



DEPARTMENT OF COMMUNITY DEVELOPMENT

PROCEDURE LIST FOR MARINE IMPROVEMENT

Questions: 239-574-0553

Case # _____

1. Application, Acknowledgement Form and Authorization to Represent Form must be signed by the **property owner** and signature notarized. (If applicant is being represented by an attorney, the "Authorization to represent form" is not required.)
2. Signature on Acknowledgement form must be notarized.
3. Letter of intent stating the following:
 - a. Actual request
 - b. Why this request is being made
 - c. Hardship created by ordinance, if applicable
4. **Development plan drawn to scale (not less than 1" = 50') and containing the following:**
 - a. Site layout showing dimensions, boundary lines, North directional arrow and complete legal description of the property.
 - b. The location and dimensions of all existing and/or proposed buildings and structures, including additions and eaves, overhangs, porches and patios.
 - c. The setback distance from all buildings, additions on structure to property lines. Indicate the square footage associated with each existing and proposed use of buildings.
 - d. Location and dimensions of driveways. Show parking areas with layout and number of spaces and traffic flow.
5. Certified survey done within past six months MAY be required.

Please note that any advisory comments provided by staff regarding approval or permits are conceptual only and are subject to change. Official review may result in additional changes not noted in the advisory process prior to submission of application. The final design or project must comply with the Land Use and Development Regulations, Engineering Design Standards, City Code of Ordinances, Comprehensive Plan and other applicable laws and regulations.

In addition to the application fee, all required advertising costs are to be paid by the applicant (ORD 39-03, Sec. 5.4). Advertising costs will be billed and must be prior to hearing.

Following the approval of your request, the applicant shall be responsible for paying the City to electronically record the final signed Resolution or Ordinance with the Lee County Clerk of Court. Until this fee is paid, restrictions on the issuance of any City permits will remain on the affected property that will prevent the city from issuing any applicable building permits, site plans, certificates of use, or certificates of occupancy for any property covered by the Resolution or Ordinance.

IT IS REQUIRED THAT APPLICANT AND/OR REPRESENTATIVE ATTEND THE BOARD OF ZONING ADJUSTMENT AND APPEALS MEETING.



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RESIDENTIAL FEE \$150.00; COMMERCIAL FEE \$673.00; In addition to the application fee, all required advertising costs are to be paid by the applicant (ORD 39-03, Sec. 5.4). Advertising costs will be billed and must be paid prior to hearing.

Following the approval of your request, the applicant shall be responsible for paying the City to electronically record the final signed Resolution or Ordinance with the Lee County Clerk of Court. Until this fee is paid, restrictions on the issuance of any City permits will remain on the affected property that will prevent the city from issuing any applicable building permits, site plans, certificates of use, or certificates of occupancy for any property covered by the Resolution or Ordinance.

APPLICANT/OWNER OF PROPERTY

Address _____

Email Address _____

Zip Code _____

Phone _____

AUTHORIZED REPRESENTATIVE

Address _____

Email Address _____

Zip Code _____

Phone _____

Location: Unit _____ Block _____ Lot(s) _____ Subdivision _____

Legal Description _____

Address of Property _____ Plat Book _____, Page _____

Current Zoning _____ Strap Number _____

THIS APPLICATION SHALL ALSO HAVE ANY ADDITIONAL REQUIRED SUPPORTING DOCUMENTS

The owner of this property, or his authorized representative agrees to conform to all applicable laws of the City of Cape Coral and to all applicable Federal, State, and County laws and certifies that all information supplied is correct to the best of their knowledge.

THIS APPLICATION SHALL ALSO HAVE ANY ADDITIONAL REQUIRED SUPPORTING DOCUMENTS

Name (Type or Print)

Applicant's Signature

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, who is personally known or has produced _____ as identification.

Exp. Date _____ Commission # _____

Signature of Notary Public

Print Name of Notary Public



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ACKNOWLEDGEMENT FORM

I have read and understand the above instructions. Hearing date(s) will be confirmed when I receive a copy of the Notice of Public Hearing stipulating the day and time of any applicable hearings.

I acknowledge that I, or my representative, must attend any applicable meetings scheduled for the Planning & Zoning Commission/Local Planning Agency, Board of Zoning Adjustments and Appeals, and Council.

I will have the opportunity, at the hearing, to present verbal information pertaining to my request that may not be included in my application.

I understand that I am responsible for recording the approved Resolution/Ordinance with the Lee County Clerk of Circuit Courts and providing a copy of the recorded Resolution/Ordinance to the City of Cape Coral Planning and Growth Management Division.

I understand any decision rendered by the CITY shall be subject to a thirty (30) day appeal period. Any work performed within the thirty (30) day time frame or during the APPEAL process will be completed at the applicant's risk.

I understand I am responsible for all fees, including advertising costs. All fees are to be submitted to the City of Cape Coral with the application or the item may be pulled from the agenda and continued to future date after fees are paid.

Please obtain all necessary permits prior to commencing any phase of construction.

Please indicate on a separate sheet those persons to whom you wish a copy of the Public Hearing Notice sent.

By submitting this application, I acknowledge and agree that I am authorizing the City of Cape Coral to inspect the subject property and to gain access to the subject property for inspection purposes reasonably related to this application and/or the permit for which I am applying.

PROPERTY OWNER (PLEASE PRINT)

PROPERTY OWNER (SIGNATURE)

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, who is personally known or has produced _____ as identification.

Exp. Date _____ Commission Number _____

Signature of Notary Public

Print Name of Notary Public



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AUTHORIZATION TO REPRESENT PROPERTY OWNER(S)

PLEASE BE ADVISED THAT _____
(Name of person giving presentation)

IS AUTHORIZED TO REPRESENT ME IN THE APPEAL TO THE PLANNING & ZONING COMMISSION/LOCAL PLANNING AGENCY, BOARD OF ZONING ADJUSTMENTS AND APPEALS AND/OR CITY COUNCIL FOR

(Type of Public Hearing – i.e. PDP, Zoning, Special Exception, Variance, etc.)

BLOCK _____ LOTS _____ UNIT _____ SUBDIVISION _____

OR LEGAL DESCRIPTION _____

LOCATED IN THE CITY OF CAPE CORAL, COUNTY OF LEE, FLORIDA.

PROPERTY OWNER (PLEASE PRINT)

PROPERTY OWNER (SIGNATURE)

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____ 20____, by _____, who is personally known or has produced _____ as identification.

Exp. Date _____ Commission Number _____

Signature of Notary Public

Print Name of Notary Public

Note: Please list all owners, if a corporation; please supply the Planning Division with a copy of corporation papers.

INFORMATION SHEET

Sec. 5-3 Public Hearings

Continuance of any application is subject to an additional fee of twenty-five (25%) percent. Council may waive this fee for just cause.

D.O.T. approval is required on any project that will access onto a County-maintained road or State road.