



APPLICATION FOR ADMINISTRATIVE PLACEMENT OF MODEL HOMES, UNITS OR DISPLAY CENTERS IN UNINCORPORATED AREAS ONLY [LDC Section 34-1954 or 34-1955]

Project Name: _____

Request:

- Model Home(s) – List number of homes: _____
- Model Unit(s) – List number of units: _____
- Extension of Model Home approved by case number: _____
- Model Display Center

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. **Model Home/Unit/Display Center Location (Attach additional sheets if necessary): [34-1954(b)]:**
 Lot number: _____ Address: _____ STRAP: _____
 Lot number: _____ Address: _____ STRAP: _____
 Lot number: _____ Address: _____ STRAP: _____

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

7. **Legal Description (must submit one):**

Legal description (metes and bounds) 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)]

8. **Lee Plan (Future Land Use) Designation:**

9. **Current Zoning of Property:**

10. **Development Order Case Number** for the development: _____

11. Is the development still under Unified Control?

NO – If **NO**, indicate on a map of the development the area which is under unified control of the Applicant/Owner.

YES

12. **Length of Use:** If request is for model home, how long is the model home use needed? [34-1954] _____

13. Has an application for model homes or model units for the development been filed with Lee County Department of Community Development within the past three years? [34-1954(d)]

NO

YES – If **YES**, please provide the following information (attach additional sheets if necessary).

a. Name of Applicant: _____

b. Application/Case Number: _____

c. Lot numbers and street address of model homes approved: _____

d. Building permit number and date the certificate of occupancy for each existing model home/unit was issued: _____

e. Status of the model home today (e.g. removed, existing, etc.): _____

f. Date the approval (or extension of the approval) was granted: _____

g. Expiration date of the approval or extension: _____

14. **Site Plans:**

a. **Site Plan & Other Required Plans for Model Homes or Units:** Submit a site plan of the development and/or units in 24"x36" size, drawn to scale, showing at a minimum, the following:

1. Location of all model homes currently existing in the development as well as the proposed models.

2. Location of off-street parking for the model home(s) and/or unit(s) requested.

b. **Site Plan for Model Display Center:** Submit a site plan of the development in 24"x36" size, drawn to scale, showing at a minimum, the following:

1. For a model display center with a sales office, indicate the location of the sales office and all off-street parking for the office and center.

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"/>	Model Location [34-1954(b)]
<input type="checkbox"/>	Unified Control Map
<input type="checkbox"/>	Application History (if additional sheets are necessary)
<input type="checkbox"/>	Site Plan (24"x36") [34-203(a)(8)]

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 34-1954 or 34-1955 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.