



**APPLICATION FOR  
ADMINISTRATIVE APPROVAL  
OF CONSUMPTION ON PREMISES  
IN THE VILLAGE OF ESTERO**  
[LDC Section 34-1264]

**Project Name:** \_\_\_\_\_

**Request:** \_\_\_\_\_  
\_\_\_\_\_

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**1. Name of Applicant:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
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]:**  
\_\_\_\_\_

**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 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 of Property [34-204]:** \_\_\_\_\_
11. **Current Zoning of Property [34-204]:** \_\_\_\_\_
12. **Type of Establishment:** \_\_\_\_\_  
\*If a RESTAURANT, submit copy of the menu. Label as **Menu**. [34-1264]
13. **Outdoor Seating: Is there (or will there be) outdoor seating areas?**  
 **NO**  
 **YES** – If **YES**, please indicate the number of outdoor seats [34-1264]: \_\_\_\_\_
14. **Type of State Liquor License Requested [34-1264]:** \_\_\_\_\_
15. **Hours for the sale and service of alcoholic beverages [34-1264]:** 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, all parking on the property and ingress/egress. [34-1264]
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. [34-1264]
18. **Affidavit:** Submit a sworn statement that there are no religious facilities, schools (non-commercial), day care centers (child), parks, dwelling units under separate ownership, 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. [34-1264]
19. **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"/>	<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>Menu</b> (if a restaurant) [34-1264]
<input type="checkbox"/>	<b>Site Plan</b> (24"x36") [34-1264]
<input type="checkbox"/>	<b>Floor Plan</b> [34-1264]
<input type="checkbox"/>	<b>Location Affidavit</b> and Map (if applicable) [34-1264]
<input type="checkbox"/>	<b>Public Meeting Summary</b> [34-202(a)(10); 33-54(a) & (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. If the Director of Community Development determines that the requested approval. The Planning and Zoning Board's decision on an administrative application for consumption on premises 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.