



Request for DEP (DNR) Pre-Application Letter (Residential)

Permit Number _____

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

To obtain a pre-application letter stating your project does not contravene any Land Development codes you will need to supply the following information and documents. You can mail, fax or deliver the information to us for processing. This procedure takes approximately 2-3 work days. The owner and contractor/agent will be mailed a copy of the letter to send in with your DEP application.

A. Property Information:

Owner: _____

Street: _____ Zip: _____

STRAP NUMBER: _____

Phone Number: Area Code: _____ Number: _____

E-mail Address: _____

B. Contractor/Agent Information:

Contact Name: _____

Company Name: _____

Street: _____ City: _____ St: _____ Zip: _____

Phone Number: Area Code: _____ Number: _____

E-mail Address: _____

You will need to submit the following documents:

- 1) Plot plan with setbacks, lot size and entire house shape. Please show roof lines as well as building lines and show all stairs, decks and bay windows.
- 2) Survey for flood zone and showing both coastal construction lines if it is on the lot or close to property line.
- 3) Elevations showing the height of the building according to the applicable restrictions. Basic floor layout for room use.

*****For Office Use Only*****

Date Approved: _____ Sc. Ref #: _____

Zoning: _____ Section Lines: _____

Flood: _____ Fire District: _____

Coastal Bldg. & Line Effected _____ Roads: Private / Local

Lot Size: _____ PB/OR/DB _____ PG _____

Setbacks: _____ Land Use: _____

Comments _____

Please be advised that building permit applications must demonstrate compliance with applicable coastal and environmental regulations as set forth in Florida Statutes, Florida Building Codes and the City of Bonita Springs Land Development Code (LDC) and/or Ordinances. During the building permit process, staff will review the pre-application plans and building plans to ensure code compliance and consistency between both plan sets. A building permit will not be issued until a NOTICE TO PROCEED is received from the Florida Department of Environmental Protection (FDEP). Formal approval from Planning, Zoning, and Building, including the issuance of a building permit, will be subject to the satisfaction of the above referenced requirements.