



APPLICATION FOR ADMINISTRATIVE COMMERCIAL LOT SPLIT IN UNINCORPORATED AREAS ONLY [LDC Section 34-203(b)(5)]

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. [34-203(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. **[34-203(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:

11. Current Zoning of Property:

12. Type of Subdivision: Please check the appropriate type of the proposed subdivision. **[[34-203(b)(5)]**

A subdivision of an existing commercial or industrial development; OR

A commercial or industrial development which has received a Development Order; OR

A Final Development Order for a commercial or industrial development which is still effective; OR

A new final Development Order application for a commercial or industrial development.

13. Deviations Requested: Provide a detailed listing of the section number(s) and the specific regulation(s) from the Land Development Code from which relief is sought. This information must also be shown on the site plan. **[34-203(b)(5)(a)]**

14. Site Plan: Submit a site plan (24"x36" size), to scale, illustrating all existing and proposed lot lines, buildings and uses, streets and accessways, off-street parking, water management facilities, required landscaping and open space. The location of all deviation(s) must be clearly marked on the site plan. **[34-203(a)(8)]**

15. Development Compliance Calculations: Provide overall development compliance calculations and plans which demonstrate that the overall development complies with LCLDC Chapters 10, 30 and 34 development standards, including access and open space (see below). **[34-203(b)(5)(b)]**

a. If any individual lots will not have direct access to a public street, demonstrate how access to such lots will be accomplished via common areas.

b. If any individual lots will not comply with minimum open space requirements, demonstrate how the required open space requirement for the overall development will be satisfied via common areas.

16. Maintenance Documents: Documents, satisfactory to the County, must be provided assuring that all common elements of the overall development are subject to unified control and will be perpetually maintained through a property owners association. **[34-203(b)(5)(d)]**

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
<input type="checkbox"/>	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"/>	Deviations Requested [34-203(b)(5)a]
<input type="checkbox"/>	Site Plan (24"x36") [34-203(a)(8)]
<input type="checkbox"/>	Development Compliance Calculations and Plans [34-203(b)(5)(b)]
<input type="checkbox"/>	Maintenance Documents [34-203(b)(5)(d)]

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.

Exemptions granted under this section will not prove relief from any development regulations not specifically listed and approved. Compliance with Chapter 10, and other chapters of the Land Development Code will be based on the overall development as though the lots proposed to be created under this exemption did not exist.

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.

A Limited Review Development Order is also required to accomplish the actual subdivision (splitting) of lots [see LCLDC Section 10-174(5)].