



Town of Fort Myers Beach

Guide for Development Order

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers Beach Development Order. The [Land Development Code](#) and the Town of Fort Myers Beach [Comprehensive Plan](#) are the official governing documents.

All proposed multi-family residential, commercial, and institutional, development projects must obtain a Development Order before beginning any site work activities and the issuance of a building permit.

This guide includes these sections:

1. Schedule an informal/ Pre-application Meeting
2. iWorQ Application Package (Electronic Submission)
3. Pay your fee(s)
4. Understand the review process and track your application
5. Schedule a final inspection

Schedule an Informal/ Pre-Application

Prior to the submission of an application for Development Order approval, applicants are encouraged to schedule an informal meeting with the Town of Fort Myers Beach staff members to discuss details of the proposed project and to obtain general guidance on the application process. These meetings help to advance a conceptual plan for development prior to submitting the formal application.

Request a Pre-application meeting request via e-mail to zoningpermits@fmbgov.com. You can find the application on our Development Services applications and forms page on our website.

What you need to know before applying for a Development Order

ATTENTION: All taxes must be paid prior to issuance of the DO. [\[10-108.1\]](#)

Notice: Employment of engineers and design consultants. [\[10-102\]](#)

An engineer shall be employed by the developer to design all required improvements such as streets, drainage structures, drainage systems, bridges, bulkheads, water and sewage facilities, etc. All plans, drawings, reports, and calculations shall be prepared, signed and sealed by the appropriate licensed professional, such as engineers, architects, landscape architects, land surveyors, and attorneys, registered in the state. Other specialized consultants, such as environmental consultants, archaeologists, etc., may be required to assist in the preparation of the plans, drawings, reports, and other documents required as development order submittals.



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iWorQ Application Package (Electronic Submission)

iWorQ Steps- All applicants are required to use iWorQ to electronically submit their application package.

1. Click on the [Request Portal](#), under the “Enter Citizen Request”, and “click submit request”.
2. Select **Project Type** and select **Development Order**.
3. Provide the **property Information** (*indicate required fields) to identify the property for which the application will be used.
4. Upload **ALL** applications, plans and supporting documents that are required in each permit request that you submit.
5. Click on the **Submit button**.

Note: The system has a 200 MB limit per upload. If a file is too large, the document must be separated into multiple uploads.

PDF FILES ONLY

Name the files for what they are (for example)

Separate Files	Combined Files
<p><u>Commercial</u></p> <ul style="list-style-type: none"> • Survey • Site Plan • Drainage Plan • Architectural Plans- multipage file • Engineering Plans- multipage file • Structural Plans- multipage file 	<p>Application(s), Affidavits, Disclosure of Ownership Interest, Aerial photograph, Area location map</p>

Pay your Fee(s)

All payments must be received prior to reviewing the application [[10-109](#)]. Once staff processes the request, you will receive an email with a link to make a payment. Payments may also be made through the [Project Portal](#); or make a check out to the Town of Fort Myers Beach.

If making a payment through the Project Portal: Search for your project number (ex. 202300123) in the search bar and click search. Click on the project number. Once in the project record, scroll down and select “*Submit Payment*”



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Understand the Review Process and Track your Application

When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

Town of Fort Myers Review of an Application Package

After payment is requested and received, the application will be assigned to multiple simultaneous reviews. The review will check for compliance with the Land Development Code and Ordinances.

Applicants can use [iWorQ](#) at any time to track the progress of the application project record through the process.

Fire district Contact Information- If your application requires a Fire review, it will be completed by the Fort Myers Beach Fire Department. There is an additional fee that you must pay directly to them before they release their comments back to the Town. Please contact them at 239-590-4210, Email Prevention@FMBFire.org

Notice of Application Sufficiency or Insufficiency

- **Insufficiency Letter:** An application may be returned to the applicant with a notice of insufficiencies to be addressed for a resubmittal.
 - **Resubmitting:** Applicants have 30 days to address insufficiencies and resubmit [[Florida Statue 125.022](#)] to zoningpermits@fmbgov.com.
- **Sufficiency Letter:** Once staff has found the project sufficient, and the Limited Development Order will be issued.

Once approved, applicants will receive an email notification from the Town of Fort Myers Beach and may access the [Project Portal](#) to print their approval documents.

Prior to Beginning Site Work

If applicable, complete the following prior to starting any site work:

- Surety [[10-125](#)]
- State and Federal permit(s)
- Right of Way permit
- Vegetation Removal permit



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Request Inspections

Once the DO is issued and all the criteria have been met, an applicant may begin the site work. Expiration details will be listed in the approval letter. [[10-115](#)]

The issuance of a Certificate of Compliance requires site inspections by Development Services.

The Certificate of Compliance process is set in motion through the submission of Letter(s) of Substantial Compliance from the project engineer of record for site work and site lighting, and a Registered Landscape Architect for required buffers and other landscaping and environmental issues.

Email zoningpermits@fmbgov.com to request a final inspection once site work is completed.

Letters of Substantial Compliance

- [Engineer](#)
- [Landscape Architect](#)
- [Lighting](#)



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DEVELOPMENT ORDER APPLICATION

This DO application will be processed electronically. I acknowledge that final plans and documents will only be available through the Town of Fort Myers Beach iWorQ system.

Project Name: _____

Project Site Address: _____

Brief description of the proposed project: _____

1. Name of Owner/ applicant: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail: _____

2. Relationship of Applicant to owner (check one) and provide Affidavit of Authorization form.

[Sec.10-153(1)]

Applicant is the sole owner of the property.

Applicant has been authorized by the owner(s) to represent them for this action.

3. Authorized Agent: (If different than the applicant) Name of the person who is to receive all Town's correspondence regarding this application.

a. Company Name:

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail: _____

Property Information

4. Legal Description: [Sec.10-154(1)] Prepare a description of a specified area along with a sketch or map of the area described prepared by a Florida Professional surveyor.

5. Strap Number(s): Attach extra sheets if additional space is needed. [Sec.10-153(3)]

6. Legal Description: [Sec.10-154(1)] Prepare a description of a specified area along with a sketch or map of the area described prepared by a Florida Professional surveyor.

FORT MYERS BEACH ESTERO ISLAND

P. 239-765-0202 | Email: buildingpermits@fmbgov.com | 2525 Estero Boulevard, Fort Myers Beach, FL 33931



Town of Fort Myers Beach

DEVELOPMENT ORDER APPLICATION

7. The date the property was acquired: _____

8. Current Zoning of Property: _____

a. Zoning Resolution Number(s) * Dates (if any): _____

9. Property Dimensions:

a. Width (average if irregular parcel): _____ Feet

b. Depth (average if irregular parcel): _____ Feet

c. Total area: _____ Acres or square feet

10. Are any ad valorem taxes or assessments against the property delinquent? Yes or No

11. Are there any outstanding tax certificates issued for the property? Yes or No

12. **Disclosure of interest form:** The name of all persons or entities having ownership interest in the property, including the names of all stockholders and beneficiaries of trusts. Disclosure with respect to a beneficial ownership interest in any entity registered with the U.S Securities and Exchange Commission or registered pursuant to F.S. ch. 517, whose interest is for sale to the general public, is exempt from the provision of this subsection.

Name and Address

Percentage of Ownership

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AFFIDAVIT OF AUTHORIZATION

APPLICATION IS SIGNED BY AN INDIVIDUAL OWNER OR APPLICANT, CORPORATION, LIMITED LIABILITY COMPANY (L.L.C), LIMITED COMPANY (L.C), LIMITED PARTNERSHIP, OR TRUSTEE

I, _____ (name), as _____
(Owner/title) of _____ (company/property), swear or affirm under oath,
that I am the owner or the authorized representative of the owner(s) of the property and that:

1. I have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the Town of Fort Myers Beach in accordance with this application and the Land Development Code;
2. All answers to the questions in this application and any sketches, data or other supplementary matter attached hereto and made a part of this application are honest and true;
3. I have authorized the staff of Town of Fort Myers Beach to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made thru this application; and that
4. The property will not be transferred, conveyed, sold or subdivided unencumbered by the conditions and restrictions imposed by the approved action.

***Notes:**

- If the applicant is a corporation, then it is usually executed by the corp. pres. Or v. pres.
- If the applicant is a Limited Liability Company (L.L.C) or Limited Company (L.C), then the documents should typically be signed by the company's "Managing Member."
- If the applicant is a partnership, then typically a partner can sign on behalf of the partnership.
- If the applicant is a limited partnership, then the general partner must sign and be identified as the "general partner" of the named partnership.
- If the applicant is a trustee, then they must include their title of "trustee."
- In each instance, first determine the applicant's status, e.g., individual, corporate, trust partnership, estate, etc, and then use the appropriate format for that ownership.

Signature

(Type or printed name)

STATE OF _____ COUNTY OF _____

The foregoing instrument was certified and subscribed before me by means of _____ physical presence
OR _____ online notarization, this _____ day of _____, 20____, by
_____, _____ who is personally known to me OR _____ who has produced
_____ (type of identification) as identification.

(SEAL)

Notary Public Signature

FORT MYERS BEACH ESTERO ISLAND

SUBMITTAL REQUIREMENTS

Cover Letter -Prepare a cover letter to outline the submission that includes a list of attached documents with each document appropriately named.

Completed Development Order Application [Sec.10-153

Disclosure of Interests Form [Sec.10-153(2)(e)

List of STRAP Numbers. [Sec.10-153(3)

Sworn statement of authorization [Sec.10-153(1)] Prepare the required Affidavit and submit with the packet.

Legal Description [Sec.10-154(1)] Prepare a description of a specified area along with a sketch or map of the area described prepared by a Florida Professional surveyor.

Title assurance. [Sec.10-154(2) Submit a copy of the current Title Certification.

Boundary Survey or Existing Plat {digitally signed sealed} [Sec.10-154(3)(4)] Submit a boundary survey meeting the minimum technical standards set out in chapter 5J-17, F.A.C. Boundary survey's may also show the location of any improvements within or near the boundary.

Existing conditions and improvements drawing. [Sec.10-154(6)] Prepare and submit a detailed existing condition drawing, typically used for projects proposing development, to show the location and dimensions, and conditions of existing structures on a given lot.

Provide a Vegetation Associations (FLUCCS) Map pursuant to. [Sec.10-154(6)

Zoning approvals. [Sec.10-154(16). Attach a copy of the Zoning approvals applicable to the subject property. Any other relevant documentation such as copies of permit applications or other approvals applicable to the request.

Proposed Development Plan Drawings. [Sec.10-154(7)]

Exterior lighting plan, photometrics, and calculations. [Sec.10-154(8)]

Aerial photograph. [Sec.10-154(9)] Submit the most recent aerial photograph available from Leepa.

Traffic impact statement and Traffic impact mitigation plan. [Sec.10-154(10)(11)] Prepare a traffic impact statement based on the proposed use of the site with trip generation based on existing and proposed conditions.

Surface Water Pollution Plan. If the project site area greater than one acre submit a Surface Water Pollution plan.

Hazardous materials emergency plan. [Sec.10-154(12)

Protected species survey and Protected species habitat management plan. [Sec.10-154(13)(14)

Certificate to dig; historic preservation forms and reports. [Sec.10-154(15)]

Historical/archaeological impact assessment. [Sec.10-154(16)]

Exotic vegetation removal plan. [Sec.10-154(17)]

Calculations and other pertinent materials. [Sec.10-154(18)]

Emergency preparedness plan. [Sec.10-154(19)]

State permits. [Sec.10-154(20)] Prior to final approval a development order, copies of permits issued by SFWMD, FWC, and DEP shall be submitted. Copies of all other necessary state land development permits shall be submitted prior to the commencement of any construction on the site.

Operation and maintenance covenants. [Sec.10-154(21)] Where applicable, a copy of the covenants used for the maintenance and operation of the improvements required by this chapter including but not limited to private streets and adjacent drainage, drainage and stormwater management systems, utilities, public water and sewage systems, on-site bikeways, on-site pedestrian ways, open space, parks, recreation areas and buffers.

Articles of incorporation or other legal documents for assignment of maintenance. [Sec.10-154(22)] The developer must submit a copy of the legal documents creating the legal mechanism to ensure that the drainage system, on-site bikeways, on-site pedestrian ways, roadways, and rights-of-way are continuously maintained.

Opinion of probable construction costs. [Sec.10-154(23)]

Assurance of completion of improvements. [Sec.10-154(24)]

CONDITIONAL REQUIRED DOCUMENTS

Deviations. [Sec.10-104(h)] If the project meets criteria for administrative deviations, then the applicant may apply concurrently with the submitted development order.

Waiver Request Form. [Sec.10-152] If the applicant is requesting a waiver on the submission of required submittal items, complete Waiver Request Form.