



APPLICATION FOR ADMINISTRATIVE PARKING VARIANCE IN UNINCORPORATED AREAS ONLY [LDC 34-2020]

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 (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. **Parking Data and Information:** Submit a list of all the uses the parking supports, the total floor area for each use, the number of parking spaces required, and the number of parking spaces proposed. [34-203(b)(2)a.]

14. **Site Plan:** Submit a site plan drawn to scale in 24"x36" size (label as **Site Plan**) showing the following: [34-203(a)(8)]

- a. The property in question, including all buildings on the property and the adjacent property.
b. Entrances to and exits from the building(s) to be used by the public.
c. Show the details and location of all facilities proposed to be provided as part of the proposed parking reduction (e.g. transit stop, boat slips on the same premises, bicycle and pedestrian facilities, golf cart amenities, public parking garages and commercial parking lots).

15. **Parking Plan:** Submit a parking plan drawn to scale in 24"x36" size consistent with the requirements of LCLDC Section 34-2014.

16. **Peak Parking Demands:** Provide the peak parking demands for each use demonstrating that no part of a parking lot intended to satisfy required parking for a use is used to offset the parking requirements for another use unless the peak parking demands occur at different times. [34-203(b)(2)b.]

17. **Parking Demand Study:** When reduced parking is requested pursuant to LCLDC Section 34-2020(c)(6), a parking demand study must be provided. [34-203(b)(2)c.]

Note: A methodology meeting with Staff to discuss the parameters of the parking demand study is recommended prior to the collection of any data. [34-2020(c)]

SUBMITTAL REQUIREMENT CHECKLIST

Clearly label your attachments as noted in bold below.

<input type="checkbox"/>	Completed application [34-201(a)(1)a.1.]
<input type="checkbox"/>	Filing Fee - [34-201(d)]
<input type="checkbox"/>	<u>Affidavit of Authorization</u> Form [34-203(a)(3)]
<input type="checkbox"/>	<u>Additional Agents</u> [34-203(a)(4)]
<input type="checkbox"/>	Multiple Owners List (if applicable) [34-203(a)(2)]
<input type="checkbox"/>	<u>Disclosure of Interest</u> 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"/>	Parking Data and Information [34-203(b)(2)a.]
<input type="checkbox"/>	Site Plan (24"x36" size) [34-203(a)8]
<input type="checkbox"/>	Parking Plan (24"x36" size)
<input type="checkbox"/>	Peak Parking Demands [34-203(b)(2)b.]
<input type="checkbox"/>	Parking Demand Study (if applicable) [34-203(b)(2)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 application for an administrative application in no way guarantees its approval. If the Director determines 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.