



Town of Fort Myers Beach

Guide for DEP Consistency with LDC Setbacks

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

This guide includes these sections:

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

DEP Consistency Description

As the local government responsible for overseeing development permits, the Town of Fort Myers Beach is required to review construction, excavation, and other activities proposed seaward of the 1991 Coastal Construction Control Line (CCCL).

Further zoning review of will be necessary during the building permit review process. Additionally, the Flood Insurance Rate Maps, effective as of August 28, 2008, may impact the proposed construction. It is essential that all construction complies with the regulations in effect at the time the permit is obtained.

The following items are not reviewed during DEP consistency but will be reviewed for compliance during the building permit review process:

- Amount and type of fill in a VE flood zone
- Grading and drainage plan
- Driveway construction type and materials
- The proposed driveway location, size, and design requiring Lee County
- Building height and stories
- Floodplain management regulations related to structures in the V zone approval

FORT MYERS BEACH ESTERO ISLAND

P. 239-765-0202 | | 2525 Estero Boulevard, Fort Myers Beach, FL 33931

2/27/2025



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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 **FDEP Zoning Verification letter**.
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

The applicant is responsible for ensuring the accuracy and completeness of this application. Any time delays or additional expenses incurred due to submitting inaccurate or incomplete information will be the sole responsibility of the applicant. In the event of an incomplete package, the applicant must provide any missing information before the application package can be forwarded for review.

Town of Fort Myers Review of an Application Package

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 60 days to address insufficiencies and resubmit to zoningpermits@fmbgov.com.

If a DEP letter was completed and approved

An email notification from the Town of Fort Myers Beach will inform you when you can print your approved DEP letter. You may access the [Project Portal](#) to print the letter.

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Community Development Department DEP SETBACK CONSISTENCY APPLICATION

Property Owner's Name: _____

Site Address: _____

Strap Number: _____

Applicant Name/ Company: _____ Phone #: _____

Applicant Address: _____ Email: _____

Authorized Agent: _____ Phone #: _____

Agent Address: _____ Email: _____

Verification being requested: _____

Additional Information / Submittal Requirements:

DEP Setback Consistency Letter includes a review of the proposed development for compliance with the existing zoning district, future land use designation and density requirements within the development standards as set forth in Chapter 34 and the Comprehensive Plan

- Submit completed form.
- Application fee \$250.00
- Copy of all applicable site plans for the proposed development.

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Please be advised that the DEP Setback Consistency letter is provided for convenience and only verifies information that could be discovered by consulting publicly available documents.

This Dep Setback Consistency letter is not an interpretation of the Fort Myers Beach Land Development Code or the Fort Myers Beach Comprehensive Plan, and is not a development order, development permit, or action by the Town of Fort Myers Beach. Please be aware that the information provided herein is based on current regulations and can be subject to change with enactment or amendment of ordinances. If you require action by the Town of Fort Myers Beach, apply for a development permit, administrative action, or public hearing as provided in the Fort Myers Beach Land Development Code. If you have any further questions, please contact the Community Development Department.

Applicant Signature

Print Name

Date

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