The applicant will be asked to describe the nature of the application.
- c. Please bring a drawing of the proposed project to the meeting. The drawing may be any type but must be to scale.
- d. Staff will discuss applicable standards, applicable information requirements, application format requirements, and the timing of review and approval.
- e. Arrangements for the meeting may be made by calling the Community Development Department, 239-321-7975.



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- f. Meetings will be held on Tuesdays between 1:30 p.m. and 4:30 p.m. as available.

2) Application Deadline; Review

Public hearings cannot be scheduled until all required information is provided.

- a. Complete applications are accepted on the first working day of the month.
- b. Once an application is submitted, the City will notify the applicant whether the application is complete and sufficient for review.
- c. Within approximately four weeks, staff will provide the applicant with staff review comments from the following, if applicable, by email: Building, Fire, Police, Engineering, Zoning, Landscaping, Planning, and School Board. The review comments will include additional information requests or revisions.
- d. The applicant should address the comments by letter in an organized manner. All additions to the application and exhibits are required to be clouded so they are readily identified.
- e. The applicant may also contact the individual staff member for clarification of his/her comments.
- f. The applicant should address a response letter to his/her contact person in the City.
- g. Planning will distribute the response letter and new exhibits to staff members for additional review and comments.
- h. This process will repeat until all staff concerns have been adequately addressed. The timeframe to complete review process will be determined by the applicant's ability to respond to comments and provide any requested information.
- i. Standard processing time from receipt of an application to approval is approximately four (4) to six (6) months.

3) Staff Report and Recommendation

- a. A staff report will be prepared following the conclusion of review by all departments that will include basic information regarding the project.
- b. A staff recommendation report will be prepared listing the deviations, terms and conditions for the project.
- c. Staff will recommend approval, approval with conditions, or denial of the request.
- d. A copy of both reports will be emailed to the owner and agent by the Friday prior to the Planning Board public hearing.



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- e. Affordable Housing Projects will receive priority in the scheduling of Planning Board's review.

4) Property Owner Notification

- a. The applicant will provide mailing labels for all property owners within 300' of the subject property (entire parcel or parcels) obtained from the Lee County Property Appraiser's Office in accordance with a Lee County Variance Report.
- b. City staff will provide and mail a letter to all surrounding property owners regarding the date and time of two Public Hearings by regular mail 15 days prior to the Planning Board meeting and Board of Adjustments meeting.
- c. The applicant is responsible for posting a sign on the project property obtained from the City regarding the date and time of both Planning Board Public Hearing and the Board of Adjustments Public Hearing.
- d. The cost of each sign is \$5.00 and may be added to the application fee to be paid by the applicant upon submittal of the application.

5) Planning Board Public Hearing

- a. The Planning Board meets the first Wednesday of each month at 1:00 p.m. in the City Council Chambers.
- b. The Planning Board will review the request for consistency with the Comprehensive Plan, consider the Staff report and recommendation, and make a recommendation to the Board of Adjustments whose public hearings will be scheduled for later dates.
- c. Board members serve without compensation and are appointed by the City Council. A list can be viewed on the City's website.

6) Board of Adjustments Public Hearing

- a. The Board of Adjustments meets the fourth Wednesday of each month at 1:30 p.m. in the City Council Chambers.
- b. The Board will consider any adverse impacts of the Conditional Use request, the recommendations of Staff, Planning Board, and public input.
- d. The Board will make a decision on the application and will: Approve, Approve with Conditions, or Disapprove the request.
- e. Board members serve without compensation and are appointed by the City Council. A list can be viewed on the City's website.



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7) Letter of Decision

- a. After the Board of Adjustments Public Hearing, a "Letter of Decision" will be issued to the applicant(s) that states the terms and conditions of the Board's action.
- b. All decisions of the Board are final.

8) Appeal from the Board of Adjustments

Any person or persons, jointly or severally, aggrieved by any decision of the Board of Adjustments, any taxpayer, or any other officer, department, board, or bureau of the city, may, in accordance with the rules of the court, seek review by certiorari of such decision by a court. Any person interested in appealing the decision of the board may appeal the decision to the Circuit Court within thirty (30) days from the date of the Public Hearing when the decision was made. Anyone appealing the decision of the Board is responsible for ensuring that a verbatim record of the proceeding is made.

9) Copies

- a. Submit two (2) originals of the application, plus 5 copies (7 copies total), with copies of all required attachments.
- b. Submit to the Community Development Department on the first working day of each month for staff review.
- c. The applicant, or his agent, should be present at the scheduled hearings.
- d. Additional copies will be required later in the process for distribution to the Planning Board and Board of Adjustments.
- e. Staff will contact the applicant and notify them of the number and date the copies are due for each public hearing.



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10) Application Fee

- a. Residential uses: \$3,000.00
- b. All other land uses: \$3,000.00
- c. Amendments to previously approved Conditional Uses \$2,500.00
- e. Sign Fee for all applications: there is a \$5.00 charge for an official posting sign.
- f. Other fees: The applicant will be asked to pay for postage to mail public notice to residents within 300 feet prior to the Planning Board meeting and Board of Adjustments meeting; and to pay for the advertisement in the local newspaper for both Planning Board and Board of Adjustments meetings. You will be contacted by the City for payment.
- g. **Waiver of fees for the Belle Vue and Dunbar Annexation Areas.** From the *Land Development Code*, Chapter 98, Section 98.4.6, *Nonconforming Uses of Structures and Premises*; Section B.6., *Vesting of uses and structures in the Belle Vue and Dunbar Annexation Area*:

Uses of structures in the Dunbar/Belle Vue annexation area as shown on the annexation map in the *Land Development Code*, which were in legal existence and compliance with the Lee County Land Use Regulations on or before 12/21/05, shall be considered vested in the City. Similarly, in the annexation area, previously granted Lee County development approvals as of 12/21/05 shall be vested pursuant to those approvals and the Lee County Land Use Regulations as of 12/21/05.

1. Structures located in the annexation area may be replaced or remodeled as built and uses may be continued indefinitely until such time as the Occupational License is not renewed. The City shall maintain an inventory of the licensed structures and uses. In order to preserve vesting, a property owner with an existing structure that is to be demolished must apply for building permits to rebuild the structure within one year of its demolition. The rebuilt structure shall comply with City Land Development Regulations with regard to living area, setbacks, parking spaces, and landscaping.



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2. Existing structures or uses shall be considered a special nonconformity and any expansion shall be required to seek approval through the Conditional Use process. No increase in dwelling units is permitted. **The fees for Conditional Uses shall be waived.**
3. Any expansion to an existing junkyard or recycling center shall be required to seek approval through the Planned Unit Development process.

11) Attachments

The following items must be submitted with the application. Location map and aerial shall be submitted in 8.5 x 11 size. Two copies of each Development Plan drawing set shall be in large size, with the rest of the plan drawings in 8.5 x 11 or 11 x 17.

- 1) Letter of Intent stating:
 - a. the actual request (e.g. Conditional Use for ...)
 - b. why the request is being made
 - c. benefits to the City and surrounding community, etc.
 - d. name of the project, owner, and agent
- 2) Forms to Sign and Notarize (Provided by City, See Attached)
 - a. Agent authorization: sign in blue ink and notarize.
 - b. Disclosure of ownership information: sign and certify applicable affidavit attached herein. Signed in blue ink and notarize. Pick one of the following:
 1. Affidavit of beneficiaries
 2. Disclosure of interest and authorization form [multiple owners]
 3. Disclosure of interest and authorization form [corporate or partnership owner]
 4. Disclosure of interest and authorization form [individual owner]
 5. Disclosure of interest and authorization form [trustee owner]
 - c. Disclosure of support or not to object [principal]
 - d. Acknowledgement: requirements for disclosure of support or not to object
- 3) Variance Report from the Lee County Property Appraiser's Office, 4th Floor:
 - a. Typed list of all current property owners, STRAP numbers, and mailing addresses within a 300' radius of the property covered in this application.
 - b. This information can be obtained from the Property Appraiser's Office, 4th Floor.



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- c. Plus two (2) sets of mailing labels to match the list of surrounding property owners shall be submitted.
- 4) Location map at an appropriate scale showing the location of the property in relation to major roads, and identifying surrounding land uses, using the categories: single-family, multi-family, offices, commercial, industrial, public facilities, parks, and open space.
- 5) Aerial photograph depicting site and surrounding land uses within a minimum distance of 300 radial feet.
- 6) A survey or copy of an official plat showing boundary lines: locations, widths, purposes, and names (if applicable) of easements or right-of-way on or abutting the property.
- 7) Certified legal description; this may be included with the survey or in the form of a recorded deed.
- 8) Development Plan (Site Plan), Land Development Code Section 98.3.10.G: Approval of a development plan does not constitute approval of construction drawings of public and private improvements. The proposed design and location of utilities and streets will be subject to review by the Public Works Department and may be subject to revisions in the construction drawings review phase in conjunction with the subdivision proves or in the building permit process. Development plan requirements are detailed in Section 118.5.1., Land Development Code.

Development plan requirements:

- a. Preparation. A development plan shall be prepared under the responsible direction of a certified land surveyor, state registered engineer, architect or landscape architect, or planner, and shall be submitted with an application for a planned unit development to the community development department for review.
- b. Required general information
 - 1) Name of the project.
 - 2) North point, legend and scale (scale not to be less than one-inch equals 50 feet).
 - 3) Date of preparation of the plan.
 - 4) Revision box. Each time a revision is done, please indicate in box.
 - 5) Total gross and net acreage of the site.



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- 6) Existing and proposed residential density, if applicable.

c. Existing Conditions Site Plan

- 1) Existing zoning and development on the site and on property adjacent to the site.
- 2) Names and locations of all adjacent subdivisions.
- 3) Name, location and width of all platted rights-of-way, alleys and existing streets within and/or adjacent to the site.
- 4) Location and size of all sewer lines, water lines and drainage facilities within and adjacent to the site.
- 5) Location and width of all easements for utilities and drainage within and/or adjacent to the site.
- 6) Vegetative survey (See Chapter 138).
- 7) Distance from Page Field and the Southwest Florida Regional Airport, if applicable.

d. Proposed Site Plan.

- 1) Location and width of proposed streets and their required rights-of-way.
- 2) Location, width and intended use of proposed utility easements and easements of any kind.
- 3) Location and dimensions of all proposed lots.
- 4) Proposed land elevations.
- 5) Location, purpose, dimensions and general description of common open space, parks and recreational facilities.
- 6) Location and dimensions of height and area of all proposed structures, with setbacks from property line given.
- 7) Location and dimensions of all buffer yards. List of plants and numbers are required as part of the Landscape Plan (see below).

e. Improvements.

- 1) Location and dimensions of proposed sewer and water utilities.
- 2) Location and dimensions of proposed drainage facilities.
- 3) Location of all proposed fire hydrants.
- 4) Location and dimensions of proposed streets and sidewalks.

- h. Landscape Plan. A landscape plan is required for every Conditional Use. See Chapter 138 "Vegetation", of the Land Development Code for detailed information for buffer and landscaping requirements. A signed and sealed



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landscape plan shall be submitted with the planning board packets. The landscape plan shall show major areas of vegetation, wetlands, and buffer yards, including a list of tree species being used.

- i. Renderings, Elevations or Schematics of Proposed Buildings. The Planning Board has requested that every presentation include renderings of proposed buildings. Renderings may be included in the planning board packets or presented at the Public Hearing on the overhead screen.

12) Sign Package

It is recommended that the applicant prepare a sign package to be submitted with the Conditional Use. Sign sizes, types and number of signs may be varied at the time of the Conditional Use. However, once the Conditional Use has been approved, there are no variances given for signs. For regulations regarding signs, please refer to the Land Development Code, Chapter 126.

13) Level of Service Analysis Report for Roadways

A traffic analysis report, known as a "TIS-Traffic Impact Statement", may be required. To verify, please contact Bill Porter in the Engineering Division, 321-7461. The analysis shall include the number of trips to be generated in the a.m. and p.m. peak hours, including:

- a. The intensity of development (number of units, gross floor area of each proposed use, etc.) and the projected build out date.
- b. Annual Daily Traffic AM Peak Hour Traffic and PM Peak Hour Traffic for each proposed use category and for the total proposed project, along with the source and methods from which the 'figures were derived;
- c. A graphic depiction locating the project's access point (s) and the location of all other access points within 660' for project entrances on an arterial roadway, 330' for project entrances on a collector roadway, and 125' for project entrances on a local roadway;
- d. The existing and project background traffic on all roadway facilities accessed by the proposed project at time of build out; and
- e. The traffic/directional splits entering and exiting the proposed project at the proposed access points.



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- f. For requests projected to generate 100 trip ends or more, the Traffic Analysis shall 'provide the following additional information:
1. Level of Service' (LOS) analysis shall be performed using methodology as listed below:
 - a) If the project generates between 100 and 300 peak hour trips, a link, level of services analysis for all links within the area of influence shall be made based upon the Lee County Generalized Peak Hour Service Volume Tables from the 1990 Lee Plan as amended.
 - b) The site accesses and all intersections within one quarter of a mile area shall be analyzed using the 1985 Highway Capacity Manual either as a signalized or non-signalized intersection.
 - c) If the project generates over 300 peak hour trips, an urban or suburban arterial analysis shall be made utilizing entrances and all other intersections and roadway links within the area of influence.
 2. Should the LOS analysis result in service levels below adopted minimums, and analysis of the improvements necessary to offset the added traffic impacts; and
 3. An exhibit showing the area of influence, defined as that area in which the development-generated traffic is found to have significant impact. Significant impact is defined as 10% or more of the total peak hour intersection volume (the summation of all four approaches) and 10% of the LOS "C" service volumes for the links at build out.
 4. Any additional information or analysis, which the applicant feels, is necessary to fully demonstrate the impacts of the proposed development.
 5. A methodology meeting with members of Staff is required for a ZTS projecting more than 300 trips and is strongly recommended for a ZTS projecting less than 300 trips, but that is the option of the applicant.



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- 14) Level of Service Analysis for Potable Water, Sanitary Sewer, Surface Water Drainage System and Solid Waste**
- a. Please provide under separate cover an analysis a Level of Service/Capacity analysis for the above.
 - b. For all Residential Projects, please provide under separate cover an analysis of Recreation and Open Space, as well.
- 15) Disclosure of Ownership Requirements.** No application shall be accepted unless it is presented on the official forms provided by the City.
- a. Any person or entity holding real property in the form of a partnership, limited partnership, corporation, assignment of interest, trust option, assignment of beneficial interest, or any form of representative capacity whatsoever for others, except as otherwise provided in Chapter 98 of the land development code, shall make a public disclosure in writing, under oath, and subject to the penalties prescribed for perjury. In the case of a trust, the four (4) largest beneficiaries must also sign the affidavit.
 - b. Exemption include the beneficial interest which is represented by stock in corporations registered with the federal securities exchange commission or in corporations registered pursuant to Chapter 517, Florida Statutes, whose stock is for sale to the general public.
 - c. The written disclosure shall be made to the city manager at the time of application. The disclosure information shall include the name and address of every person having a beneficial interest in the real property, however small or minimal. All evidence submitted shall be subject to the city's satisfaction, and said satisfaction shall be liberally interpreted in favor of the city's interest having a beneficial interest in the real property, however small or minimal
 - d. The city shall send written notice to the person required to make disclosures, under Chapter 98 of the land development code, prior to the time when such disclosures are required to be made, which written request shall also inform the person required to make such disclosure that such disclosure must be made pursuant to this article.
 - e. Sign in blue ink, and certify applicable affidavit attached herein.



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It is important that the application be filled out properly. The City accepts no responsibility for the completeness and accuracy of the application and will not process an incomplete or inaccurate application.



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Sustainability Checklist

These sustainability recommendations are voluntary, however they could be of great advantage to the design, construction and maintenance of the proposed site and building, as well as contributing to the reduction of the environmental impact of the development in the area. (All work to be at discretion of the designer).

- Minimize the impact to the wetland located in the area.
- Implement designs that are responsive to environmental conditions with respect to the local context at the specific site.
- Consider maximizing and mimicking the benefits of ecosystem services by preserving as much as possible existing environmental features, conserving resources in a sustainable manner, and regenerating lost or damaged ecosystems.
- Consider Low Impact Development (LID) as an innovative stormwater management approach. It is a more environmentally sound technology and a more economically sustainable approach (this will also decrease the price on the infrastructure).
- Consider the implementation of energy efficient site features such as LED lighting and solar power.
- Consider the reduction of the heat island effect. The use of permeable surfaces for the areas that will be disturbed is encouraged.
- Consider innovative design features for the buildings/amenities such as the use of reflective roofs and energy efficient spaces. The use of recycled and sustainable materials is highly encouraged.
- Consider the public educational opportunities that can be developed with the community park in order to protect and preserve the environment.



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ATTENTION: NEW FORMAT FOR APPLICATION

The new application is set in a table format so each line can be typed upon.

DO NOT RETURN the instructions.

DO NOT RETURN affidavits you do not use.



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APPLICATION FOR CONDITIONAL USES

1) PROJECT NAME:

2) Owner(s): Name, address, and email of all owners of the property. Name and address of all parties having interests in the subject property, including owners, major stockholders of corporations and beneficiaries of trusts (attach sheets if needed).

Owner(s):	Corporations:
_____	_____
_____	_____
_____	_____
_____	_____

3) Agent: Contact person (agent) authorized to receive all communications regarding this application:

Name: _____
Business: _____
Address: _____
City, State, Zip: _____
Office phone: _____
Cell phone: _____
Email address: _____

4) Developer, if applicable:

Name: _____
Business: _____
Address: _____
City, State, Zip: _____
Office phone: _____
Cell phone: _____
Email address: _____

5) Property Address and Strap #:

No. of Parcels: _____



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1st Address: _____
 Strap #1: _____
 2nd Address: _____
 Strap #2: _____
 3rd Address: _____
 Strap #3: _____

6) Date Property Acquired: _____

7) Description of Location of Property; if the are adjacent streets, please list them:

8) Specially Regulated Areas within the City: Is your property on or within any of the following? Signify by marking with an "X" for yes or no:

	Yes	No
On Cleveland Avenue		
On Dr. Martin Luther King Jr. Blvd.		
On Veronica S. Shoemaker Blvd.		
Within the Urban Reserve Area		
Within the Downtown Redevelopment Area governed by the Smart Code, Chapter 118, Article 8		
Within the Coastal High Hazard Area along the Caloosahatchee River as defined by the State		
Within the flood zone of Billy's Creek		
Within any flood zone as identified by state agencies		
Environmentally sensitive area		
Within the Dunbar Bellevue Annexation Area		
Within a Development of Regional Impact (DRI)		
Are you partnering with the City on this project		

9) From the Future Land Use Map:

Land Use (LU) of your Parcel: _____
 LU to North: _____



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LU to South: _____

LU to East: _____

LU to West: _____

10) From the Official Zoning Map:

Zoning of your Parcel: _____

Zoning to North: _____

Zoning to South: _____

Zoning to East: _____

Zoning to West: _____

11) Surrounding Businesses By Name and Description of Use (e.g. Smith's Auto Service Center, repair of semi-trucks):

Your Parcel: _____

North: _____

South: _____

East: _____

West: _____

12) Dimensions, Size of Property:

Length: _____

Width: _____

Area in s.f: _____

Acres: _____

13) Has a public hearing been held regarding this property in the past five (5) years?

If so, in whose name and why?



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- 14) Units, Square Feet (SF) or Acres proposed for various uses (See Categories from LDC Table of Permitted Uses, Section 118.3.2, to fill out this chart):

	Specific Use	Units, S.F. or Acres
Residential:		
Household Living:		
Group Living:		
Civic:		
Community Service:		
Day Care:		
Educational Facility:		
Medical Facility:		
Parks/Open Space:		
Passenger Terminal:		
Place of Worship:		
Social Service:		
Utilities:		
Commercial:		
Indoor Recreation:		
Office:		
Outdoor Recreation:		
Overnight Lodging:		
Parking, commercial:		
Restaurant:		
Retail Sales & Service:		
Self-Service Storage:		
Vehicle Sales/ Service:		
Water-Oriented:		
Industrial:		
Wholesale Trade:		
Light Industrial:		
Warehouse/Dist.:		
Heavy Industrial:		
Waste-Related Service:		
Open:		
Agriculture:		
Conservation:		
Other:		



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15) For Non-residential Projects:

a. General Information

Total SF of existing structures: _____
Total SF of proposed structures: _____
Total SF of other impervious surface: _____
Total SF of pervious : _____
Other: Describe: _____
Commercial Gross Floor Area: _____
Industrial Gross Floor Area: _____

b. Description of Phasing: number of years and project for each phase:

c. Parking:

Existing Spaces: _____
Existing No. of Handicap Spaces: _____
Existing Loading Spaces: _____

Parking for Proposed Use:

Proposed Parking Spaces: _____
Proposed Handicap Spaces: _____
Proposed Loading Spaces: _____

d. Project the number of non-construction full and part time permanent employees and volunteers at the completion of the project. Include estimated salary ranges. Specify if any seasonal variation is anticipated, if applicable:



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16) For Residential Projects:

a. General Information

Proposed No. of Dwelling Units: _____

Dwelling Units per Acre: _____

Parkland in project: _____

Other: Describe: _____

b. Description of Phasing: number of years and project for each phase:

c. For residential projects, will any assistance from governmental funding programs or subsidized housing be utilized?

d. Is this an Affordable Housing Project?

e. Will the project be deed restricted? If so, explain and attach a copy of the Deed Restrictions.



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- 17) Potable Water, Sanitary Sewer, Surface Water Drainage System, Solid Waste, and Recreation Analysis: Please mark the charts below with an "X" for yes or no.

Potable Water	Yes	No
Water lines, facilities currently serve the site		
Water lines, facilities currently do NOT serve the site and will be needed to be built by the applicant		
City service area		
County service area		
No service available from City or County		

Sanitary Sewer System	Yes	No
Currently on the site		
Will need to be built by the applicant		
City service area		
County service area		
No service available from City or County		

Surface Water Drainage System	Yes	No
Currently on the site		
Will need to be built by the applicant		
City service area		
County service area		
No service available from City or County		

Solid Waste (Garbage pick-up information)	Yes	No
Service currently being provided to the site		
City service area		
County service area		
No service available from City or County		



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18) For All Projects:

Taxable Value of Property: _____

Est. value of proposed improvements: _____

Estimated sales price or rental rate
(include unit sales value for rental
projects) by residential unit type or
square foot commercial or industrial, if
applicable: _____

19) List all agencies (Federal, State, and Local) from which approval and/or a permit must be obtained prior to development. Indicate the permit or approval for each agency.

20) Describe the use of the property on January 1 of this year.

CONSIDERATION OF ADVERSE IMPACTS:

Section 98.3.8 of the Fort Myers Land Development Code requires that in considering a request for conditional use, the Board of Adjustments shall review the request for adverse impacts. Adverse impacts, if found, can be mitigated. Determine if there are any adverse impacts to the following, and if so, what are the proposed mitigations? Attach additional sheets if necessary.

Describe the impacts on the local economy, including government fiscal impact, employment, and property values.



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Describe Impacts on historic, scenic, and cultural resources, including views and vistas, and loss of degradation of cultural and historic resources.

Describe Impacts on public services, including water, sewer, surface water management, police, fire, parks and recreation, streets, public transportation, marinas and waterways, and bicycle and pedestrian facilities.

Describe impacts on housing and social conditions, including variety of housing unit types and prices, and neighborhood quality.

AGENT AUTHORIZATION AND AFFIDAVIT

I, (Name)

being first duly sworn, depose and say that I am the authorized representative of the owner(s) of the property described as:

No. of Parcels: _____

Addresses: _____

Strap #: _____

Agent Information: _____

Address: _____

City, State, Zip: _____

Office phone: _____

Cell phone: _____

Email address: _____

I hereby certify that the answers to the questions in this application and all sketches, data, and other supplementary materials attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before a hearing can be advertised.

Signature: _____

Printed Name: _____

Sworn to and subscribed before me this ____ day of _____, 20____, by

_____, who is personally known

to me or has produced _____ as identification.

He/she acknowledged before me that he/she has executed this instrument for the reasons therein expressed.

Notary Public Signature: _____

Notary Public Name: _____

My commission expires: _____

DISCLOSURE OF OWNERSHIP INFORMATION

(SIGN AND CERTIFY APPLICABLE AFFIDAVIT ATTACHED HEREIN)

DISCLOSURE OF INTEREST AND AUTHORIZATION FORM

[Individual Owner]

I, _____, being first duly sworn, depose and say that I am the owner of the property described as:

No. of Parcels: _____
Addresses: _____
Strap #: _____

I do hereby appoint _____ as my authorized agent and/or attorney for the purpose of representing my interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised.

Signature of
Owner:

Printed Name: _____

Sworn to and subscribed before me this ___ day of _____, 20___, by _____, who is personally known to me or who has produced _____ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

Notary Public

Print Notary Name

My commission expires:

DISCLOSURE OF INTEREST AND AUTHORIZATION FORM

[Corporate or Partnership Owner]

I, (Name) _____
As (Title) _____
of (Corp.) _____

being first duly sworn, depose and say that

Name: _____
Address: _____

is the owner of the property described as:

No. of Parcels: _____
Addresses: _____
Strap #: _____

I do hereby appoint _____ as the Owner's authorized agent and/or attorney for the purpose of representing its interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised.

Signature of
Owner:

Printed Name: _____

Sworn to and subscribed before me this ___ day of _____, 20___, by
_____, who is personally known to me

or who has produced _____ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

Notary Public

My commission expires:

Print Notary Name

DISCLOSURE OF INTEREST AND AUTHORIZATION FORM

[Multiple Owners]

We,

being first duly sworn, depose and say that we are the owners of the property described as:

No. of Parcels: _____

Addresses: _____

Strap #: _____

We do hereby appoint _____ as our authorized agent and/or attorney for the purpose of representing our interests in the above-described property which is the subject matter of this application and proposed hearing. We understand that this application must be complete and accurate before a hearing can be advertised.

Signatures: _____

Typed or Printed Name: _____

Sworn to and subscribed before me this ____ day of _____, 20____, by

_____, who is personally known to me

or who has produced _____ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

Notary Public

My commission expires:

Print Notary Name

[add signature lines and notary clauses as needed on attached sheets]

DISCLOSURE OF INTEREST AND AUTHORIZATION FORM

[Trustee Owner]

I, _____, Trustee, being first duly sworn, depose and say that I am the owner of the property described as:

No. of Parcels: _____
Addresses: _____
Strap #: _____

I do hereby appoint _____ as my authorized agent and/or attorney for the purpose of representing my interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised. I hereby disclose that the four largest beneficiaries of the Trust are as follows:

Signature:

Printed Name: _____

Sworn to and subscribed before me this ___ day of _____, 20___, by _____, who is personally known to me or who has produced _____ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

Notary Public

My commission expires:

Print Notary Name

AFFIDAVIT OF BENEFICIARIES

I, (Name)

_____ as a beneficiary of that certain land trust which owns property identified as follows:

No. of Parcels: _____
Addresses: _____
Strap #: _____

I hereby disclose that I am a beneficiary under said land trust and consent to the filing of an application for a public hearing on the above described property. I understand that this application must be complete and accurate before a hearing can be advertised.

Signature:

Printed Name: _____
Name: _____
Address: _____
City, State, Zip: _____
Office phone: _____
Cell phone: _____
Email address: _____

Sworn to and subscribed before me this ____ day of _____, 20__, by

_____, who is personally known to me or has

produced _____ as identification. He/she acknowledged before me that he/she has executed this instrument for the reasons therein expressed.

Notary Public Signature _____

Notary Public Name: _____

My commission expires: