

APPLICATION FOR ADMINISTRATIVE APPROVAL
In The Village of Estero
Consumption on Premises
[LDC Sections 4-402, 2-505 F.1, 2-403 and 2-404]

Project Name: _____
Request: _____

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. **Type of Establishment:**
*If a **RESTAURANT**, submit copy of the menu. Label as **Menu**.
13. **Outdoor Seating: Is there (or will there be) outdoor seating areas?**
☐ **NO**
☐ **YES** – If **YES**, please indicate the number of outdoor seats: _____
- NOTE: Outdoor seating requires a public hearing (4-402.A)**
14. **Type of State Liquor License Requested:** _____
15. **Days of week and hours for the sale and service of alcoholic beverages:** Days _____
Hours: from _____ to _____
16. **Site Plan:** Submit a site plan (24"x36" and 11"x17" copies), to scale, illustrating, at a minimum, all buildings on the property, all public entrances and exits to the buildings, a parking plan including ingress/egress.
17. **Floor Plan:** Submit a floor plan drawn to scale illustrating, at a minimum, the floor area including the kitchen, indoor seating area (including the area [sq. ft.] and number of seats), outdoor seating areas (including the area [sq. ft.] and number of seats), and rest rooms. If a restaurant is proposing a bar or lounge for patrons waiting to be seated in the restaurant, the floor area and seating area of the bar or lounge needs to be illustrated in addition to the restaurant seating area.
18. **Affidavit:** Submit a sworn statement that there are no religious facilities, places of worship, schools, day care centers (child), parks, dwelling units, or other establishment primarily selling alcoholic beverages for consumption on site, within 500 feet of the proposed establishment. If within 500 feet of one of these uses, provide a map that indicates the location and distance of the religious facility, school, daycare, park, dwelling units under separate ownership and/or other establishment selling alcoholic beverages for consumption on site in relation to the proposed establishment.

SUBMITTAL REQUIREMENT CHECKLIST

Clearly label your attachments as noted in bold below.

*Please provide one CD or thumb drive and three COLLATED paper sets of your submittal package.
Clearly label your attachments as noted in bold below.*

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Filing Fee
<input type="checkbox"/>	<u>Affidavit of Authorization</u> Form
<input type="checkbox"/>	<u>Additional Agents</u>
<input type="checkbox"/>	Multiple Owners List (if applicable)
<input type="checkbox"/>	<u>Disclosure of Interest</u> Form
<input type="checkbox"/>	Legal description (must submit one)
<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"/>	Menu (if a restaurant)
<input type="checkbox"/>	Site Plan (24"x36")
<input type="checkbox"/>	Floor Plan
<input type="checkbox"/>	Location Affidavit and Map (if applicable)