



APPLICATION FOR ADMINISTRATIVE APPROVAL OF A WIRELESS COMMUNICATION FACILITY IN UNINCORPORATED AREAS ONLY [LDC Section 34-1446]

Project Name: _____

Request: _____

Pre-Application Conference: Date: _____ Case # Assigned by County: _____

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

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: _____ E-mail: _____

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) [34-203(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. Use(s) of Property]:

a. Current uses of property are:

b. Intended uses of property are:

10. Lee Plan (Future Land Use) Designation: _____

11. Current Zoning of Property: _____

12. Property Dimensions:

a. Width (average if irregular parcel): _____ Feet

b. Depth (average if irregular parcel): _____ Feet

c. Total area: _____ Acres or square feet

13. Planning Community or Community Plan Area*: _____

*If in Page Park **[33-1203]**, Captiva **[33-1612]**, or North (Upper) Captiva **[33-1612]**, attach meeting summary from informational meeting.

14. Approval Criteria: A written narrative must be submitted supporting the required findings specified in LCLDC Section 34-1445(b). Explain how the request meets this criteria. (Attach extra sheets if additional space is needed.) **[34-1446(a)]**

Can the applicant use existing wireless communications facility sites either with or without repeaters in the geographic search area? Yes No

Will the applicant agree to rent or lease available space on the antenna-supporting structure, under the terms of the fair-market lease, without discrimination to other wireless communications service providers? Yes No

15. Wireless Communications Facility Shared Use Plan Agreement: A Shared Use Plan or a copy of an executed Shared Use Plan for an existing facility must be submitted. See Supplement A for recommended form. **[34-1446(a)(9)]** (Not required for a broadcast facility until a request is made to collocate.)

16. Copy of License: A license (and for broadcast structures, a construction permit) issued by the FCC to transmit radio signals in Lee County. The FCC License Number must be clearly shown. **[34-1446(a)(3)]**

17. Demonstration of Suitability: New antenna-supporting structures must demonstrate there are no existing suitable structures available or higher priority zoning districts in the geographic search area. As part of that demonstration, the application must include a graphical representation of the geographic search area. **[34-1446(a)(4)]** (Not required for collocated antennas.)

18. Height Statement: A statement confirming the overall height of the facility and all other facilities on the subject property, in terms of grade and sea-level. **[34-1446(a)(5)]**

19. **Port Authority Letter:** A letter demonstrating consent from the Executive Director of Lee County Port Authority if the wireless communications facility is to be located within the County airspace notification limits of LCLDC Section 34-1008. **[34-1446(a)(6)a]** (Not required for surface mounted or collocated antennas.)
20. **Lee County Mosquito Control District Letter:** A letter confirming review and recommendation from the Lee County Mosquito Control District for any wireless communications facility exceeding 35 feet. **[34-1446(a)(6)b]** (Not required for surface mounted or collocated antennas.)
21. **Lee County Sheriff's Department Letter:** A letter confirming review and recommendation from the Lee County Sheriff's Department for any wireless communication facility exceeding 35 feet. **[34-1446(a)(6)b]** (Not required for surface mounted or collocated antennas.)
22. **Lee County Director Of Public Safety Letter:** A letter confirming review and recommendation from the Lee County Director of Public Safety for any wireless communications facility exceeding 35 feet. **[34-1446(a)(6)b]** (Not required for surface mounted or collocated antennas.)
23. **FAA Compliance Letter:** A letter demonstrating evidence of compliance with applicable Federal Aviation Administration requirements under 14 C.F.R. s. 77, as amended, and evidence of proper Federal Communications Commission licensure, or other evidence of Federal Communications Commission authorized spectrum use. **[34-1446(a)(6)c]** (Not required for surface mounted or collocated antennas.)
24. **Photo Simulations:** Photo-simulated post-construction renderings of the proposed wireless communications facility, equipment enclosures, and ancillary appurtenances as they would look after construction from areas where the proposed wireless communications facility will be visible according to the balloon test and sight lines. **[34-1446(a)8]** (Not required for collocation when the applicant is not requesting a waiver of any other provision; e.g., landscaping.)
25. **Location Map and Owner's List:** A list and map identifying all existing wireless communications facilities to which the proposed facility will be a handoff candidate, including latitude, longitude, and power levels of each. **[34-1446(a)16]**
26. **Detailed Site Plan:** Site plan(s) (signed and sealed by a professional engineer) for each wireless communications facility site indicating property lines and setbacks from property lines, for all buildings, equipment, and structures (including pads and guy anchors). Site plan(s) must also show existing and proposed parking, buffering, screening, fencing, and signs. Provide in 24"x36" size. **[34-203(a)8]**
27. **Accessory Structure Drawings:** Floor plans, elevations, and cross-sections (24"x36") at a scale no smaller than 1/4"=1' (1:48) of any proposed accessory structure. **[34-1446(a)11]**
28. **Elevation Drawings:** To scale elevation drawings (24"x36"), indicating the roof, facades, doors, and other exterior appearance and materials of the proposed wireless communications facility (signed and sealed by a professional engineer). Manufacturer's specifications and drawings will be accepted for collocations. **[34-1446(a)12]**

SUBMITTAL REQUIREMENT CHECKLIST

*Clearly label your attachments as noted in **BOLD** below.*

<input type="checkbox"/>	Completed application for [Wireless Communication Facility] [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"/>	Meeting Summary (if applicable)
<input type="checkbox"/>	Narrative [34-1446(a)]
<input type="checkbox"/>	Shared Use Plan Agreement (See Supplement A for recommended form) [34-1446(a)9]
<input type="checkbox"/>	FCC License [34-1446(a)3]
<input type="checkbox"/>	Demonstration of Suitability (if applicable) [34-1446(a)4]
<input type="checkbox"/>	Height Statement [34-1446(a)5]
<input type="checkbox"/>	Lee County Port Authority Letter (if applicable). [34-1446(a)(6)a]
<input type="checkbox"/>	Lee County Mosquito Control District Letter (if applicable) [34-1446(a)(6)b]
<input type="checkbox"/>	Lee County Sheriff's Department Letter (if applicable) [34-1446(a)(6)b]
<input type="checkbox"/>	Lee County Director of Public Safety Letter (if applicable) [34-1446(a)(6)b]
<input type="checkbox"/>	FAA Compliance Letter [34-1446(a)(6)c]
<input type="checkbox"/>	Photo Simulations (if applicable) [34-1446(a)8]
<input type="checkbox"/>	Location Map and Owner's List [34-1446(a)16]
<input type="checkbox"/>	Site Plan (24"x36" size) [34-203(a)8]
<input type="checkbox"/>	Accessory Structure Drawings (24"x36" size) [34-1446(a)11]
<input type="checkbox"/>	Elevation Drawings (24"x36" size) [34-1446(a)12]

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 administrative application in no way guarantees its approval. If the Director determines that the request is beyond the scope of Land Development Code Section 34-1447 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 request 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.