



Development Services

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Limited Development Order - Type E Application and Approval Guide Residential and Commercial Lot Splits

This guide is intended to help you submit the required application and documents to receive a Lee County Development Order. The [Lee County Land Development Code](#) and the [Lee Plan \(Comprehensive Plan\)](#) are the official governing documents.

This guide includes these sections:

1. [Development Order Description](#)
2. [Schedule an Informal/Pre-application Meeting](#)
3. [Apply for a Development Order](#)
 - Complete your application package, which includes the application AND all required supporting documents
4. [Pay your fee\(s\)](#)
5. [Understand the review process and track your application](#)
6. [Close out the LDO – Type E with a recorded deed](#)

1. Development Order Description

The process for dividing a parcel of land into **two** separate conforming parcels would require approval of a Type E Limited Development Order in accordance with Section 10-174 of the Lee County Land Development Code.

Note: There is a separate process for dividing a parcel or parcels of land into **more than two parcels** at one time. That effort would require a subdivision plat (in accordance with Chapter 177.1 Florida Statutes and Lee County Administrative Code AC13-19), as well as an approved associated Development Order.

Need Help? Contact us @ PODDevRev@leegov.com with your detailed questions.

2. Schedule an Informal/Pre-Application Meeting

Prior to the submission of an application for development order approval, applicants are encouraged to schedule an informal meeting with Community Development staff members to discuss details of the proposed project and to obtain general guidance on the application process. These meetings help to advance a conceptual plan for development prior to submitting the formal application. Providing details in advance of these meetings helps staff to better understand project goals, resulting in an exchange of information important to the applicant.

Request an [Informal / Pre-Application Meeting](#) via eConnect or [download](#) the form and e-mail to informals@leegov.com.

3. Apply for a Development Order

A complete application package includes: filling out the eConnect form fields and adding all required supporting documents as attachments.

ATTENTION: All taxes must be paid prior to issuance of the DO. [\[10-108.1\]](#)

Notice: Employment of engineers and design consultants. [\[10-102\]](#)

An engineer shall be employed by the developer to design all required improvements such as streets, drainage structures, drainage systems, bridges, bulkheads, water and sewage facilities, etc. All plans, drawings, reports and calculations shall be prepared, signed and sealed by the appropriate licensed professional, such as engineers, architects, landscape architects, land surveyors and attorneys, registered in the state. Other specialized consultants, such as environmental consultants, archaeologists, etc., may be required to assist in the preparation of the plans, drawings, reports and other documents required as development order submittals. Successor engineers must follow the procedures outlined in FAC 61G15-27.001 to continue use of sealed contract documents by any prior professional engineer.

All applicants are **REQUIRED** to use [eConnect](#) to electronically submit their application package.

eConnect Application Package (Electronic Submission)

Register for eConnect

To apply for a Lee County development order online, you must first register at [eConnect](#). Instructions for **New Users: Register for an Account** are included on the eConnect login page.

Review the [eConnect Users Guide](#) for more details about using eConnect.
Also see **eConnect Instructions** highlighted throughout this guide.

eConnect Steps

Once you have logged into [eConnect](#), select the *Development Services* menu to *Create an Application*. Review the general disclaimer terms and select the checkbox to *Continue the Application*.

1. Select a Record Type

On the *Select a Record Type* screen, select **Limited Development Order**. Select the radio button and *Continue Application*.

2. Provide the Property Information (* indicate required fields) to identify the property for which the application will be used. Search by one of the following: Address (using the required fields Street No., Street Name and Zip) or Parcel (using Parcel Number).

eConnect Instructions: If multiple addresses are found, they will be displayed in the *Address Search Result List*. Use the radio button to select the desired record, then click *Select*.

Once search results are returned, the other fields on the screen will automatically populate. Review information for accuracy and *Continue Application*.

3. Applicant and Contacts

To associate the Applicant and Contact(s) with the application using either: *Select from Account* or *Add New*.

Note: The Applicant listed in eConnect will receive all notifications from the County related to this application.

4. Project Detail Fields

Provide the project detail listed below.

- **Project Name:** What is the name of the project?
- **Detailed Description:** Provide a complete and accurate description of the proposed project and *Continue Application*.
- **Type of Request:** select the correct type of application
(Options: *Type A – Limited Review, Type B – Limited Review, Type C – Limited Review, Type D – Limited Review, Type E – Limited Review*)
- **Is this a CIP Project?:** Capital Improvement Projects refer to County funded projects.
(Options: *Yes or No*)
- **Residential/Commercial:**
(Options: *Commercial or Residential*)
- **Area Type:** Select measurement.
(Options: *Acres or Square feet*)
- **Area Size:** Include the acreage for the entire parcel, not just the proposed development area.
- **Current Use of Property:** Description.
- **Intended User of Property:** Description.
- **Notes/Directions:** Provide directions to the property
- **Applicant Acknowledgement:** A checkbox with these instructions - Please check here to acknowledge the requirement for a completed application, and supporting documentation, to be uploaded with this online application. Failure to comply shall result in the rejection of your online application. “By clicking the checkbox, you are acknowledging the requirement for a completed application, and the supporting documentation, to be uploaded with this online application.”

5. Attachments

In the Attachment window *Add* the required and conditional documents that are a part of a completed application package. Name uploaded files with brief, descriptive and identifiable titles (e.g. Application, Site Plan, etc.) (Use list of documents in the next section).

Required Documents

Notice: *Lee County may require additional supporting documentation to process the development order. Additional restrictions applicable to this property that may be found in public records, and there may be additional permits required from other governmental entities such as water management districts, state or federal agencies.*

1. Cover Letter

Prepare a cover letter to outline the submission that includes a list of attached documents with each document appropriately named.

2. Filing Fee [PAID]

Prepare to pay the filing fee. [\[10-108\(a\)\]](#)

3. Affidavit of Authorization

Prepare the required [Affidavit of Authorization](#). The signatory represents that they are either the owner or the authorized representative of the owner(s) of the property and that they have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with the application and the Land Development Code. The Affidavit must be notarized. [\[10-153\]](#)

4. Proof of Ownership

Prepare to provide a copy of the latest deed demonstrating ownership.

A Title Certification may be required in some instances. This is the certification of information related to the title of a described area of land, including but not limited to the owner of record of a property, easements and encumbrances on said property and any mortgages secured by said property. [\[10-154\(2\)\]](#)

5. Boundary Survey

Prepare a boundary survey of the entire perimeter of the parent parcel(s) showing all improvements that must be provided. [\[10-154\(3\)\]](#)

- Survey must be prepared, signed and sealed by a Florida Professional Surveyor and Mapper;
- Survey must contain a metes and bounds legal description of the entire continuous perimeter;
- Survey must be tied to the state plane coordinate system for the Florida West Zone with coordinates at the point of beginning and an opposite corner; and
- Survey should show all easements affecting the property and roads to demonstrate legal access.
- Include Site Plan drawings to detail the proposed improvements to a given lot to show dimensions from structures to proposed parcel lines as well as utility service and drainage systems.

6. Metes and Bounds Legal Descriptions and Sketches

Metes and bounds legal descriptions and sketches (signed and sealed by a Florida Professional Surveyor and Mapper) for both new parcels being proposed. Must be suitable for recording (legal or letter size).

Conditional Required Documents

7. Deviations

If the project meets criteria for administrative deviations, then the applicant may apply concurrently with the submitted development order. [\[10-104\]](#)

[Application for Administrative Deviations from Chapters 10 and 33 \(Unincorporated Areas\)](#)

8. Waiver Request Form

If the applicant is requesting a waiver on the submission of required submittal items, complete the [Request for Submittal Requirement Waiver Form](#).

[\[10-152\]](#)

9. Operation & Maintenance Covenants

If the development proposes shared infrastructure, then submit the Operation and Maintenance Covenants that are part of property association documents required for compliance with Lee County Administrative Code AC13-19(G). [\[10-154\(23\)\]](#)

10. Assignment of Maintenance

If the development proposes shared infrastructure, then submit the Assignment of Maintenance. This designates the entity responsible for the maintenance of infrastructure. Lee County Administrative Code AC13-19(G). [\[10-154\(24\)\]](#)

□ 11. Agreement for Shared Access, Utilities or Drainage

If other parties will be granted specific types of access through an easement or shared use of utilities or drainage, then a Shared Access Agreement easement is generally recorded with the Lee County Clerk of Courts. The documented easement will show up when a title search is conducted unless all parties agree to remove it. This easement should also describe and depict the area of the easement.

This easement can be granted for public access for ingress and egress. This easement may also grant designated parties the right to construct within the easement area. This easement may also designate the parties responsible for maintenance within the easement area. [[10-285\(c-e\)](#)], [[10-610\(e\)](#)], and [[34-2015\(2\)f.](#)]

4. Pay your Fee(s)

All payments must be received prior to reviewing the application. Make payments through [eConnect](#); or make a credit card payment by phone, 239-533-8997, option *. **Cash is not accepted;** please pay by credit/debit card, check or money order.

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications* under *Development Services* menu. Click on the record number for your application, select the menu option for *Payments >> Fees*, then click *Pay Fees*, review fees, select *Continue Application*, enter your payment information and click *Submit Payment*.

5. Understand the Review Process and Track your Application

Completeness Check

When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures, and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

Lee County Review of an Application Package

After payment is requested and received, the application will be assigned to multiple functional areas for simultaneous review. The review will check for compliance with The Lee Plan, Lee County Land Development Code, Lee County Administrative Codes, and Lee County Ordinances.

Applicants can use [eConnect](#) at any time to track the progress of the application record through the process.

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications* under *Development Services* menu. Click on the record number for your application to see the Records Status, Conditions and Record Details.

The final reviewer will consolidate all comments and an email notice will be generated to the applicant.

Notice of Application Sufficiency or Insufficiency

Email notices inform the applicant if their application was sufficient or insufficient.

- **Insufficiency Letter:** An application may be returned to the applicant with a notice of insufficiencies to be addressed for resubmittal; or an insufficient application that does not meet state and local codes may not be resubmitted if there are no options to correct non-compliance.
 - **Resubmitting an Application:** Applicants have 30 days to address insufficiencies and resubmit [Florida Statute 125.022]. To ensure correct versioning in eConnect, attachments that are resubmitted should have the same file name as the original.
- **Sufficiency Letter:** Once staff has found the project sufficient, concurrency and impact fee requirements will be assessed as applicable, and the Development Order will be issued.

Once approved, applicants will receive email notice from Lee County and may access [eConnect](#) to print their approval documents. The Notice of Approval is filed with the [Lee County Clerk of Court](#).

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications* under the *Development Services* menu. Click on the record number for your application, select *Attachments*. All documents will be listed. Choose *Actions* drop-down to review any details of the documents. Click on the document name to open or save.

6. Closure of LDO – Type E

Completion is subject to the recording of deeds in accordance with the approved plans. Prior to closing the LDO, recorded deeds must be provided.