



ADMINISTRATIVE ACTION REQUEST SUPPLEMENT F

RELIEF FOR HISTORIC RESOURCES

Community Development Department | 9220 Bonita Beach Rd, Suite 111 | Bonita Springs, FL 34135 | Phone: +1 239 444 6150 | Fax: +1 239 444 6140

Case Number: _____

Project Name: _____

Applicant's Name: _____

STRAP Number: _____

If the request is for relief for designated historic resources please submit the "Application for Administrative Action" form and the Supplement F form including the following:

PART 1 ACTION REQUESTED-PROJECT INFORMATION

- A. HISTORIC DESIGNATION: _____ Historic Resource _____ Historic District
- B. CITY OF BONITA SPRINGS HISTORIC RESOURCE DESIGNATION NUMBER: _____
- C. PRESENT USE OF PROPERTY (attach extra sheets if additional space is needed; Label as Exhibit F-1.C.):

- D. DESCRIPTION OF BUILDING: (attach extra sheets if additional space is needed; Label as Exhibit F-1.D.):

- E. SPECIFIC RELIEF REQUESTED (see Explanatory Notes):
 - 1. LDC PROVISIONS(s): The specific section number(s) and of the City of Bonita Springs Land Development Code (and their name(s)) from which the relief is sought must be listed (attach extra sheets if additional space is needed; Label as Exhibit F-1.E.1.)

 - 2. INTENT: Explain exactly what is proposed and why the administrative variance is needed (attach extra sheets if additional space is needed; Label as Exhibit F-1.E.2.)

 - 3. JUSTIFICATION: Explain why you feel the variance should be approved (attach extra sheets if additional space is needed; Label as Exhibit F-1.E.3.):

**PART 2
ADDITIONAL SUBMITTAL REQUIREMENTS**

Please submit the following:

- A. **WRITTEN NARRATIVE.** Provide a written narrative (See Explanatory Notes, PART 2 below for details and Label as Exhibit F-2.A.)
- B. **SITE PLAN.** Submit a site plan on 11"x17" paper. (See Explanatory Notes, PART 2 below for details and Label as Exhibit F-2.B.).
- C. **PLANS APPROVED BY THE HISTORIC PRESERVATION BOARD.** Submit an 11"x17" copy of the construction and site design plans as approved by the Historic Preservation Board. Label as Exhibit F-2.C.
- D. **(OPTIONAL) PHOTOGRAPHS.** Provide photographs of the subject property and surrounding area and any other documentation which may help the Director make a determination. Label as Exhibit F-2.D

PART 3. SUBMITTAL REQUIREMENTS		
THE NUMBER OF COPIES REQUIRED FOR EACH SUBMITTAL ITEM/EXHIBIT IS INDICATED BELOW PLEASE NOTE THAT THIS SUPPLEMENT NEEDS TO BE ACCOMPANIED BY THE APPLICATION FOR ADMINISTRATIVE ACTION. COPIES OF BOTH OF THESE APPLICATIONS SHOULD BE SUBMITTED TOGETHER IN <u>SETS OF THREE</u> ALONG WITH ALL OTHER REQUIRED DOCUMENTATION.		
Copies Required*	Exhibit Number	SUBMITTAL REQUIREMENTS
3		Completed Application for Administrative Action Form [4-196]
1		Filing Fee – [4-196(7)]
3	SUP F	Relief for Designated Historic Resources request Supplement Form.
3	F-1.C.	Description of Present Use of Property (if extra sheets are necessary)
3	F-1.D.	Description of Building (if extra sheets are necessary)
3	F.1.E.1	LDC Provisions Form Which Relief is Requested (if applicable and extra sheets are necessary)
3	F-1.E.2	Intent-Explanation of What is Proposed and Why the Administrative Variance is Requested (if extra sheets are necessary)
3	F-1.E.3.	Justification-Explanation of Why Variance Should be Granted (if extra sheets are necessary)
3	F-2.A.	Written Narrative
3	F-2.B.	Site Plan (11"x17" size)-two originals required
3	F-2.C.	Plans Approved by the Historic Preservation Board (11"x17" size construction and site plans)
	F-2.D	Photographs of Surrounding Area and Subject Property and Other Documentation (optional)

*At least one copy must be an original.

**EXPLANATORY NOTES
INSTRUCTIONS FOR COMPLETING COVER PAGE**

CASE NUMBER: Will be inserted by City Staff.

PROJECT NAME: (if applicable): Provide the name that you wish to have assigned to this project. The name is limited to 30 characters and spaces and should be the same as provided on the Administrative Action Application Form.

APPLICANT'S NAME-AUTHORIZED AGENT: The applicant's name must be provided. This is the person to whom all City correspondence will be directed. This is usually the person who signs the Applicant's "Statement Under Oath". (See Administrative Application Form, Part 1, Affidavit Form A1 or A2).

STRAP(S): The STRAP (Section, Township, Range, Area, Parcel) number is the 17-digit number used by the Property Appraiser to identify specific parcels. Where there is more than one parcel encompassed by the application, the STRAP number for every parcel must be provided and be the same as those listed in the Administrative application Form, Part2.F.

**PART 1
ACTION REQUESTED-PROJECT INFORMATION**

- A. HISTORIC DESIGNATION. Indicate whether the subject property is a Historic Resource (individually designated building) or is in a Historic District, per Chapter 5 (Historic Preservation) of the Land Development Code.
- B. CITY OF BONITA SPRINGS HISTORIC RESOURCE DESIGNATION NUMBER. Provide the Historic Resource Designation Number.
- C. PRESENT USE OF PROPERTY. Describe the present uses which are applicable to the site (e.g. retail, office, single family residential, multi-family residential, etc.). Label added sheets as Exhibit F-1.C.
- D. DESCRIPTION OF BUILDING. Briefly describe the type, style, and historic character of the building. Label added sheets as Exhibit F-1.D.
- E. SPECIFIC RELIEF REQUESTED:
 - 1. LDC PROVISIONS. Indicate the appropriate City of Bonita Springs Land Development Code (LDC). Section number for all requests for relief. Also indicate the specific name of all the regulations from which the relief is sought. Label added sheets as Exhibit F-1.E.1.
 - 2. INTENT: Explain exactly what is proposed and why the administrative variance is requested (use additional sheets if necessary. Label added sheets as Exhibit F-1.E.2.).
 - 3. JUSTIFICATION: Explain the justification or why an administrative variance should be granted for the requested relief. Please refer to LDC Section 5-151 (1) a., b., & c. for relief criteria. The justification must demonstrate the following: (Label added sheets as Exhibit F-1.E.3.)
 - a. The relief will be in harmony with the general appearance and character of the community.
 - b. The relief will not be injurious to the area involved or otherwise detrimental to the public health, safety or welfare.
 - c. The proposed work is designed and arranged on the site in a manner that minimizes aural and visual impact on the adjacent properties while affording the owner a reasonable use of his land. [5-151 (1)].

**PART 2
ADDITIONAL SUBMITTAL REQUIREMENTS**

- A. WRITTEN NARRATIVE. Submit a written narrative response to the following issues:
1. How the requested relief will allow the building to be in harmony with the general appearance and character of the community.
 2. Why the relief requested will not be injurious to the area or otherwise detrimental to the public health, safety or welfare.
 3. How the proposed work is deigned and arranged on the site so as to minimize aural and visual impact on the adjacent properties while affording the owner(s) a reasonable use of their land. Label as Exhibit F-2.A.
- B. SITE PLAN. Submit a site plan, drawn to scale on 11"x17" paper or other graphic medium, indicating at a minimum; 1) the location of the property in relation to the nearest public street; 2) all buildings and easements on the property; 3) the proposed structure or addition for which the administrative variance is sought, and 4) any adjacent structures which may be affected by the requested variance. The location of the requested variance must be clearly indicated on the site plan. Label as Exhibit F-2.B.
- C. PLANS APPROVED BY THE HISTORIC PRESERVATION BOARD. A copy of construction and site design plans, drawn to scale on "11x17" paper or other graphic medium, as approved by the Historic Preservation Board. Label as Exhibit F-2.C.
- D. (OPTIONAL) PHOTOGRAPHS. Photographs of the subject property and the surrounding area. Photographs of the property, especially the portion for which relief is sought, may facilitate the review process. It is suggested that pictures of the adjacent property nearest the proposed structure be included. Label as Exhibit F-2.D.

**PART 3
SUBMITTAL REQUIREMENTS**

1. This table represents a summary of the required submittal items. The applicant is responsible for the accuracy and completeness of this application. Time delays or additional expenses necessitated by submitting inaccurate or incomplete information will be the responsibility of the applicant.
2. All information submitted with the application becomes a part of the public record and will be a permanent part of the file.
3. Please submit all applications in person. Mailed-in applications will not be processed.
4. All attachments and exhibits submitted must be legible, suitable for recording, and of a size that will fit or conveniently fold to fit into a letter size (8 1/2" x 11") folder.
5. Department staff will review this application for compliance with requirements of the LDC. The applicant will be notified of any deficiencies.