



# ADMINISTRATIVE APPLICATION FOR PLACEMENT OF MODEL HOMES, UNITS OR DISPLAY CENTERS IN THE VILLAGE OF ESTERO

[LDC Section 34-1954 or 34-1955]

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

**Request:**

- Model Home(s) – List number of homes: \_\_\_\_\_
- Model Unit(s) – List number of units: \_\_\_\_\_
- Extension of Model Home approved by case number: \_\_\_\_\_
- Model Display Center

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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. Model Home/Unit/Display Center Location (Attach additional sheets if necessary): [34-204]:**

Lot number: \_\_\_\_\_ Address: \_\_\_\_\_ STRAP: \_\_\_\_\_  
Lot number: \_\_\_\_\_ Address: \_\_\_\_\_ STRAP: \_\_\_\_\_  
Lot number: \_\_\_\_\_ Address: \_\_\_\_\_ STRAP: \_\_\_\_\_

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

7. **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 the Lee County under Instruments or Plat Books. [34-204]
8. **Comprehensive Plan (Future Land Use) Designation [34-204]:**  


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9. **Current Zoning of Property [34-204]:**  


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10. **Development Order Case Number** for the development [34-204]: \_\_\_\_\_
11. Is the development still under Unified Control?  
 **NO** – If **NO**, indicate on a map of the development the area which is under unified control of the Applicant/Owner.  
 **YES**
12. **Length of Use:** If request is for model home, how long is the model home use needed? [34-204] \_\_\_\_\_
13. Has an application for model homes or model units for the development been filed with Lee County or the Village of Estero Department of Community Development within the past three years? [34-204]  
 **NO**  
 **YES** – If **YES**, please provide the following information (attach additional sheets if necessary).  
a. Name of Applicant: \_\_\_\_\_  
b. Application/Case Number: \_\_\_\_\_  
c. Lot numbers and street address of model homes approved: \_\_\_\_\_  
d. Building permit number and date the certificate of occupancy for each existing model home/unit was issued: \_\_\_\_\_  
e. Status of the model home today (e.g. removed, existing, etc.): \_\_\_\_\_  
f. Date the approval (or extension of the approval) was granted: \_\_\_\_\_  
g. Expiration date of the approval or extension: \_\_\_\_\_
14. **Site Plans:**  
a. **Site Plan & Other Required Plans for Model Homes or Units:** Submit a site plan of the development and/or units in 24"x36" and 11"x17" sizes, drawn to scale, showing at a minimum, the following:  
1. Location of all model homes currently existing in the development as well as the proposed models.  
2. Location of off-street parking for the model home(s) and/or unit(s) requested.  
b. **Site Plan for Model Display Center:** Submit a site plan of the development in 24"x36" and 11"x17" sizes, drawn to scale, showing at a minimum, the following:  
1. For a model display center with a sales office, indicate the location of the sales office and all off-street parking for the office and center.
15. **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>Model Location</b> [34-204]
<input type="checkbox"/>	<b>Unified Control Map</b> [34-204]
<input type="checkbox"/>	<b>Application History</b> (if additional sheets are necessary) [34-204]
<input type="checkbox"/>	<b>Site Plan</b> (24"x36" & 11"x17") [34-204]
<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>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. The Planning and Zoning Board's decision on an administrative application for model homes, units or display centers 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.