

## Application for Downtown Site Plan Review

The Smart Code, Article VII, Chapter 118 Land Use of the Land Development Code, in conjunction with the Downtown Fort Myers Plan was created in order to create a pedestrian friendly, cohesive urban environment, where people can live, work, and play. In order to facilitate this goal, the code requires that all projects, with exceptions as listed below, go through a detailed site plan and architectural review process.

Items listed below shall be exempt from these requirements and shall instead be reviewed for compliance with the requirements of the Land Development Code.

- (1) Interior remodeling only.
- (2) Like replacement of materials and structures.
- (3) Routine maintenance and repair.
- (4) Single-family residential development, including additions.
- (5) Historic rehabilitation and or/restoration in compliance with the Secretary of the Interior Standards, or the occupancy of a historic landmark or a contributing structure within the Downtown Historic District and Dean Park Historic District with a permitted use that proposes no additional square footage.
- (6) Change in occupancy from one permitted use to another where no additional square footage is proposed.

### (1) Pre-Application

It is recommended, but not required, for applicants for new construction within the Downtown Redevelopment Area have a pre-application meeting with City Staff prior to submittal of application. Arrangements for the meeting may be made by calling (239) 321-7911 **Pre-application meetings are held on Tuesdays or Thursdays between 1:30 p.m. and 4:30 p.m., it is suggested that plenty of time before the application deadline be allowed for scheduling.**

**(2) Site Plan Preparation**

The site plan shall be prepared by a professional architect, engineer, certified planner or landscape architect.

**(3) Letter of Decision**

The Director, or their designee, shall issue a letter of decision that will approve, approve with conditions or deny the site plan application.

**(4) Scope of Approval**

Issuance of a site plan approval shall be deemed to authorize only the particular site configuration, layout and level of impacts that were approved. Permitted uses may occur in conjunction with or in place of the approved use. Issuance of a site plan approval shall authorize the applicant to proceed with the site and building permit application process.

**(5) Appealing Decision of the Community Development Director**

Appeal of the Director's determination shall be made to the City Council within thirty (30) days of the Director's decision, which shall conduct a quasi-judicial public hearing on the appeal.

**CITY OF FORT MYERS**

**APPLICATION FOR DOWNTOWN SITE PLAN APPROVAL**

<b>For Departmental Use Only</b>		
Application Complete-Date		Reviewer Initials
Date Received	File Number	Amount of Fee \$ _____
		Paid \$ _____

**INSTRUCTIONS:**

Five (5) hard copies of the application, one (1) of which must be an original, together with all required attachments, must be completed and submitted to the Community Development Department prior to the first working day of each month. An electronic copy of all information must also be provided. Any project requesting bonus density and/or increased height is required to go through the Planned Unit Development process.

**Application Fee: \$500.00.** Modification to the original site plan submittal shall require an additional \$500.00 review fee. If warrants are necessary, a separate warrant application must be submitted for each requested warrant and pay appropriate fee(s). The warrant fee schedule is included in the warrant application form. Additional fees may be required for architectural and TIS reviews.

1) PROJECT NAME: \_\_\_\_\_

**APPLICATION INFORMATION**

2) Name and Address of all parties having interests in the subject property, including major stockholders of corporations and beneficiaries of trusts (attach sheets if needed).

_____	_____
_____	_____
_____	_____
_____	_____

3) Contact person authorized to receive all communications regarding this application:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail address \_\_\_\_\_

4) Developer:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail address \_\_\_\_\_

**PROPERTY INFORMATION**

5) General location or address \_\_\_\_\_

6) STRAP #(s) \_\_\_\_\_

7) Folio #(s) \_\_\_\_\_

8) Current Land Use Designation: \_\_\_\_\_

9) Current use: \_\_\_\_\_

10) Existing surrounding land uses: (do not include roads or waterbodies - list actual use)

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

- 12) Size of Property: length \_\_\_\_\_  
width \_\_\_\_\_  
acres \_\_\_\_\_ / \_\_\_\_\_ s.f.
- 13) Date Property Acquired \_\_\_\_\_
- 14) Areas proposed for various uses:  
Residential acres \_\_\_\_\_ / s.f. \_\_\_\_\_  
Commercial acres \_\_\_\_\_ / s.f. \_\_\_\_\_  
Industrial acres \_\_\_\_\_ / s.f. \_\_\_\_\_  
Open Space acres \_\_\_\_\_ / s.f. \_\_\_\_\_
- 15) Ground coverage by structures: existing \_\_\_\_\_ proposed \_\_\_\_\_
- 16) Ground coverage by other impervious surface \_\_\_\_\_
- 17) Commercial gross floor area: Total s.f. \_\_\_\_\_ built per year \_\_\_\_\_  
Industrial gross floor area: Total s.f. \_\_\_\_\_ built per year \_\_\_\_\_  
Number of dwelling units:  
Existing \_\_\_\_\_, Total proposed \_\_\_\_\_ #built per year \_\_\_\_\_
- 19) Parking spaces: Existing \_\_\_\_\_, Total proposed \_\_\_\_\_
- 20) Loading spaces: Existing \_\_\_\_\_, Total proposed \_\_\_\_\_
- 21) Length of project development in years \_\_\_\_\_
- 22) Taxable value of property \_\_\_\_\_
- 23) Estimated taxable value of proposed improvements \_\_\_\_\_
- 24) Estimated sales price or rental rate (include unit sales value for rental projects) by residential unit type or square foot commercial or industrial, if applicable \_\_\_\_\_  
\_\_\_\_\_

25) Project the number of non-construction full and part time permanent employees and volunteers at the completion of the project. Include estimated salary ranges. Specify if any seasonal variation is anticipated, if applicable

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26) For residential projects, will any assistance from governmental funding programs or subsidized housing be utilized? \_\_\_\_\_

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27) Is this an Affordable Housing Project? Yes      No

28) Will the project be deed restricted? If so, describe.

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## **ATTACHMENTS:**

The following items must be submitted in full, prior to acceptance of this application:

Five (5) copies of the application, one (1) of which must be originals, together with all required attachments, must be completed and returned to the Community Development Department prior to the first working day of each month.

- 34) Letter of intent stating:
  - a) Actual request.
  - b) Why request is being made.
- 35) Name and address of the record owner(s), the applicant, and the person preparing the site plan.
- 36) Letter of Authorization if the applicant is not the current owner or is one of multiple owners. This letter, signed in blue ink and notarized, shall be signed by the owner(s) authorizing the applicant and/or the contact person to submit and be responsible for this application.
- 37) Location map at an appropriate scale showing the location of the property in relation to major roads, and identifying surrounding land uses, using the categories: single-family, multi-family, offices, commercial, industrial, public facilities, parks, and open space.
- 38) Legal description and survey of the proposed site boundaries made and certified by a State registered land surveyor or engineer. The survey shall reflect any existing structures and paved areas.
- 39) Proposed land use, with indication of size, location and height of structures with approximate dimensions, setbacks, and landscaped yards.
- 40) Adjacent area information, including setbacks, existing land use and other pertinent information.
- 41) Vehicular circulation system, both onsite and offsite, with proposed access, which shall comply with City traffic engineering.
- 42) Pedestrian circulation system, on site and off site.
- 43) Photometric plan for development site.

- 44) The location of existing public utilities, including location of closest available water supply system or collection lines and fire hydrants; closest available wastewater collection system or collection lines; and existing provisions for the collection and discharge of surface drainage.
- 45) The following computations:
  - a) Gross acreage of uplands.
  - b) Number of dwelling units, including density equivalency calculations, for residential uses only.
  - c) Square footage of ground covered by buildings or structures, pervious and impervious areas, and square footage and percentage of site for each.
  - d) Required and provided number of parking spaces.
  - e) Proposed location of sidewalks, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, underground conduits, seawalls, and the size and shapes and types thereof; and the character, width and depth of pavement in sub base of any roadways, access points or paths located within the proposed development.
  - f) Location and width of any proposed permanent utility easements.
  - g) All adjacent rights-of-way, with indication of centerline and width, paved width, existing median cuts and intersections, street light poles and utility company facilities.
  - h) Building separations and setbacks.
- 46) Location of all paved drives and parking areas, including centerlines, dimensions, radius, and elevations, traffic signage and striping.
- 47) Schematic elevations of buildings showing concealment of all mechanical or accessory equipment located on the roof.
- 48) Building floor plans and proposed building materials. Front, side and rear elevations (with any wall signs) showing height to peak of roof. Height of all overhangs and vehicle entrances shall be provided.
- 49) Location of trash and garbage disposal system and provisions for accessibility to garbage trucks.



- 50) Adequate architectural screening of all trash and garbage disposal systems.
- 51) Loading areas and provisions for accessibility to vehicles of the required type and clearances.
- 52) Areas for emergency vehicles and fire engines and provisions for fire lane accessibility for vehicles of the required type.
- 53) Entrance features, walls, buffers, and ground signs.
- 54) Where the site plan covers only a part of contiguous real property owned by the applicant, master-phasing plan for such additional acreage unless the applicant certifies that the remaining real property shall not be developed.
- 55) The proposed treatment of the perimeter of the site, including the material and techniques used, such as screens, landscaping buffers, fences and walls.
- 56) The location and size, in acres or square feet, of all areas to be conveyed, dedicated, or reserved as open space, public parks, recreational areas, and similar public or semi public uses.
- 57) Any other signage proposed, including specifically that beyond what the City Code requires.
- 58) Trip generation from the uses proposed.
- 59) Any additional information as may be reasonably required by the Director.
- 60) **Disclosure Requirements. No application shall be accepted unless it is presented on the official forms provided by the Department.**
  - a) Any person or entity holding real property in the form of corporations, trusts, partnerships, limited partnerships, assignments of interest, options assignments of beneficial interest, or any form of representative capacity whatsoever for others, except as otherwise provided in Chapter 98 of the Land Development Code, shall make a public disclosure in writing, under oath, and subject to the penalties prescribed for perjury.
  - b) Disclosure shall not be required of any entity, whose interests are solely equity interests which are regularly traded on an established securities market in the United States or another country.
  - c) Sign and certify applicable affidavit attached herein.

It is important that this application be filled out properly. The City accepts no responsibility for the completeness and accuracy of this application, or any part thereof, and will not process an incomplete or inaccurate application.

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## AGENT AUTHORIZATION AND AFFIDAVIT

I, \_\_\_\_\_,  
being first duly sworn, depose and say that I am the authorized representative of  
the owner(s) of the property described as:

Address \_\_\_\_\_

STRAP Number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I hereby certify that the answers to the questions in this application and all sketches, data, and other supplementary materials attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before a hearing can be advertised.

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is personally known

to me or has produced \_\_\_\_\_ as  
identification. He/she acknowledged before me that he/she has executed this  
instrument for the reasons therein expressed.

Notary Public Signature \_\_\_\_\_

Notary Public Name \_\_\_\_\_

My commission expires:

**DISCLOSURE INFORMATION**

**(SIGN AND CERTIFY APPLICABLE AFFIDAVIT ATTACHED HEREIN)**

**AFFIDAVIT OF BENEFICIARIES**

I, \_\_\_\_\_, as a beneficiary of that certain land trust which owns property identified as follows:

Address: \_\_\_\_\_

STRAP No.: \_\_\_\_\_

disclose that I am a beneficiary under said land trust and consent to the filing of an application for a public hearing on the above described property. I understand that this application must be complete and accurate before a hearing can be advertised.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has

produced \_\_\_\_\_ as identification. He/she acknowledged before me that he/she has executed this instrument for the reasons therein expressed.

Notary Public Signature \_\_\_\_\_

Notary Public Name: \_\_\_\_\_

My commission expires:

**DISCLOSURE OF INTEREST AND AUTHORIZATION FORM**

**[Multiple Owners]**

We,

\_\_\_\_\_

being first duly sworn, depose and say that we are the owners of the property described as:

Address \_\_\_\_\_

STRAP \_\_\_\_\_.

We do hereby appoint \_\_\_\_\_ as our authorized agent and/or attorney for the purpose of representing our interests in the above-described property which is the subject matter of this application and proposed hearing. We understand that this application must be complete and accurate before a hearing can be advertised.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Printed or Typed Name

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me

or who has produced \_\_\_\_\_ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_  
Print Notary Name

**[add signature lines and notary clauses as needed on attached sheets]**

**DISCLOSURE OF INTEREST AND AUTHORIZATION FORM**

**[Corporate or Partnership Owner]**

I, \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, being first duly sworn, depose and say that \_\_\_\_\_ is the owner of the property described as:

Address \_\_\_\_\_  
STRAP \_\_\_\_\_.

I do hereby appoint \_\_\_\_\_ as the Owner's authorized agent and/or attorney for the purpose of representing its interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised.

**Name of Owner:**  
\_\_\_\_\_

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or Typed Name and Title

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Notary Name

My commission expires:

**DISCLOSURE OF INTEREST AND AUTHORIZATION FORM**

**[Individual Owner]**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the property described as:

Address \_\_\_\_\_

STRAP \_\_\_\_\_.

I do hereby appoint \_\_\_\_\_ as my authorized agent and/or attorney for the purpose of representing my interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed or Typed Name

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_  
Print Notary Name



**DISCLOSURE OF INTEREST AND AUTHORIZATION FORM**

**[Trustee Owner]**

I, \_\_\_\_\_, Trustee, being first duly sworn, depose and say that I am the owner of the property described as:

Address \_\_\_\_\_

STRAP \_\_\_\_\_.

I do hereby appoint \_\_\_\_\_ as my authorized agent and/or attorney for the purpose of representing my interests in the above-described property which is the subject matter of this application and proposed hearing. I understand that this application must be complete and accurate before a hearing can be advertised. I hereby disclose that the four largest beneficiaries of the Trust are as follows:

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed or Typed Name

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification. He/she has acknowledged to me and before me that he/she executed this instrument for the purposes therein expressed.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_  
Print Notary Name