

Required Documents by Record Type

Zoning

Table of Contents

Development of Regional Impact.....	1
Planned Development.....	4
Rezoning	6
Special Exception	7
Variance	9
Waiver Request or Informal Meeting	11
Zoning Administrative Appeal	11
Zoning Administrative Approval	12
Zoning Verification	14

The information below is sorted as follows:

1. Always Required
2. Required Based on Custom Field Value
3. Custom Field/Parcel Requirements
4. Document Type

Development of Regional Impact

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
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Required Documents by Record Type

Zoning

Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Application for Development Approval	No	Yes	No	
Binding Letter of Interpretation	No	Yes	No	
Condition and Developer Commitment Statement	No	Yes	No	
Development Summary	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Draft Resolution	No	Yes	No	
DRI Master Plan (Map H)	No	Yes	No	
Existing/Historic Flowways Map	No	Yes	No	
FLUCCS Map	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
List and Map of Surrounding Property Owners	No	Yes	No	
Mailing Labels	No	Yes	No	
Master Concept Plan	No	Yes	No	
Notice of Proposed Change	No	Yes	No	
Notice to Property Owners	No	Yes	No	
Proof of Potable Water/Sanitary Sewer Availability	No	Yes	No	
Rare/Unique Habitat Map	No	Yes	No	
Request Narrative	No	Yes	No	
Schedule of Uses	No	Yes	No	
Soils Map	No	Yes	No	
Surface Water Management Plan	No	Yes	No	
Title Certification	No	Yes	No	
Topographical/USGS Quadrangle Map	No	Yes	No	

Required Documents by Record Type

Zoning

Traffic Impact Statement	No	Yes	No	
Protected Species Survey	No	No	Yes	Is project area greater than 10 acres total and 2 acres of impervious? = Yes
Property Owners List and Map	No	No	Yes	Is property currently owned by multiple owners? = Yes
Existing Agricultural Use Affidavit	No	No	Yes	Is property currently used for bona fide agricultural purposes? = Yes
Hazardous Materials Emergency Plan	No	No	Yes	Is Resource Extraction a purposed use? = Yes
Boundary Survey	Yes	No	Yes	Is this a platted lot? = No
Plat	No	No	Yes	Is this a platted lot? = Yes
Proof of Notice	No	No	Yes	Is this planned development built? = Yes
				Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Public Information Session Summary	No	No	Yes	
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
Abandonment Form	No	No	Yes	Type of Request = Development of Regional Impact (DRI) Abandonment
Demonstration of Compatibility	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Environmental Assessment	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Preliminary Indigenous Restoration Plan	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)

Required Documents by Record Type

Zoning

Well Drawdown Information	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Phasing Program	No	No	Yes	Will project be phased? = Yes
Response Letter	No	No	No	Required for Resubmittal Only
Case Maps	No	No	No	
Staff Correspondence	No	No	No	

Planned Development

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Existing/Historic Flowways Map	No	Yes	No	
FLUCCS Map	No	Yes	No	
Historic/Archaeological Resources Map	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
List and Map of Surrounding Property Owners	No	Yes	No	
Mailing Labels	No	Yes	No	
Master Concept Plan	No	Yes	No	
Proof of Potable Water/Sanitary Sewer Availability	No	Yes	No	
Property Development Regulations	No	Yes	No	
Rare/Unique Habitat Map	No	Yes	No	

Required Documents by Record Type

Zoning

Request Narrative	No	Yes	No	
Schedule of Deviations	No	Yes	No	
Schedule of Uses	No	Yes	No	
Soils Map	No	Yes	No	
Surface Water Management Plan	No	Yes	No	
Title Certification	No	Yes	No	
Topographical/USGS Quadrangle Map	No	Yes	No	
Traffic Impact Statement	No	Yes	No	
Protected Species Survey	No	No	Yes	Is project area greater than 10 acres total and 2 acres of impervious? = Yes
Existing Agricultural Use Affidavit	No	No	Yes	Is property currently used for bona fide agricultural purposes? = Yes
Boundary Survey	Yes	No	Yes	Is this a platted lot? = No
Plat	No	No	Yes	Is this a platted lot? = Yes
Public Information Session Summary	No	No	Yes	Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
Demonstration of Compatibility	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Environmental Assessment	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)

Required Documents by Record Type

Zoning

Preliminary Indigenous Restoration Plan	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Well Drawdown Information	No	No	Yes	Type of Request = PRFPD (Private Recreational Facilities)
Phasing Program	No	No	Yes	Will project be phased? = Yes
Property Owners List and Map	No	No	Yes	Is property currently owned by multiple owners? = Yes
Case Maps	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Staff Correspondence	No	No	No	

Rezoning

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
List and Map of Surrounding Property Owners	No	Yes	No	
Mailing Labels	No	Yes	No	
Proof of Potable Water/Sanitary Sewer Availability	No	Yes	No	
Request Narrative	No	Yes	No	
Title Certification	No	Yes	No	

Required Documents by Record Type

Zoning

Property Owners List and Map	No	No	Yes	Is property currently owned by multiple owners? = Yes
Existing Agricultural Use Affidavit	No	No	Yes	Is property currently used for bona fide agricultural purposes? = Yes
Boundary Survey	Yes	No	Yes	Is this a platted lot? = No
Plat	No	No	Yes	Is this a platted lot? = Yes
				Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Public Information Session Summary	No	No	Yes	
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
Response Letter	No	No	No	Required for Resubmittal Only
Case Maps	No	No	No	
Staff Correspondence	No	No	No	

Special Exception

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	

Required Documents by Record Type

Zoning

Disclosure of Interest	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
List and Map of Surrounding Property Owners	No	Yes	No	
Mailing Labels	No	Yes	No	
Proof of Potable Water/Sanitary Sewer Availability	No	Yes	No	
Property Owners List and Map	No	Yes	No	
Request Narrative	No	Yes	No	
Site Plan	No	Yes	No	
Title Certification	No	Yes	No	
Existing Agricultural Use Affidavit	No	No	Yes	Is property currently used for bona fide agricultural purposes? = Yes
Boundary Survey	Yes	No	Yes	Is this a platted lot? = No
Plat	No	No	Yes	Is this a platted lot? = Yes
				Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Public Information Session Summary	No	No	Yes	
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
				Type of Request = <ul style="list-style-type: none"> ○ Accessory Apartment ○ Harvesting of Cypress
Traffic Impact Statement	No	No	Yes	

Required Documents by Record Type

Zoning

				<ul style="list-style-type: none"> ○ Model Homes ○ Permitted Uses for Model Home in Lehigh Acres ○ Private Aircraft Landing Facilities ○ Solar or Wind Energy Modifications ○ Use ○ Wireless Communications Facilities
Architectural Elevations	No	No	Yes	Type of Request = Dock & Shoreline Structures
Floor Plan	No	No	Yes	Type of Request = On-Premise COP
Menu	No	No	Yes	Type of Request = On-Premise COP
Notice of Public Hearing Affidavit	No	No	Yes	Type of Request = Private Aircraft Landing Facilities
Solar/Wind Energy Modification Narrative	No	No	Yes	Type of Request = Solar or Wind Energy Modifications
Balloon Test Graphics	No	No	Yes	Type of Request = Wireless Communications Facilities
Property Lease Agreement	No	No	Yes	Type of Request = Wireless Communications Facilities
Response Letter	No	No	No	Required for Resubmittal Only
Case Maps	No	No	No	
Staff Correspondence	No	No	No	

Variance

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	

Required Documents by Record Type

Zoning

Disclosure of Interest	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
List and Map of Surrounding Property Owners	No	Yes	No	
Mailing Labels	No	Yes	No	
Proof of Potable Water/Sanitary Sewer Availability	No	Yes	No	
Request Narrative	No	Yes	No	
Site Plan	No	Yes	No	
Title Certification	No	Yes	No	
Property Owners List and Map	No	No	Yes	Is property currently owned by multiple owners? = Yes
Boundary Survey	Yes	No	Yes	Is this a platted lot? = No
Plat	No	No	Yes	Is this a platted lot? = Yes
Existing Agricultural Use Affidavit	No	No	Yes	Is this an agricultural property? = Yes
				Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Public Information Session Summary	No	No	Yes	
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
Response Letter	No	No	No	Required for Resubmittal Only
Case Maps	No	No	No	
Staff Correspondence	No	No	No	

Required Documents by Record Type

Zoning

Waiver Request or Informal Meeting

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Application	No	Yes	No	
Request Narrative	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Site Plan	No	No	No	

Zoning Administrative Appeal

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Application	No	Yes	No	
Copy of Action Being Appealed	No	Yes	No	
Reason for Appeal	No	Yes	No	
Summary of Action Being Appealed	No	Yes	No	
Response Letter	No	No	No	Required for Resubmittal Only

Required Documents by Record Type

Zoning

Zoning Administrative Approval

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Request Narrative	No	Yes	No	
Site Plan	No	Yes	No	
Legal Description/STRAP	No	No	Yes	Is this ADD for a portion of the STRAP? = Yes
				Parcel: Planning District = <ul style="list-style-type: none"> ○ North Fort Myers ○ Caloosahatchee Shores ○ Captiva ○ Upper Captiva ○ Page Park ○ Greater Pine Island ○ Alva ○ North Olga ○ Northeast Lee County ○ Lehigh Acres
Public Information Session Summary	No	No	Yes	
Affidavit of Separation	No	No	Yes	Request Type = Consumption on Premises (COP)
Copy of Menu	No	No	Yes	Request Type = Consumption on Premises (COP)
Floor Plan	No	No	Yes	Request Type = Consumption on Premises (COP)
State and Federal Approval	No	No	Yes	Request Type = Dock & Shoreline Structures and

Required Documents by Record Type

Zoning

				<ul style="list-style-type: none"> ○ Dock Length >= 200
Setback Agreement	No	No	Yes	Request Type = Dock & Shoreline Structures and <ul style="list-style-type: none"> ○ Setback Reduction = Yes
Approved Site Plan	No	No	Yes	Request Type = Modification of Mobile Home/RV Park 86-36 Site Plan
Parking Demand Study	No	No	Yes	Request Type = Parking Variance
Peak Parking Demand	No	No	Yes	Request Type = Parking Variance
Required Parking Analysis	No	No	Yes	Request Type = Parking Variance
Model Location	No	No	Yes	Request Type = Placement of Model Homes, Units or Display Centers
Accessory Structure Cross Section	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Accessory Structure Elevation	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Accessory Structure Floor Plan	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Affidavit of Contact Information Update	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Agency Review Letters	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Contact Information for Facility Owner	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Documentation of Authority/Acceptance	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Existing Wireless Communications Facilities Map	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
FCC License	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Photo Simulations	No	No	Yes	Request Type = Wireless Communication Facility (Tower)

Required Documents by Record Type

Zoning

Shared Use Plan Agreement	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Suitable Structures Demonstration	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Wireless Communications Facility Elevations	No	No	Yes	Request Type = Wireless Communication Facility (Tower)
Submittal Requirement Waiver	No	No	Yes	Submittal Requirement Waiver Requested = Yes
Response Letter	No	No	No	Required for Resubmittal Only
Letters of No Objection	No	No	No	
Resolution	No	No	No	
Staff Correspondence	No	No	No	
Supporting Documents	No	No	No	

Zoning Verification

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field/Parcel Requirement(s)
Application	No	Yes	No	
Supporting Documents	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only