



# ADMINISTRATIVE ACTION REQUEST SUPPLEMENT L

## OLD 41 REDEVELOPMENT AREA OVERLAY DEVELOPMENT ADMINISTRATIVE RELIEF

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | [permitting@cityofbonitaspringscd.org](mailto:permitting@cityofbonitaspringscd.org)

This administrative approval process may be requested by property owners located within the Old 41 Redevelopment Area Overlay as designated on the Bonita Plan Future Land Use Map and LDC 4-866, Exhibit I pursuant to and consistent with LDC 4-868. **A pre-application meeting with city staff is mandatory prior to submittal of this administrative application request.**

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**Case Number:** \_\_\_\_\_

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

**Applicant's Name:** \_\_\_\_\_

**STRAP Number:** \_\_\_\_\_

**Pre-application Meeting Number** \_\_\_\_\_

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1. Section of the Old 41 Redevelopment Overlay ordinance from which the administrative variance is sought pursuant to LDC 4-868(a): \_\_\_\_\_

2. INTENT: Explain exactly what is proposed and why the administrative variance is needed (attach extra page if additional space is needed):

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3. JUSTIFICATION: Explain why the administrative variance should be approved pursuant to LDC 4-868(a)(3)

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**ADDITIONAL SUBMITTAL REQUIREMENTS: Please submit the following:**

1. Site plan, drawn to scale, indicating all buildings and easements on the property, the proposed structure or additions for which the administrative variance is sought, and any adjacent structures which may be affected by the requested administrative variance. Architectural elevations (in color) and 3D graphics of project exterior views, sufficient to explain the project in its context. A landscape plan indicating where relief is being sought and the betterment plan proposed. The location of the requested administrative variance must be clearly indicated on the applicable site plans, architectural elevations, and/or landscape plans. Other illustrations or exhibits may be required consistent with LDC 4-869 of which the designer feels are warranted or may be helpful in the review.
2. (Optional) Other Documentation. Copies of permits or other approvals such as development orders, or resolutions approving rezoning, special exceptions, special permits, or variances on the property or any other documentation applicable to the requested administrative variance that might assist facilitating the Directors decision.
3. (Optional) Affidavits of no objection from all adjacent property owners including those which may be separated from the subject property by any right-of-way or easement.

Note: The affidavit should include a description of the requested variance. Failure to obtain letters of no objection will not have a negative effect on the Directors decision but may help facilitate the application review.

**EXPLANATORY NOTES**

1. Section of ordinance from which relief is sought: Indicate the specific section(s) of Land Development Code 4-868(a) from which relief is being sought. Requests for site design, including architectural standards described in section 4-869(3), building regulations (including height, setbacks, building siting, landscaping and regulations specified in Table 4-872 A) up to an additional five percent of the maximum or within five percent of a minimum may be reviewed and approved through this administrative process, as identified in the specific building regulation.
2. INTENT: Explain exactly what is proposed and why the administrative variance is requested. (use additional paper if necessary):
3. JUSTIFICATION: Explain the justification or why an administrative variance should be granted for requesting the relief and how the variance accomplishes the purpose and intent of the redevelopment area in a manner that is equal to, or better than, the site design and building regulations for this division. The applicant must also provide supplemental documentation which substantiates that the request is the minimum necessary to obtain.
3. (Optional) Copies of permits, development orders, or resolutions approving rezoning, special exceptions, special permits, or variances on the property or any other documentation that may pertain to the request if the applicant feels they might help facilitate the Directors decision.

**NOTE: ACCEPTANCE OF AN APPLICATION FOR AN ADMINISTRATIVE VARIANCE IN NO WAY GUARANTEES ITS APPROVAL. IF THE DIRECTOR DETERMINES THAT THE REQUESTED VARIANCE IS BEYOND THE SCOPE OF THE LAND DEVELOPMENT CODE AND THAT A PUBLIC HEARING FOR THE VARIANCE IS NECESSARY, THEN ALL FEES PAID TOWARD THE ADMINISTRATIVE APPLICATION MAY BE APPLIED TOWARD AN APPLICATION FOR PUBLIC HEARING OF THE REQUESTED VARIANCE.**

**THE DIRECTOR'S DECISION ON AN ADMINISTRATIVE VARIANCE IS FINAL AND CANNOT BE APPEALED. IN THE EVENT THE DIRECTOR DENIES THE REQUEST THE APPLICANT'S ONLY RECOURSE IS TO APPLY FOR A PUBLIC HEARING VARIANCE. NO FEES PAID FOR THE ADMINISTRATIVE VARIANCE WILL BE REFUNDED OR APPLIED TOWARDS THE PUBLIC HEARING.**