Administrative Action Request

Community Development Dept. | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Phone: 239 444 6150 | Fax: 239 444 6140

Type of Request (please check one):

☐ Administrative Variance (requires supplement A)
☐ Commercial Lot Split (requires supplement B)
☐ Consumption on Premises (requires supplement C)
☐ Minimum Use Determination (requires supplement D)
☐ Ordinance Interpretation (requires supplement E)
☐ Relief for Designated Historic Resources (requires supplement F)
☐ Easement Encroachment (requires supplement G)
☐ Administrative Amendment to a PUD or Planned Development (requires supplement H)
☐ Administrative Deviation from Chapter 3 of the LDC (requires supplement I)
☐ Placement of Model Home/Unit or Model Display Center (requires supplement J)
☐ Dock & Shoreline Structure (requires supplement K)
☐ Redevelopment District (requires supplement L)
☐ Community Gardens (requires supplement M)
☐ Joint Use of Parking (requires supplement N)
☐ Wireless (requires supplement O)
☐ Bed and Breakfast (requires supplement P)
☐ Final Plan Approval (no supplement)

Applicant's Name: _____ **Phone #**: _____

Project Name: _____

STRAP Number: _____

****

STAFF USE ONLY

Council District:	_____	*Land Use Classification:*	_____
Current Zoning:	_____	*Bonita Plan Density:*	_____
Case Number:	_____	*Fees:*	_____
Date of Application:	_____	*Date Fees Paid:*	_____
Intake by:	_____	*Receipt Number:*	_____

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PART I
ACTION REQUEST INFORMATION

1. **Applicant's Name**: _____

2. **Applicant's Mailing Address**: _____

   City: _____ State: _____ Zip: _____

   Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

   E-mail Address: _____

3. **Applicant's Relationship to Property**:

   ☐ Owner ☐ Trustee ☐ Option Holder ☐ Contract Purchaser ☐ Lessee

   ☐ Other (indicate) _____

   If applicant is NOT the owner, submit a **Notarized Authorization Form** from the owner to the applicant.

4. **Agent's Name(s)**: (Use additional sheets if necessary): _____

5. **Agent's Mailing Address**: _____

   City: _____ State: _____ Zip: _____

   Contact Person: _____

   Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

   E-mail Address: _____

6. **Type of Request** (please check one):

   ☐ Administrative Variance (requires supplement A)
   ☐ Commercial Lot Split (requires supplement B)
   ☐ Consumption on Premises (requires supplement C)
   ☐ Minimum Use Determination (requires supplement D)
   ☐ Ordinance Interpretation (requires supplement E)
   ☐ Relief for Designated Historic Resources (requires supplement F)
   ☐ Easement Encroachment (requires supplement G)
   ☐ Administrative Amendment to a PUD or Planned Development (requires supplement H)
   ☐ Administrative Deviation from Chapter 3 of the LDC (requires supplement I)
   ☐ Placement of Model Home/Unit or Model Display Center (requires supplement J)
   ☐ Dock & Shoreline Structure (requires supplement K)
   ☐ Redevelopment District (requires supplement L)
   ☐ Community Gardens (requires supplement M)
   ☐ Joint Use of Parking (requires supplement N)
   ☐ Wireless (requires supplement O)
   ☐ Bed and Breakfast (requires supplement P)
   ☐ Final Plan Approval (no supplement)

7. **Nature of Request** (please print): _____

   _____

   _____

PART II
PROPERTY INFORMATION

Is this request specific to a particular tract of land? ☐ NO ☐ YES If the answer is yes, please complete the following:

1. **Is this action being requested as a result of a violation notice?** ☐ NO ☐ YES
   a. If yes, date of notice: _____
   b. Specific nature of violation: _____
2. **Property Owner's Name**: _____
3. **Property Owner's Mailing Address**: _____

   City: _____ State: _____ Zip: _____

   Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

   E-mail Address: _____
4. **Legal Description**: Is property description clearly shown within a platted subdivision recorded in the official Plat Books of Lee County?

   ☐ NO Attach a legible copy of the legal description and certified sketch of description as set out in chapter 61G 17-6.006, Florida Administrative Code.

   ☐ YES Property is identified as:

   Subdivision Name: _____

   Plat Book _____ Page _____ Unit _____ Block _____ Lot _____
5. **STRAP Number**: _____
6. **Property Dimensions**:
   a. Area: _____ ☐ square feet ☐ acres
   b. Width along roadway: _____ feet
   c. Depth: _____ feet
7. **Property Location Address**: _____

   City: _____ State: _____ Zip: _____
8. **General Location of Property**:_____

   _____

   _____

   _____

   _____

PART III
OWNERSHIP/AUTHORIZED AGENT AFFIDAVIT

I, _____, certify that I am the owner or owner's authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I also authorize the staff of the City of Bonita Springs to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made through this application.

***** SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC *****

Signature: _____ **Date**: _____

Printed Name: _____

STATE OF FLORIDA, COUNTY OF LEE

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

_____ (printed name of person making statement).

Personally Known: ____ OR Produced Identification: ____ Type Produced: _____

_____
(Signature of Notary Public – State of Florida)

_____ _____
(Notary Seal) **(Name of Notary Printed, Typed, or Stamped)**

PART IV
LETTER OF AUTHORIZATION
TO CITY OF BONITA SPRINGS COMMUNITY DEVELOPMENT

The undersigned do hereby swear or affirm that they are the fee simple title holders and owners of record of property commonly known as _____ and legally described in exhibit A attached hereto.

The property described herein is the subject of an application for zoning or development. We hereby designate _____ as the legal representative of the property and as such, this individual is authorized to legally bind all owners of the property in the course of seeking the necessary approvals to develop. This authority includes but is not limited to the hiring and authorizing of agents to assist in the preparation of applications, plans, surveys, and studies necessary to obtain zoning and development approval on the site. This representative will remain the only entity to authorize development activity on the property until such time as a new or amended authorization is delivered to Bonita Springs.

(Signature of Owner*)	**(Printed Name of Owner)**
(Signature of Owner*)	**(Printed Name of Owner)**
(Signature of Owner*)	**(Printed Name of Owner)**
(Signature of Owner*)	**(Printed Name of Owner)**

***** SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC *****

Signature: _____ **Date**: _____

Printed Name: _____

STATE OF FLORIDA, COUNTY OF LEE

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

_____ (printed name of person making statement).

Personally Known: ____ OR Produced Identification: ____ Type Produced: _____

_____
(Signature of Notary Public – State of Florida)

(Notary Seal)	**(Name of Notary Printed, Typed, or Stamped)**

GENERAL EXPLANATORY NOTES

1. Applications for an Administrative Setback Variance from Chapter 4 (Zoning) of the Land Development Code must include this form plus the Administrative Action Request Supplement A form.
2. Applications for a Commercial Lot Split must include this form plus the Administrative Action Request Supplement B form.
3. Applications for an Administrative Approval for Consumption-On-Premises permit must include this form plus the Administrative Action Request Supplement C form.
4. Applications for a Minimum Use Determination must include this form plus the Administrative Action Request Supplement D form.
5. Applications for an Interpretation of the Land Development Code must include this form plus the Administrative Action Request Supplement E form.
6. Applications for Administrative Relief for Designated Historic Resources must include this form plus the Administrative Action Request Supplement F form.
7. Applications for Relief for Easement Encroachment must include this form plus the Administrative Action Request Supplement G form.
8. Applications for Administrative Amendment to a PUD or Planned Development must include this form plus the Administrative Action Request Supplement H form.
9. Applications for an Administrative Deviation from Chapter 2 (Development Standards) of the Land Development Code must include this form plus the Administrative Action Request Supplement I form.
10. Applications for Administrative Approval for the Placement of a Model Home/Unit or Model Display Center must include this form plus the Administrative Action Request Supplement J form.
11. Applications for Administrative Approval for the Placement of Docks and Shoreline Structures must include this form plus the Administrative Action Request Supplement K form.
12. Applications for Administrative Approval to Utilize Redevelopment District Regulations must include this form plus the Administrative Action Request Supplement L form.
13. Applications for Administrative Approval to for the Placement of a Community Garden must include this form plus the Administrative Action Request Supplement M form.
14. Applications for Administrative Approval to for the Joint Use of Parking must include this form plus the Administrative Action Request Supplement N form.
15. Applications for Administrative Approval to for Wireless Communication Facilities must include this form plus the Administrative Action Request Supplement O form.
16. Applications for Administrative Approval to for a Bed and Breakfast must include this form plus the Administrative Action Request Supplement P form.
17. All Applicants must pay the Application Fee set forth in the City External Fees and Charges Manual.

EXPLANATORY NOTES FOR PART I

1. Applicant's Name: Application may be by the landowner or his authorized agent.
2. Relationship of applicant to owner. If the applicant is not the owner of the property, a notarized authorization form from the owner to the applicant must be submitted.
3. Agent's Name: If the applicant will have other people representing him in processing this application, please indicate their name, address, and phone number.
4. Place check mark next to type of administrative action being requested.
5. State in general terms, the purpose of the requested action.

EXPLANATORY NOTES FOR PART II

Part II must be completed for all applications in which a particular tract or parcel of land is involved. **Applications for administrative interpretations of the ordinance which do not affect a particular parcel of land do not need to complete this part.**

1. If the request is due to a violation notice, please indicate the date it was issued, the type of notice (i.e. building code, zoning, etc.,) and what the violation was.
2. Relationship of applicant to owner: If the applicant is not the owner of the property, please state the relationship such as option holder, contract purchaser, lessee, trustee, agent, etc. A **notarized** authorization form from the owner to the applicant must be submitted.
3. If the applicant is the owner, write "same".
4. If the property is not fully described as a lot or lots in a platted subdivision, a complete, legible, legal description and certified sketch of description (as set out in Chapter 61G 17-6.006 Florida Administrative Code) must be submitted which is sufficiently detailed so as to be able to locate said property on city/county maps or aerial photographs. If the application includes multiple contiguous parcels, the legal description may describe the perimeter boundary of the total area, and need not describe each individual parcel, except where different requests are made on individual parcels. The Director may reject any legal description which is not legible or sufficiently detailed so as to locate said property.
5. If more than one parcel is involved, list all STRAP numbers. If the property is within an unofficial recorded subdivision, submit a copy of the O.R. Book and Page where the unofficial recorded subdivision is recorded.
6. Please provide a description of how to get to the property referenced to major streets.

EXPLANATORY NOTES FOR PART III

1. The applicant is responsible for the accuracy and completeness of this application. Time delays or additional expenses necessitated by the submittal of inaccurate or incomplete information will be the responsibility of the applicant.
2. All information submitted with the application becomes a part of the public record and will be a permanent part of the file.
3. All applications must be submitted in person. Mailed-in applications will not be processed.
4. All attachments and exhibits submitted must be of a size that will fit or conveniently fold to fit into a letter size (8 ½" x 11") folder.
5. The Department staff will review this application for compliance with requirements of the Bonita Springs Land Development Code. If any deficiencies are noted, the applicant will be notified.

EXPLANATORY NOTES FOR PART IV

Where there is more than one owner, either legal or equitable, then all such owners must jointly initiate the application. Exceptions to this are:

1. It is not required that both husband and wife initiate the application on private real property owned by them.
2. Where the property is subject to a land trust agreement, the trustee may initiate the application.
3. Where the fee owner is a corporation, any duly authorized corporate official may initiate the application.
4. Where the fee owner is a partnership, the general partner may initiate the application.
5. Where the fee owner is an association, the association may appoint an agent to initiate the application on behalf of the association.
6. Where the property is a condominium or time-share condominium, refer to Sec. 4-201(a)(1)b. for rules.
7. Where the property is a subdivision, refer to Sec. 4-201(a)(1)c. for rules.
8. Rezoning initiated by the City of Bonita Springs on property not owned by the city.