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CITY OF BONITA SPRINGS

Community Development Department
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PUBLIC HEARING REQUEST – PLANNED DEVELOPMENT (2023)

INSTRUCTIONS

PART I – GENERAL EXPLANATORY NOTES

THE APPLICANT MUST PAY THE APPROPRIATE APPLICATION FEE AS SET FORTH BY THE CITY.

UPON WRITTEN REQUEST, THE DIRECTOR MAY MODIFY THE SUBMITTAL REQUIREMENTS CONTAINED IN THIS SECTION IF THE APPLICANT CLEARLY DEMONSTRATES THAT THE SUBMISSION WILL HAVE NO BEARING ON THE REVIEW AND PROCESSING OF THE APPLICATION. THE REQUEST AND THE DIRECTOR'S WRITTEN RESPONSE MUST ACCOMPANY THE APPLICATION SUBMITTED AND WILL BECOME A PART OF THE PERMANENT FILE.

PART I – EXPLANATORY NOTES

- A. Applicant's Name: Application may be made by the landowner or the authorized agent. **[Sec. 4-193(a)]** Where there is more than one owner, either legal or equitable, then all such owners must jointly initiate the application. Exceptions to this are:
- 1) It is not required that both husband and wife initiate the application on private real property owned by them.
 - 2) The property is subject to a land trust agreement, the trustee may initiate the application.
 - 3) The fee owner is a corporation, any duly authorized corporate official may initiate the application.
 - 4) The fee owner is a partnership, the general partner may initiate the application.
 - 5) The fee owner is an association, the association may appoint an agent to initiate the application on behalf of the association.
 - 6) The property is a condominium or time-share condominium, refer to Sec. 4-193(a)(1)b. for rules.
 - 7) The property is a subdivision, refer to Sec. 4-193(a)(1)c. for rules.
 - 8) Rezoning initiated by the City Council on property not owned by the City.
- B. Relationship of applicant to owner: If the applicant is not the owner of the property or the person authorized to represent the owner through the Covenant of Unified Control, the applicant must submit proof of authority to represent the owner. This may be accomplished with a **notarized** authorization form from the owner or his authorized representative. Label this submittal as Exhibit I-B-1.
- If the owner does not desire to sign the attached Covenant of Unified Control he may submit an alternate document for consideration by the City Attorney's office prior to submitting the application for rezoning. A copy of the City Attorney's approval of the document must be submitted with the application.
- If the application is City-initiated by the City of Bonita Springs Council, attach a copy of the "green sheet" whereby the action was authorized. Label the copy as Exhibit I-B-2.
- Submit a list of the names of all property owners and their addresses for property included within the requested action. Label as Exhibit I-B-3.
- C. Name of owner (s): see F. below
- D. Date property was acquired by present owner(s). If the City initiated the rezoning and does not own the property or have it under contract for purchase, enter "Not Applicable".
- E. If the request is City-initiated and the City is not purchasing the property, enter "Not Applicable".
- F. Disclosure Form: Except for City-Initiated rezonings, a Disclosure Form (Exhibit I-F, attached) must be submitted for any entity whose interest in the property is other than solely equity interest(s) which are regularly traded on an established commodities market in the United States or another Country.

- G. Existing Deed Restrictions: A copy of the deed restrictions on the subject property, if any, and a statement as to how the deed restrictions may affect the requested action must be submitted.
- H. Authorized Agent(s): If the owner or applicant has authorized agent(s) to act on his/her behalf, list the agent(s) name, mailing address and phone number. If City-initiated, enter "Not Applicable".

PART II – EXPLANATORY NOTES

A. Nature of Request:

- 1. If for rezoning to a Planned Development district, indicate the zoning classification(s) being requested.
- 2. If not for rezoning provide specific details of the action requested. (eg. Amendment to PD. Etc),

B. Legal Description: **If rezoning to more than one district, a separate legal description must be provided for each classification requested.**

If the property is not within a platted subdivision recorded in the official plat books of Lee County, a complete legal description must be attached which is sufficiently detailed and legible so as to be able to locate said property on county maps or aerial photographs. The legal description must include the Section, Township, Range, and parcel number(s).

If the application includes multiple contiguous parcels, the legal description may describe the perimeter boundary of the total area, and need not describe each individual parcel, except where different zoning requests are made on individual parcels. Label the legal description as Exhibit II-B-1.

If the request is owner-initiated, a survey or a certified sketch of description as set out in chapter 5J-17.053, Florida Administrative Code must be submitted, unless the subject property consists of one or more undivided platted lots. If the application includes multiple abutting parcels, the legal description must describe the perimeter boundary of the total area, but need not describe each individual parcel. However, the STRAP number for each parcel must be included.

The Director has the right to reject any legal description which is not sufficiently detailed or legible so as to locate said property, and may require a certified survey or boundary-survey prepared by a surveyor meeting the minimum technical standards for land surveying in the state, as set out in chapter 5J-17.053, F.A.C. Boundaries must be clearly marked with a heavy line. The boundary line must include the entire area to be developed. If the request is owner-initiated the Federal Emergency Management Agency flood zone and required finished floor elevation must be shown as well as the location of existing structures on the property.

- C. Project Street Address: If the street address is unknown, the address may be obtained from the Lee County E-911 Addressing Division at (239) 338-3200.
- D. General Location: The general location should reference known major streets so as to indicate to the general public the location of the property. A property location map must be submitted. Label the map as Exhibit II-D.
- E. City of Bonita Springs Plan Information:
 - 1. List the current City of Bonita Springs Land Use Classification of the subject parcel(s).
 - 2. City of Bonita Springs Plan Information. Submit a copy of any amendment being proposed to the City of Bonita Springs Plan by the applicant which may affect the subject property as well as the Planning Division's reference number for the amendment. Label the proposed amendment as Exhibit II-E-1. Attach a statement as to how the amendment will affect your property. Label the statement as Exhibit II-E-2.
- F. Drainage, Water Control and Other Environmental Issues
 - 2. If environmentally sensitive areas exist on the site, an environmental assessment must be prepared that examines the existing conditions, addresses the environmental problems, and proposes means and mechanisms to protect, conserve, or preserve the environmental and natural resources.
- H. Property Dimensions: If the parcel is irregularly shaped, indicate the average width and depth of the property. Indicate the length of property abutting any existing street rights-of-way or easements. If property abuts more than one street, indicate frontage on each street.

The total area (in square feet or acres) of the property.

I. Land Area Calculations

- 1. Undevelopable Areas: Insert the area of land identified as undevelopable by the following terms:
 - a. Freshwater wetlands

- b. Other wetlands
- c. Submerged land subject to tidal inundation. The area of land which is submerged and is subject to tidal inundation.

PART III – EXPLANATORY NOTES

A. Nature of Request

- 5. Aviation Hazard: If your project is near any commercial or general aviation facility or within any area delineated on the Lee County Port Authority Airspace Notification Map as a notification area, describe any structures (including proposed communication towers), lighting, or other features which could adversely affect safe flight, and labeled it Exhibit III.A.5.

B. Facilities

- 1. Fire District: List the Fire District in which the property is located.
- 2. Water Supply:
 - a. Estimate the daily consumption of potable water by the proposed project.
For residential projects, use 250 gpd (gallons per day) per unit. If the water treatment facility serves only mobile homes or recreational vehicles, the following figures may be used:
 - Mobile Homes use 187.5 gpd. per unit.
 - Recreational Vehicles use 150 gpd. per unit.For all other types of projects, show calculations and source of consumption rates utilized.
 - b. If the property lies wholly or partly in the certificated franchised service area of an established water utility, name the utility company.
If a private, on-site, potable water system is proposed, please provide a description of the system.
 - d. Source of non-potable water service: If a separate system is proposed for non-potable (irrigation) water uses, please specify the source.
- 3. Sanitary Sewer Service.
 - a. Estimated daily production of wastewater
For residential projects use 200 gpd (gallons per day) per unit. If the sewage treatment facility serves only mobile homes or recreational vehicles, the following figures may be used:
 - Mobile Homes use 150 gpd per unit.
 - Recreational Vehicles use 120 gpd per unitFor all other types of projects, show calculations and source of consumption rates utilized.
 - b. If any special types of effluent can be anticipated, please submit Exhibit III.B.3. (attached)
 - c. If the property lies wholly or partly in the certificated or franchised service area of an established sanitary sewer district or sewer utility name the utility.
 - e. If a private, on-site, wastewater treatment and disposal facility is proposed, please submit Exhibit III.B.3 (attached).

PART IV - EXPLANATORY NOTES: Exhibits not previously discussed.

Neighborhood Meetings: Neighborhood meetings are mandatory for applications for planned development rezoning requests. The city shall not process an application if the applicant has not conducted a neighborhood meeting. The applicant shall conduct a neighborhood meeting prior to filing its application with the city. The applicant shall include a written summary of the pre-application neighborhood meeting, as well as copies of all documents and exhibits that the applicant presented during the neighborhood meeting, with its initial application filing. The written summary shall include a list of those in attendance, a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information the applicant deems appropriate. The applicant shall conduct a second neighborhood meeting within 30 days after the city has deemed the application to be sufficient and submit a post-sufficiency summary. Applications will not be scheduled for public hearings until the post-sufficiency meeting summary is submitted. **[Sec 4-28(c)]**

Surrounding Property Owners List: A complete list of all property owners, and their mailing addresses, for all property within three hundred seventy-five (375) feet [five hundred (500) feet if for a COP] of the perimeter of the subject property or the portion thereof that is the subject of the request. Names and addresses of property owners shall be deemed to be those appearing on the latest tax rolls of the County. The applicant is responsible for the accuracy of such list. This list is for the

purpose of confirming mailed notices by the applicant to property owners within 375 feet or 500 feet of the property described as set forth in Section 4-229. **[Sec 4-194(a)(6)]**

Property Owners Map: A City Zoning map or other similar map displaying all of the parcels of property within three hundred seventy-five feet [five hundred (500) feet if for a COP] of the perimeter of the subject parcel or the portion thereof that is the subject of the request, referenced by number or other symbol to the names on the property owners list. The applicant shall be responsible for the accuracy of the map. **[Sec. 4-194(a)(7)]**

Unified Control Documentation. A notarized document (see Exhibit IV-D) corroborating unified control over the subject parcel. **[Sec. 4-295(a)(3)]**

If the owner does not desire to sign the attached Covenant of Unified Control he may submit an alternate document for consideration by the City Attorney's office prior to submitting the application for rezoning.

Existing Conditions: **[Sec. 4-295(a)(4)]** NOTE: If more than one of the following requirements is shown on the same set of maps or photos, please mark the document with all appropriate exhibition numbers.

Existing zoning and current uses: Show existing zoning and current land uses surrounding the property to a distance of 375 feet.

Soils, vegetation and ground cover: Classified in accordance with USDA/SCS system and the Florida Land Use and Cover Classification System, respectively

Topography: Provide a City of Bonita Springs Topographical map (if available).

Public Transit: Show the property in relation to existing and proposed public transit routes and bus stops, including what facilities exist at the bus stop.

Environmental Assessment: Areas of encroachment by undesirable exotic (floral) species, the line of mean high water, and jurisdictional boundaries of state and federal agencies, and Coastal Construction Setback Lines. If the site contains unique landforms or biological areas such as creek beds, sand dunes, coastal or interior hammocks, or old growth pine flatwoods, additional information may be required including wildlife and plant inventories and hydrologic details, in order to identify the highest quality biological communities and develop suitable conservation measures. Please contact the City of Bonita Springs Community Development at 239-444-6150 with any questions concerning this environmental assessment.

Master Concept Plan: Refer to Sec. 4-295 (a)(6)a.3. or b. 3. AND 4-295(a)(7)a. for information.

Schedule of Uses: **[Sec. 4-295(a)(7)]**

1. A summary of the kinds of uses proposed for the entire site (for projects containing residential uses, this shall include the types of proposed dwelling units);
2. The units (gross square feet for commercial/industrial uses, number of units for residential, motel/ hotel uses, beds for institutional types of uses, etc.) of each kind of use for the entire site;
3. For developments containing uses for which the parking requirements are to be determined by the Director, the number of parking spaces proposed for those uses.

Schedule of deviations: Refer to Sec. 4-295(a)(6)a.9. or b.9. and 4-295(a)(7)d.

Traffic Impact Statement: **[Sec. 4-295(a)(6)a.11 Or b. 10 and 4-295(a)(7)]** Format and degree of detail is set forth in the adopted City of Bonita Springs Code.

Surface Water Management Plan: **[Sec. 4-295 (b)(1)]** Written statements which describe:

1. The runoff characteristics of the property in its existing state;
2. In general terms, the drainage concept proposed, including the outfall to canals or natural water bodies including how drainage flow from adjacent properties will be maintained;
3. The retention features (including existing natural features) that will be incorporated into the drainage system and the legal mechanism which will guarantee their maintenance;
4. How existing natural features will be preserved. Include an estimate of the ranges of existing and post development water table elevations, where appropriate.
5. Describe the requirements for fill materials posed by this development for other than building pads (use, volume, etc.)
6. If the property is subject to seasonal inundation or subject to inundation by a stream swollen by the rains of a 100-year storm event, indicate the measures that will be taken to mitigate the effects of expectable flooding. **[3-324]**

Management Plan for Protected Species: [Sec. 4-295(b)(2)] Refer to the Sec. 3-456.

Program for phased development: [Sec. 4-295(b)(3)] Description of program for phased development (if applicable). A description of the program of phased construction, if the development is to be so constructed.

GENERAL

- a. The applicant is responsible for the accuracy and completeness of this application. Any time delays or additional expenses necessitated due to the submittal of inaccurate or incomplete information shall be the responsibility of the applicant.
- b. All information submitted with the application or submitted at the public hearing becomes part of the public record and shall be a permanent part of the file.
- c. All applications must be submitted in person. Mailed-in applications will not be processed.
- d. All attachments and exhibits submitted shall be of a size that will fit or conveniently fold to fit into a letter size (8 1/2" x 11") folder.
- e. The Department staff will review this application for compliance with requirements of the City of Bonita Springs Land Development Code. If any deficiencies are noted, the applicant will be notified.
- f. All applicants shall pay an application fee as set forth in the City of Bonita Springs Fees and Charges Manual.