



# City of Bonita Springs Community Development Department

9220 Bonita Beach Road, Ste. 111  
Bonita Springs, FL 34135

Phone: (239) 444-6150

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## DEVELOPMENT SERVICES

Click the following questions to expand/contract answers provided by staff. If you require additional information, please dial (239) 444-6150 and our receptionist will route your call to staff who will assist you.

How do I schedule development review site plan approval and inspections?

Development Review site inspections (landscaping, parking, etc) are initiated by the Engineer of Record submitting a Letter of Substantial Compliance to Development Services. For more information, see LDC Chapter 3-183 or call Development Services at 239-444-6164.

What is a “phasing” plan?

Where a large development is proposed, the applicant must submit a master phasing plan with the stages numbered in sequence. It is understood that, for long-term projects, the details of a given phase may change as the economic, environmental, social, and legal elements of the proposed development change. For such phased developments, each phase will be issued a separate development order, but each phase will be considered in relation to the rest of the overall project.

The phasing plan must show how each phase fits into the master plan for the continuance of streets, bike-ways, pedestrian ways, drainage, storm-water management, potable water, fire protection, sewage collection, landscaping, and buffers. Specific requirements for phased projects are specified in Section 3-1 17.



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What's required when customers use a Courier Service to submit permits?

In an effort to provide expedited customer service we are implementing the following process and procedure for applicants that use Courier Service Providers.

Please have all Courier Service Providers submit and pick up at the City of Bonita Springs Building Department, located at 9220 Bonita Beach Rd. Suite 111, Bonita Springs, FL 34135.

Please provide your Courier Service Provider with the following information for all permit submissions:

1. Project name and permit type.
2. Applicable permit fee in accordance with the City of Bonita Springs Community Development Fee Schedule.
3. Courier Service Providers must wait until the application has been checked for intake. Insufficient applications may be turned away without proper documentation from staff.

Please provide your Courier Service Provider with the following information for all permit pickups:

1. Project name
2. Permit number
3. Staff contact

Any outstanding permit fees must be paid or the permit may be withheld. All



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outstanding fees may be viewed through the Community Development ePortal.

Who do I contact for active project status and information?

You may contact our Administrative Assistant Leah Fontanez by dialing (239) 444-6150. Please have the project name and/or case number available when calling.

