



ADMINISTRATIVE APPLICATION FOR AN ACCESSORY APARTMENT IN THE VILLAGE OF ESTERO [LDC 34-694 & 34-1177]

Project Name: _____

Request: _____

1. Name of Applicant: _____
Company Name: _____
Contact Person: _____
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; 34-204]
[] Applicant has been authorized by the owner(s) to represent them for this action. [34-202; 34-204]

3. Additional Agent(s): (If different than applicant) Name of the person who is to receive all Village of Estero -initiated correspondence regarding this application. [34-202; 34-204]

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 Village of Estero may contact concerning this application. [34-202; 34-204]

4. Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest. [34-201; 34-204]

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ E-mail: _____

5. Disclosure of Interest [34-201; 34-204]:
[] Attach Disclosure of Interest Form. [34-201; 34-204]

6. STRAP Number(s) [34-204(a)(2)]: _____

7. Street Address of Property: _____

THE VILLAGE OF ESTERO DEPARTMENT OF COMMUNITY DEVELOPMENT
9401 Corkscrew Palms Circle • Estero, FL 33928
Phone (239) 221-5036

8. **Legal Description (must submit one):**
 Legal description (metes and bounds) and sealed sketch of the legal description. **[34-204]**
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. **[34-204]**
9. **Use(s) of Property [34-204]:**
a. Current uses of property are:

b. Intended uses of property are (provide brief description of proposed accessory apartment use):

10. **Comprehensive Plan (Future Land Use) Designation [34-204]:** _____
11. **Current Zoning of Property [34-204]:** _____
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. **Occupancy:** Will the principal dwelling unit be owner occupied? **YES** ____ **NO** ____ **[34-1177]**
14. **Maximum floor area:** The maximum floor area of the accessory apartment may not exceed 50% of the floor area of the dwelling unit. **[34-1177]**
Floor area of principal dwelling unit: _____ sq. ft.
Floor area of accessory apartment: _____ sq. ft.
15. **Site Plan:** Submit a site plan illustrating at a minimum: **[34-268]**
 Existing and proposed lot lines and setbacks to all buildings and structures.
 Buildings and structures located on the property. Provide the dimensions/square footage for each building/structure. Note: Maximum lot coverage may not be exceeded. **[34-1177]**
 Streets that provide access to the property and location of the driveway(s).
 Off-street parking. In addition to the parking required for the principal dwelling unit (2 spaces per unit), one additional space is required for the accessory apartment. **[34-1177]**
16. **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. **[34-268]**
17. **Other Documentation:** Other relevant documentation such as copies of permits or other approvals applicable to the requested administrative variance. **[34-204]**
 Photographs of the subject property and surrounding area. (Optional)
18. **Public Meeting Requirements:** Provide a meeting summary document of the required public informational session. **[34-202(a)(10); 33-54(a) & (b)]**

SUBMITTAL REQUIREMENT CHECKLIST

Clearly label your attachments as noted in bold below.

<input type="checkbox"/>	Completed application [34-204]
<input type="checkbox"/>	Filing Fee - [34-204]
<input type="checkbox"/>	Affidavit of Authorization Form [34-204; 34-202]
<input type="checkbox"/>	Additional Agents [34-204; 34-202]
<input type="checkbox"/>	Multiple Owners List (if applicable) [34-201; 34-204]
<input type="checkbox"/>	Disclosure of Interest Form [34-204; 34-201]
<input type="checkbox"/>	Legal description (must submit one) [34-204]
<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"/>	Site Plan [34-268]
<input type="checkbox"/>	Letters of No Objection [34-268]
<input type="checkbox"/>	Public Meeting Summary [34-202(a)(10); 33-54(a) & (b)]
<input type="checkbox"/>	Other Documentation

Note: Please provide three (3) COLLATED paper copies and one (1) electronic copy of all submittal information.

All information submitted with the application becomes a part of the public record and will be a permanent part of the file. Community Development Department staff will review this application for compliance with requirements of the Village of Estero Land Development Code. The applicant will be notified of any deficiencies. Acceptance of an application in no way guarantees its approval. The Planning and Zoning Board's decision on an administrative application for accessory apartment is final and cannot be appealed.

If it is determined that inaccurate or misleading information was provided to the Village or if the decision does not comply with the Land Development Code when rendered, then, at any time, the Village 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.