



ADMINISTRATIVE APPLICATION FOR RELIEF FOR DESIGNATED HISTORIC RESOURCES IN THE VILLAGE OF ESTERO [LDC Section 22-174]

Project Name: _____

Nature of Request: _____



1. Name of Applicant: _____
Company Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
E-mail Address: _____

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 address: _____

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 address: _____

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: _____

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. **Historic Designation:** Historic Resource Historic District
14. **Lee County Historic Resource Designation Number:** _____
15. **Relief Requested:** 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 and why it should be approved. (Attach extra sheets if additional space is needed.)

16. **Site Plan.** Submit a site plan (24"x36" & 11"x17" sizes), to scale, illustrating all buildings and easements on the property; the proposed structure or additions for which the administrative variance is sought; and any adjacent structures which may be affected by the requested variance. The location of the requested variance must be clearly indicated on the site plan.
17. **Letters of No Objection** (as required by the Director): Provide 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. **(Optional) Photographs.** Provide photographs of the subject property and surrounding area and any other documentation which may help the Director of Community Development make a determination.
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 for [Relief for Designated Historic Resources] [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 of the following) [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.)
	Relief Requested
<input type="checkbox"/>	Site Plan (24"x36" & 11"x17")
<input type="checkbox"/>	Letters of No Objection
<input type="checkbox"/>	Photographs (Optional)
<input type="checkbox"/>	Public Meeting Summary [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. The Planning and Zoning Board's decision on an administrative application for relief from designated historic resources 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.