



# ADMINISTRATIVE ACTION REQUEST SUPPLEMENT N

## JOINT USE OF PARKING

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

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

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. **Applicant's Relationship to Property:**

Owner  Trustee  Option Holder  Contract Purchaser  Lessee

Other (indicate) \_\_\_\_\_

If applicant is NOT the owner, submit a **Notarized Authorization Form** from the owner to the applicant.

3. **Authorized Agent: (If different than applicant) Name(s):** \_\_\_\_\_

Agent's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Additional Agent(s): Provide the names of other agents that the City may contact concerning this application.

4. **Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest.**

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

5. **Legal Description:** Is property description clearly shown within a platted subdivision recorded in the official Plat Books of Lee County?

\_\_\_\_ NO Attach a legible copy of the legal description and certified sketch of description as set out in chapter 61G 17-6.006, Florida Administrative Code.

\_\_\_\_ YES Property is identified as:

Subdivision Name: \_\_\_\_\_

Plat Book \_\_\_\_\_ Page \_\_\_\_\_ Unit \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

6. **STRAP Number:** \_\_\_\_\_

7. **Property Dimensions:**

a. Area: \_\_\_\_\_  square feet  acres

b. Width along roadway: \_\_\_\_\_ feet

c. Depth: \_\_\_\_\_ feet

8. **Property Location Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

9. **Use(s) of Property:** \_\_\_\_\_

10. **Bonita Plan (Future Land se) Designation:** \_\_\_\_\_

11. **Current Zoning of Property:** \_\_\_\_\_

12. **Parking Data and Information:** Submit a list of all the uses the parking supports, the total floor area for each use, the number of parking spaces required, and the number of parking spaces proposed.

13. **Site Plan:** Submit a site plan drawn to scale in 24"x36" size (label as **Site Plan**) showing the following:

a. The property in question, including all buildings on the property and the adjacent property from which the joint parking is requested.

b. The designated spaces that are subject to the agreement.

14. **Notarized statement.** A notarized statement identifying all property owners involved; indicating the use of each property; the extent of the activities on each parcel and the demand for parking; and the times these parking demands will occur.

15. **Joint use parking agreement.** Provide a joint use parking agreement specifically identifying the designated spaces that are subject to the agreement, including a statement indicating that the parties understand that these designated spaces cannot be counted to support any use other than that identified in the agreement. This agreement must also identify the current property uses, property owners, and the entity responsible for maintenance of the parking space area.

16. **Back up plan.** A backup plan to provide sufficient parking if the joint agreement is violated by either party.

17. **Peak Parking Demand.** Provide the peak parking demands for each use demonstrating that no part of a parking lot intended to satisfy required parking for a use is used to offset the parking requirements for another use unless the peak parking demands occur at different times

18. **Parking Demand Study.** Provide the peak parking demands for each use demonstrating that no part of a parking lot intended to satisfy required parking for a use is used to offset the parking requirements for another use unless the peak parking demands occur at different times.

<b>SUBMITTAL REQUIREMENT CHECKLIST</b>	
<i>Clearly label your attachments as noted in bold below.</i>	
Completed application [4-196]	
Filing Fee [4-196]	
<b><u>Affidavit of Authorization</u></b> Form	
<b><u>Additional Agents</u></b>	
<b>Multiple Owners</b> List (if applicable)	
<b><u>Disclosure of Interest</u></b> Form	
<b>Legal description (must submit one)</b> [4-196]	
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
	<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.)
<b>Parking Data</b> and Information [4-1730]	
<b>Site Plan</b> (24"x36" size) [4-1730]	
<b>Parking Plan</b> (24"x36" size) [4-1730]	
<b>Peak Parking Demands</b> [4-1730]	

**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 City of Bonita Springs Land Development Code. The applicant will be notified of any deficiencies.

Acceptance of an application for an administrative application in no way guarantees its approval. If the Director determines 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 may be appealed in accordance with LDC 4-53(c) in accordance with the fee schedule per LDC 2- 571.

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 4.