



# APPLICATION FOR ADMINISTRATIVE VARIANCE IN THE VILLAGE OF ESTERO

[LDC Section 34-268]

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. **Authorized Agent: (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: \_\_\_\_\_
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. **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. **[34-268]**  
[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. **[34-268]**
16. **LDC Compliance:** Submit pertinent calculations which demonstrate that the overall development complies with all other applicable zoning and development standards. **[34-268]**
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. **[34-268]**

**Other Documentation:** Other relevant documentation such as copies of permits or other approvals

18. applicable to the requested administrative variance. **[34-204]**
- 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)
19. **Public Meeting Requirements:** Provide a meeting summary document of the required public informational session. **[34-202(a)(10); 33-54(a) & (b)]**

<b>SUBMITTAL REQUIREMENT CHECKLIST</b>	
<i>Clearly label your attachments as noted in bold below.</i>	
<input type="checkbox"/>	Completed application [34-204]
<input type="checkbox"/>	Filing Fee - [34-204]
<input type="checkbox"/>	<b>Affidavit of Authorization</b> Form [34-204; 34-202]
<input type="checkbox"/>	<b>Additional Agents</b> [34-204; 34-202]
<input type="checkbox"/>	<b>Multiple Owners</b> List (if applicable) [34-201; 34-204]
<input type="checkbox"/>	<b>Disclosure of Interest</b> Form [34-204; 34-201]
<input type="checkbox"/>	<b>Legal description (must submit one)</b> [34-204]
<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. (Click <a href="#">here</a> to see an example of a legal description with no metes and bounds.)
<input type="checkbox"/>	<b>Variance Request</b> (if applicable)
<input type="checkbox"/>	<b>Variance Criteria</b> [34-268] (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>Public Meeting Summary</b> [34-202(a)(10); 33-54(a) & (b)]
<input type="checkbox"/>	<b>Other Documentation</b>

**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 administrative variance 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.