



# APPLICATION FOR ADMINISTRATIVE APPROVAL OF CONSUMPTION ON PREMISES IN UNINCORPORATED AREAS ONLY [LDC Section 34-1264]

Project Name: \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_

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 and sealed sketch of the legal description. **[34-203(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.) **[34-203(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 of Property:** \_\_\_\_\_
11. **Current Zoning of Property:** \_\_\_\_\_
12. **Type of Establishment:** \_\_\_\_\_  
\*If a RESTAURANT, submit copy of the menu. Label as **Menu**. **[34-1264(a)(1)g.]**
13. **Outdoor Seating: Is there (or will there be) outdoor seating areas?**  
 **NO**  
 **YES** – If **YES**, please indicate the number of outdoor seats **[34-1264(a)(1)g.1.]** \_\_\_\_\_
14. **Type of State Liquor License Requested [34-203(b)(1)a]:** \_\_\_\_\_
15. **Hours for sale and service of alcoholic beverages [34-203(b)(1)a]:** From \_\_\_\_\_ to \_\_\_\_\_
16. **Site Plan:** Submit a site plan (24"x36"), to scale, illustrating, at a minimum, all buildings on the property, all public entrances and exits to the buildings, all parking on the property and ingress/egress. **[34-203(a)(8)]**
17. **Floor Plan:** Submit a floor plan illustrating, at a minimum, the floor area including the kitchen, indoor seating area (including the area [sq. ft.] and number of seats), outdoor seating areas (including the area [sq. ft.] and number of seats), and rest rooms. If a restaurant is proposing a bar or lounge for patrons waiting to be seated in the restaurant, the floor area and seating area of the bar or lounge needs to be illustrated in addition to the restaurant seating area. **[34-203(b)(1)b]**
18. **Affidavit:** Submit a sworn statement that there are no religious facilities, schools (non-commercial), day care centers (child), parks, dwelling units under separate ownership, or other establishment primarily selling alcoholic beverages for consumption on site, within 500 feet of the proposed establishment. If within 500 feet of one of these uses, provide a map that indicates the location and distance of the religious facility, school, daycare, park, dwelling units under separate ownership and/or other establishment selling alcoholic beverages for consumption on site in relation to the proposed establishment. **[34-203(b)(1)c]**

## 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"/>	<a href="#">Affidavit of Authorization</a> Form [34-203(a)(3)]
<input type="checkbox"/>	<a href="#">Additional Agents</a> [34-203(a)(4)]
<input type="checkbox"/>	<b>Multiple Owners</b> List (if applicable) [34-203(a)(2)]
<input type="checkbox"/>	<a href="#">Disclosure of Interest</a> Form [34-203(a)(2)]
<input type="checkbox"/>	<b>Legal description (must submit one)</b> [34-203(a)(5)]
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
	<b>OR</b>
<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. ( <a href="#">Click here</a> to see an example of a legal description with no metes and bounds.)
<input type="checkbox"/>	<b>Menu</b> (if a restaurant) [34-1264(a)(1)g.]
<input type="checkbox"/>	<b>Site Plan</b> (24"x36") [34-203(a)(8)]
<input type="checkbox"/>	<b>Floor Plan</b> [34-203(b)(1)b]
<input type="checkbox"/>	<b>Location Affidavit</b> and Map (if applicable) [34-203(b)(1)c]

**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 requested approval is beyond the scope of Land Development Code Section 34-1264 and that a public hearing for the approval is necessary, then all fees paid toward the administrative application may be applied toward an application for public hearing of the requested approval.

The Director's decision on an administrative application 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 special exception. No fees paid for the administrative approval will be refunded or applied towards the public hearing.

If it is determined that inaccurate or misleading information was provided to the county or if 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.