

If you have a disability and the format of this document interferes with your ability to access some information, please contact us at (239) 444-6150 during regular business hours (8:00am-5:00pm, Monday-Friday), and we'll gladly assist.

CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

LETTER OF SUBSTANTIAL COMPLIANCE - ARCHITECT

TO: City of Bonita Springs Community Development

RE: Project Name: _____

D.O. Number: _____

Building Permit Number: _____

Request for: Initial Inspection (no fee) Re-Inspection (fee required)

An on-site inspection was performed by myself (or my authorized representative) on _____.
(Date)

_____ I have determined that all work has been completed to the specifications of the approved development order plans. I hereby certify that the development is in substantial compliance [as the term is defined in the LDC **Section 3-193(a)**] with the approved Development Order.

_____ Attached hereto is a list of minor changes from the approved Development Order plans including a completed application for Minor Changes pursuant to the Land Development Code **Section 3-98**. The changes are highlighted or clouded on the architectural plans and other drawings as applicable which have been signed and sealed by the development's architect and are hereby submitted for approval by the Director of Development Services prior to inspection.

_____ Attached hereto is a list of architectural and/or all the stipulations, per the approval letter issued to this development order, and their compliance status (see instructions).

_____ Attached hereto are photographs reflecting all approved elevations of building/structures and any areas that required screening for architectural purposes.

With the approval of the listed minor changes, I certify that the development is in substantial compliance with the approved Development Order.

Executed by the above development's Architect on _____ by:
(Date)

SEAL

(Architect of Record)

(Florida A.R. Number)

(Address)

(Phone) (Fax)

NOTE: This is a legal document and is therefore not available in Word format.

INSTRUCTIONS

- A. The Letter of Substantial Compliance must be filled out completely, signed and sealed by development's Architect of Record.
- B. A request for final inspection must accompany the letter of substantial compliance.
- C. Changes:
 - 1. If the as-built construction contains minor changes from the approved development order plans that are so inconsequential that, on the basis of accepted architect practices, it is not significant enough to be shown on the development site plans, and has approval from the City Architect, an application for a Minor Change (see LDC section 3-98) is not required.
 - 2. If the as-built construction contains minor changes from the approved development order plans that do not substantially effect the technical requirements of the LDC or require a review by two or less of the following review disciplines, zoning, transportation, drainage, fire, utilities and landscaping, City Architect, an application for a Minor Change (see LDC section 3-98) is required.
 - 3. If the as-built construction contains changes from the approved development order plans that effect the technical requirements of the LDC or which exceed the limitations of LDC Section 3-98 for minor changes, an application for an Amendment (see LDC section 3-96) must be submitted and approved prior to submission of a letter of substantial compliance by the architect.
- D. All stipulations which were attached to the Development Order and were required to be satisfied prior to issuance of the Certificate of Compliance must be listed and the status of the stipulation identified. If the stipulation has not been satisfied, provide documentation and a short narrative for each unsatisfied stipulation to the City Architect that the stipulation has been adequately addressed or in the alternative, that compliance with a certain stipulation(s) is not required in connection with the specific Certificate of Compliance request.