



PRE- APPLICATION MEETING REQUEST

PURPOSE

The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on requirements with the current Comprehensive Plan, zoning, plan review, drainage review, environmental services, flood requirements, and fire safety of the Town of Fort Myers Beach. Whether or not a development proposal is supported by staff may be discussed, but determination will not be made until a formal application is evaluated.

FILING AN APPLICATION

The Planning and Zoning Department has designed this pre-application meeting service for clients who would like to meet with staff prior to planning submittal to guide their efforts and resources. Pre-Application materials must be submitted electronically online through our [Request Portal](#) or by emailing zoningpermits@fmbgov.com. You will be advised as to the date and time of your appointment. All meetings are held at the Town Hall office located at 2525 Estero Blvd, Fort Myers Beach, FL 33931.

SUBMITTAL CHECKLIST

1. Pre-Application request form.
2. Please submit all relevant documents to streamline a review.
Description of the proposal including:
 - a) Requested use(s)
 - b) Description/ location of buildings, screening, wall/ fence details, and location.
 - c) Number of parking spaces and ADA parking spaces.
 - d) Describe circulation on and off the site- include proposed improvements or dedications.
 - e) Describe on-site paving for the site.
 - f) Timeframe for construction or phasing of the project for construction description and location of buildings.
3. Site plan:
 - a) Site dimensions/boundaries
 - b) Access points and street names
 - c) Dimensions of each structure
 - d) Dimensions between structures
 - e) Distance from property lines
 - f) Lot coverage
 - g) Building height and square footage
 - h) Parking areas
 - i) Landscaping and retention areas
 - j) Outdoor lighting

APPLICATION FEES- 1st meeting no charge (30 minutes maximum)
\$250.00 + hourly cost for time over 1 hour

FORT MYERS BEACH ESTERO ISLAND



PRE-APPLICATION REQUEST FORM

ALL FEES ARE DUE AT THE TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST			
Description of Request:			
Questions/ Concerns:			
PROJECT ADDRESS INFORMATION			
Address (if known):			
Size in Acres:		Square Feet:	
Legal Description: Section:		Township:	Range:
Parcel Number(s):			
Subdivision Name (if applicable):			
Proposed # of Residential Units:			
Proposed Commercial Square Footage:			
Existing Use of Property:			
Related Case Number(s) i.e Resolution or Ordinance #			
APPLICANT'S INFORMATION			
Name:		Contact:	
Address:			
City:		State:	Zip:
Phone #:			
Email Address:			
PROPERTY OWNER INFORMATION			
Name:		Contact:	
Address:			
City:		State:	Zip:
Phone #:			
Email Address:			

By acceptance of this application, the applicant agrees to defend, hold harmless and protect the Town of Fort Myers Beach and its employees and agents from any and all liability which may arise as a result of this meeting.

Applicant's Signature of Property Owner's Signature: _____ Date: _____

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