



**APPLICATION FOR ADMINISTRATIVE VARIANCE**  
**In The Village of Estero**  
[LDC Sections 2-403, 2-404, 2-505 F.1, 2-506.A.]

**Project Name:** \_\_\_\_\_  
**Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Add additional sheet if necessary)

1. **Name of Applicant:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
2. **Relationship of Applicant to owner (check one) and provide Affidavit of Authorization form if Applicant is not the Owner:**  
☐ Applicant is the sole owner of the property. (Affidavit not required)  
☐ Applicant has been authorized by the owner(s) to represent them for this action. (Affidavit required)
3. **Authorized Agent: (If different than applicant) Name of the person who is to receive all Village of Estero-initiated correspondence regarding this application.**
  - a. **Company Name:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
  - b. **Additional Agent(s):** Provide the names of other agents that the Village of Estero may contact concerning this application.
4. **Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest. [Add additional sheet(s) if necessary]**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Disclosure of Interest:**  
☐ Attach **Disclosure of Interest** Form.
6. **STRAP Number(s):** \_\_\_\_\_
7. **Street Address of Property:** \_\_\_\_\_
8. **Legal Description (must submit one):**  
☐ Legal description and sealed sketch of the legal description.  
**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.
9. **Use(s) of Property:**  
a. Current uses of property are: \_\_\_\_\_  
b. Intended uses of property are: \_\_\_\_\_
10. **Village Comprehensive Plan (Future Land Use) Designation** \_\_\_\_\_
11. **Current Zoning of Property:** \_\_\_\_\_
12. **Property Dimensions [34-204]:**  
a. Width (average if irregular parcel): \_\_\_\_\_ Feet  
b. Depth (average if irregular parcel): \_\_\_\_\_ Feet  
c. Total area: \_\_\_\_\_ Acres or square feet
13. **Variance(s):** List the specific section number(s) of the Village of Estero Land Development Code {and their name(s)} from which the relief is sought. Also explain why the administrative variance is needed. [Attach extra sheets if additional space is needed.]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. **Variance Criteria:** Before approving any administrative variance, the [Director of Community Development] must find that all of the following exist. Explain how the request(s) meet these criteria. Attach extra sheets if additional space is needed. **[34-268]**  
a. What are the exceptional or extraordinary conditions or circumstances that are inherent to the property in question?  
\_\_\_\_\_  
b. Is the requested variance the minimum that will relieve the applicant of an unreasonable burden caused by the regulation in question? If not, what is the minimum variance?  
\_\_\_\_\_  
c. Will the granting of the variance be injurious to the neighborhood or otherwise detrimental to the public welfare?  
\_\_\_\_\_
15. **Site Plan:** Submit a site plan (24"x36" and 11"x17"), to scale, illustrating at a minimum: existing and proposed lot lines; buildings and uses; streets; accessways; off-street parking; water management facilities; buffering; open space; and any structures on adjacent property which may be affected by the requested variance. The location(s) of the requested variance(s) must be clearly indicated on the site plan.
16. **LDC Compliance:** Submit pertinent calculations which demonstrate that the overall development complies with all other applicable zoning and development standards.

17. **Letters of No Objection:** Submit Letters of No Objection from all adjacent property owners, including those separated from the subject property by any right-of-way easements, or as required by the Director of Community Development.
18. **Other Documentation:** Other relevant documentation such as copies of permits or other approvals applicable to the requested administrative variance.
- ☐ **Eminent Domain Properties:** If the taking has been signed by the Lee County Circuit Court judge, a copy of the Order of Taking is required.
- ☐ **Photographs** of the subject property and surrounding area. (Optional)

<b>SUBMITTAL REQUIREMENT CHECKLIST</b> <i>Clearly label your attachments as noted in bold below.</i> <i>Please provide one CD or thumb drive and three COLLATED paper sets of your submittal package.</i> <i>Clearly label your attachments as noted in bold below.</i>	
<input type="checkbox"/>	Completed <b>Application</b>
<input type="checkbox"/>	Filing Fee (no copies)
<input type="checkbox"/>	<b><u>Affidavit of Authorization</u></b> Form
<input type="checkbox"/>	<b><u>Additional Agents</u></b>
<input type="checkbox"/>	<b>Multiple Owners</b> List (if applicable)
<input type="checkbox"/>	<b><u>Disclosure of Interest</u></b> Form
<input type="checkbox"/>	<b>Legal description (must submit one)</b>
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
	<b>OR</b>
<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.
<input type="checkbox"/>	<b>Variance Request</b> (if applicable)
<input type="checkbox"/>	<b>Site Plan</b> (24"x36" and 11"x17")
<input type="checkbox"/>	<b>Compliance Calculations</b> (if applicable)
<input type="checkbox"/>	<b>Letters of No Objection</b>
<input type="checkbox"/>	<b>Other Documentation</b>