



# ADMINISTRATIVE APPLICATION FOR MASTER CONCEPT PLAN OR LIVE-WORK UNIT APPROVAL IN THE PAGE PARK COMMUNITY [LDC Section 33-1202]

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

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

Application Type:     Planned Development     Live-Work Unit



1. **Name of Applicant:** \_\_\_\_\_  
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(a)(1)a.1.]  
 Applicant has been authorized by the owner(s) to represent them for this action. [34-202(a)(3)]

3. **Authorized Agent: (If different than applicant) Name of the person who is to receive all County-initiated correspondence regarding this application. [34-203(a)(4)]**  
  
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 County may contact concerning this application. [34-203(a)(4)]

4. **Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest. [34-203(a)(2)]**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Disclosure of Interest [34-203(a)(2)]:**  
 Attach [Disclosure of Interest](#) Form.

6. **STRAP Number(s) [34-204(a)(5)]:**  
\_\_\_\_\_

7. **Street Address of Property:** \_\_\_\_\_

LEE COUNTY COMMUNITY DEVELOPMENT  
PO BOX 398 (1500 MONROE STREET), FORT MYERS, FL 33902  
PHONE (239) 533-8585

8. **Legal Description (must submit one):**  
 Legal description (metes and bounds) and sealed sketch of the legal description. **[34-204(a)(5)]**  
**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. ([Click here](#) to see an example of a legal description with no metes and bounds.) **[34-204(a)(5)]**
9. **Use(s) of Property:**  
a. Current uses of property are: \_\_\_\_\_  
b. Intended uses of property are: \_\_\_\_\_
10. **Lee Plan (Future Land Use) Designation:** \_\_\_\_\_
11. **Current Zoning of Property:** \_\_\_\_\_  
 Attach a list of all applicable zoning resolutions and zoning approvals applicable to the subject property.
12. **Property Dimensions:**  
a. Width (average if irregular parcel): \_\_\_\_\_ Feet  
b. Depth (average if irregular parcel): \_\_\_\_\_ Feet  
c. Total area: \_\_\_\_\_ Acres or square feet
13. **Request Narrative:** A statement explaining the nature of the request and how the property complies with the development and specific use standards of the Page Park community. **[34-373(a)(5)]**
14. **Letters of No Objection:** 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. **[34-203(a)(7)]**
15. **Informational Meeting Summary:** Attach a meeting summary from an informational meeting held within the Page Park Community Plan Area. **[33-1203]**
16. **Waivers from Application Submission Requirements:** Attach approved waivers. **[34-201(c)]**
17. **Master Concept Plan:** A graphic illustration (Master Concept Plan) of the proposed development must be provided, showing and identifying the information required by LCLDC Section 34-373(a)(6)a - i. The Master Concept Plan must be provided in 24"x36" size and must be clearly legible and drawn at a scale sufficient to adequately show and identify the required information. **[34-373(a)(6)]**
18. **Schedule of Uses:** A schedule of uses keyed to the master concept plan as well as a summary for the entire property including the following information.  
a. The types of uses proposed for the entire site. For projects with residential uses, the summary must include the types of proposed dwelling units.  
b. The number of units (gross square feet for commercial/industrial uses, number of units for residential or motel/hotel uses, beds for institutional types of uses, etc.) for each proposed use.  
c. The proposed percentage of open space for the entire site. **[34-373(a)(8)]**

**ADDITIONAL REQUIREMENTS FOR MASTER CONCEPT APPROVAL ONLY**

- A. Potable Water & Central Sewer:** Will the project be connected to potable water and central sewer as part of any development of the property?  
 **YES** - Please provide a letter from the appropriate Utility to which the connection(s) are proposed confirming availability of service. **[34-202(a)(10)]**  
 **NO** - Please provide a narrative explaining why the connection to potable water and/or central sewer is not planned. **[34-202(a)(10)]**

**B. Traffic Impact Statement:** Provide a traffic impact statement in a format and to the degree of detail required by a form furnished by the county and in conformance with the adopted Lee County Administrative Code, Traffic Impact Statement Guidelines for Planned Development Rezonings, AC-13-17. Upon written request, the director may waive this requirement for minor planned developments. **[34-373(a)(6)]** *[Note: TIS is not required for an existing development.]*

**C. Schedule of Deviations from LCLDC Chapter 10, Section 10-104 and Written Justification (if deviations are requested):** Provide a schedule of deviations from LCLDC Chapter 10, Section 10-104 and a written justification for each deviation requested. The location of each requested deviation must be located/shown on the Master Concept Plan. Deviation documentation and detail drawings including sample detail drawings must be provided. **[34-373(a)(9)]**

**D. Residential Developments Preliminary Density Calculations:**

<b>Total Allowed Standard Units</b>	<b>Max. Standard Density</b>	<b>Units</b>
Total upland acres (Central Urban)		

**E. Commercial and Industrial Preliminary Intensity Calculations:**

<b>1. Commercial:</b>	<b>Height</b>	<b>Total Floor Area</b>	
a. Medical			Sq. Ft.
b. General Office			Sq. Ft.
c. Retail			Sq. Ft.
d. Other			Sq. Ft.
<b>TOTAL FLOOR AREA:</b>			<b>Sq. Ft.</b>
<b>2. Industrial:</b>	<b>Height</b>	<b>Total Floor Area</b>	
a. Under Roof			Sq. Ft.
b. Not Under Roof			Sq. Ft.
<b>TOTAL FLOOR AREA:</b>			<b>Sq. Ft.</b>

**F. Environmental Issues:**

- 1. Topography:** Describe the range of surface elevations of the property:  


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- 2. Sensitive Lands:** Identify any environmentally sensitive lands, including, but not limited to, wetlands (as defined in the Lee Plan Section XII), flowways, creek beds, sand dunes, other unique land forms [see Lee Plan Policy 77.1.1 (2)] or listed species occupied habitat [see LCLDC Section 10-473].  


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- 3. Preservation/Conservation of Natural Features:** Describe how the lands listed in E.2. above will be protected by the completed project:  


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**G. Sanitary Sewer and Potable Water Facilities:**

1. **Special Effluent:** If the discharge of any special effluent is anticipated, please specify what it is and what strategies will be used to deal with its' special characteristics:

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2. **Private On-Site Facilities:** If a private on-site wastewater treatment and disposal facility is proposed, please provide a detailed description of the system including:

a. Method and degree of treatment:

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b. Quality of the effluent:

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c. Expected life of the facility:

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d. Who will operate and maintain the internal collection and treatment facilities:

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e. Receiving bodies or other means of effluent disposal:

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3. **Spray Irrigation:** If spray irrigation will be used, specify:

a. The location and approximate area of the spray fields:

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b. Current water table conditions:

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c. Proposed rate of application:

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d. Back-up system capacity:

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## SUBMITTAL REQUIREMENT CHECKLIST

*Clearly label your attachments as noted in bold below.*

<input type="checkbox"/>	Completed application [34-203(a)(1)]
<input type="checkbox"/>	Filing Fee -[34-201(d)]
<input type="checkbox"/>	<a href="#">Affidavit of Authorization</a> Form [34-203(a)(3)]
<input type="checkbox"/>	<a href="#">Additional Agents</a> [34-203(a)(4)]
<input type="checkbox"/>	<b>Multiple Owners</b> List (if applicable) [34-203(a)(2)]
<input type="checkbox"/>	<a href="#">Disclosure of Interest</a> Form [34-203(a)(2)]
<input type="checkbox"/>	<b>Legal description (must submit one)</b> [34-203(a)(5)]
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
<input type="checkbox"/>	<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). ( <a href="#">Click here</a> to see an example of a legal description with no metes and bounds.)
<input type="checkbox"/>	<b>Previous Zoning Actions</b>
<input type="checkbox"/>	<b>Request Narrative</b> [34-373(a)(5)]
<input type="checkbox"/>	<b>Letters of No Objection</b> [34-203(a)(7)]
<input type="checkbox"/>	<b>Meeting Summary</b> [33-1203]
<input type="checkbox"/>	<b>Waivers</b> (if applicable) [34-201(c)]
<input type="checkbox"/>	Master Concept Plan ( <b>MCP</b> ) [34-373(a)(6)]
<input type="checkbox"/>	<b>Schedule of Uses</b> [34-373(a)(8)]
<input type="checkbox"/>	<b>Potable Water &amp; Sanitary Sewer.</b> [34-202(a)(10)]
<input type="checkbox"/>	Traffic Impact Statement ( <b>TIS</b> ) [34-373(a)(7)]
<input type="checkbox"/>	<b>Schedule of Deviations</b> (if requested) [34-373(a)(9)]

**Note:** All information submitted with the application becomes a part of the public record and will be a permanent part of the file. Department staff will review this application for compliance with requirements of the Lee County Land Development Code. The applicant will be notified of any deficiencies.

Acceptance of an administrative application in no way guarantees its approval. If the Director determines that the request is beyond the scope of Land Development Code Section 33-1202(b) and that a public hearing is necessary, then all fees paid toward the administrative application may be applied toward an application for public hearing.

The Director's decision on an administrative request is final and can not be appealed. In the event the Director denies the request, the applicant's only recourse is to apply for a public hearing. No fees paid for the administrative application will be refunded or applied towards the public hearing.

If it is determined that inaccurate or misleading information was provided to the county or the decision does not comply with the Land Development Code when rendered, then, at any time, the Director 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.