

LEHIGH ACRES ARCHITECTURAL & ZONING REVIEW BOARD SUBMITTAL REQUIREMENT

Effective: January 2023

Dear Applicant:

On behalf of the Lehigh Acres Architectural Planning and Zoning Review Board (LAAPZRB) we would like to thank you for your interest in Lehigh Acres and in the design review and public meeting process for developments within Lehigh Acres. The residents of Lehigh Acres have been striving for years to adopt a set of development standards that will permit sustainable, aesthetically pleasing and viable development for future generations to enjoy. A goal of the community is to ensure developments will enhance the quality of life, economics, aesthetics and provide a benefit the community for years to come. Lee County codes now require the following:

As per County Policy 33 Planning Panel Community Regulations: Section 33-1401 Community Review

- (a) **Applications requiring review.** *The owner or agent applying for the following types of county approvals must conduct one publically advertised information session with the Lehigh Acres Planning Community prior to obtaining approval or finding of sufficiency of the following:*
1. **Development Orders.** *This includes all applications for development orders and Type 1, 2, 10 and 12 limited review development orders.*
 2. **Planned development zoning actions.** *This included administrative deviations amending the approved master concept plan or other provisions of the zoning resolution.*
 3. **Special exception and variance requests.**
 4. **Conventional rezoning actions.**
- (b) **Meeting Requirements.** *The applicant is responsible for providing the meeting space, providing notice of the meeting, and providing security measures as needed. The meeting space will be determined by the applicant. Meetings may, but are not required to, be conducted before non-county formed Boards, Committees, Associations, or Planning Panels. During the meeting, the applicant will provide a general overview of the project for any interested citizens. Subsequent to this meeting, the applicant must provide County staff with a meeting summary document that contains the following: the date, time and location of the meeting; a list of attendees; a summary of the concerns or issues that were raised at the meeting; and a proposal for how the applicant will respond to any issues that were raised. The applicant is not required to receive an affirmative vote or approval of citizens present at the meeting*

The LAAPZRB was created in part to provide a comprehensive review forum for prospective developments to assist them in complying with the Lehigh Acres Comprehensive Plan and Land Development Code. It is an objective of the LAAPZRB to a regularly scheduled forum to for each applicant to comply with County Policy 33.1401. One goal of the LAAPZRB is to provide an applicant with a timely and thorough review of all development aspects of their project and provide a project review summary and recommendation to Lee County Staff, Community Council and/or the Lee County Hearing Examiner as may be applicable.

The LAAPZRB meets on the fourth Thursday of each month. Following the project review, the LAAPZRB submits their summary to the appropriate organizations.

The LAAPZRB recommends the items on the attached checklist be submitted for review by the LAAPZRB. While submitted items may be conceptual in nature based on the level of the application request, they are meant to provide the LAAPZRB with enough detailed information to review and

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comment on the aesthetic quality and overall impact of the development on the Lehigh Acres community. The information submitted should include enough detail to provide an accurate illustration of what is being proposed for the development and should be prepared by the appropriate licensed professional.

Lee County requires a meeting summary be submitted with the application to Lee County. The LAAPZRB also requires that a copy of this boards' recommendation be submitted to county staff with the permit submittal to ensure an acknowledgement of the LAAPZRB review comments.

To expedite the review of your submittal, you are encouraged to have a principal or other person, with full authority to make commitments and agree to design changes, in attendance at the public meeting. The LAAPZRB is striving to develop a design review process that is accommodating to the typically tight development timelines of the applicant while protecting Lehigh Acres Community's goals as stated in the Comprehensive Plan. Applicant may contact the Chairman to discuss submittal requirements and scheduling.

Please email questions to LAAPZRB@outlook.com .

Sincerely;
*Lehigh Acres Architectural Planning and
Zoning Review Board*

LAARZB PUBLIC MEETING INFORMATION

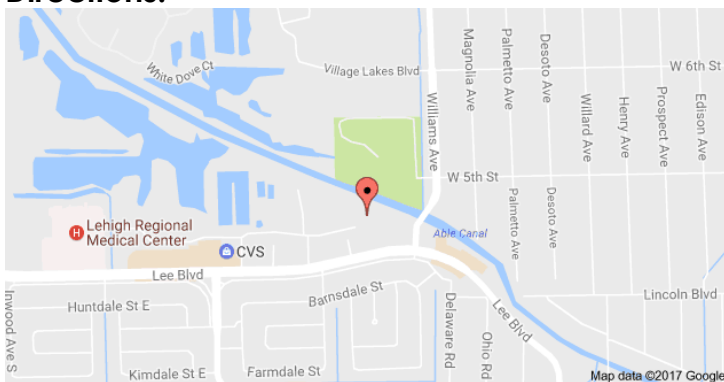
Lehigh Acres Architectural Planning & Zoning Review Board (LAARZB) Meeting Location

Lehigh Acres Municipal Services Improvement District
601 East County Lane, Lehigh Acres, FL 33936

Date of Meeting: Fourth (4th) Thursday of each month. Refer to the LAARZB Facebook page Calendar for Verification)

Meeting Time: 5:30 PM

Directions:



SUBMITTAL REQUIREMENTS

Submittal Date: Submittal packages shall be received (10) business days prior to scheduled Public Meeting. Presentation order shall be based on order of applications received. To be responsive to the development community, the submittal deadlines may be modified by the Chairperson on a case by case basis.

Application Fee: To offset the costs of transcription, application fees have been approved for two sizes of projects.

1. Type 1 Projects: A Type 1 project consists of developments that are normally existing and requesting a "Change of Use" or zoning change. Small projects are limited to up to 3,000 s.f. of building floor area. Fee: \$50.00
2. Type 2 Projects: Any development that does not meet the requirements of a Type 1 Project. Fee: \$150.00

(Checks are made payable to: Lehigh Acres Architectural Planning and Zoning Review Board or LAAPZRB)

(Note: Projects have been depicted as Type 1 or Type 2 so as not to conflict with "small project" as designated by the LDC.)

Electronic Submittal: Applicant to submit electronically in PDF, PowerPoint, Word or Excel format.

Submittals shall be submitted to:

LAAPZRB@outlook.com

or

Lehigh Acres Architectural Planning and Zoning Review Board

2802 Lee Blvd #2

Lehigh Acres, FL 33971

laapzrb@outlook.com

The submittal requirements may vary based on the type of approval sought by the applicant. In some cases, the information provided may be preliminary in nature and minor revisions may occur as the project proceeds through the permitting process. In all cases, the submittal should contain sufficient information and level of development to permit a sufficient review by the LAAPZRB to comment on the development parameters and densities, aesthetic quality and intended functionality of the proposed development in accordance with the Lehigh Acres Comprehensive Plan and related Development Standards.

It is recommended that the information listed in the LAAPZRB Application be included in the submittal package for review. It is the intention of the LAAPZRB to have for review, the information which will be required by the permitting agencies as the development moves forward. The LAAPZRB reserves the right to request additional information, with reasonable justification, to fully determine the quality and impacts of the development.

Following the review and recommendation of the LAAPZRB, the applicant shall provide an electronic copy of the proposed plans subsequently submitted to Lee County for permit approval.

LEHIGH ACRES ARCHITECTURAL PLANNING AND ZONING REVIEW BOARD APPLICATION

Date Received: _____
File Name : _____
LAAPZRB Date: _____

(1) GENERAL INFORMATION (Use additional sheets if necessary)

1. Name of Project: _____
2. Street Address of Project: _____
3. Strap No. _____
4. Application Request: (i.e.: Zoning change, Variance, Site/Project Approval)

5. Applicant Name / Title: _____
Address: _____
Phone: _____ Email: _____
6. Date of LAAPZRB meeting requested for presentation _____
(Applicant shall be notified to confirm placement on the agenda)
7. Primary Firm/Person Presenting Project to LAARZB:
Name / Title: _____
Address: _____
Phone: _____ Email: _____
8. Provide name and contact information of additional persons to receive
correspondence from the LAAPZRB.

9. County staff Reviewer: _____
10. Has project been presented to Community Development or Lee County Hearing
Examiner or other public presentations: Yes _____ No _____ Dates: _____
Application No.: _____

11. Direction to the project site:

12. Proposed Use:

13. Adjacent Zoning and Land Uses:

North: _____
South: _____
East: _____
West: _____

14. Project summary. Provide information of how the project will provide for, achieve and maintain a unified and pleasing aesthetic quality as defined by the community standards set forth in Chapter 33 and other similar projects previously approved and built:

15. Project Checklist submitted: _____ Yes _____ No

16. Application Fee Submitted: Type 1 \$50.00 _____ Type 2: \$150.00 _____

PROPERTY OWNER/APPLICANT

I hereby certify that I am the owner of record or authorized agent for the property described in Section 1 above and that I approve of the requested action herein.

Signature: _____ Date: _____

Print Name: _____ Title: _____

ACTION TAKEN **DATE** **DECISION**
 LAAPZRB _____ _____ Initials: _____

Attachments: _____

If applicable and appropriate to the specific request, the following items listed may be necessary to be provided by the applicant to permit sufficient review by this board.

Type 1 Projects submittal requirements TO INCLUDE:

Provided	Not Applicable	Not Available	ITEM
			Completed application.
			Site plan
			Photos of existing structures.
			Others
			Application Fee

Type 2 Projects submittal requirements TO INCLUDE:

Provided	Not Applicable	Not Available	ITEM
			Completed application
			Site plan with Site features drawn to scale. (Location map, north arrow, scale, buildings, parking, vehicular circulation, trash enclosures, pedestrian circulation, water management area, utility corridors/layout, open space, indigenous preserves, signage, etc.)
			Photos of existing structures.
			Architectural Plans and building elevations: <ul style="list-style-type: none"> • Dimensioned floor plan(s). • Roof plan(s). • Elevations of all buildings (all sides) shall include: Floor to floor heights Elevation to top of roof, Building material • Screening for rooftop equipment (materials/colors to match or coordinate with buildings) • Rendered buildings and sign elevations/perspectives accurately depicting colors, materials, landscaping, parking and people. • Method of screening all service areas and ground mounted equipment (a/c compressors, backflow preventers, electric transformers, etc.). • Conceptual lighting plan (including specification sheets on proposed lighting fixtures). • Relationship of buildings to adjacent buildings on adjacent properties • Antenna, communications tower or microwave tower zoning or rezoning requests and antenna screening requests shall be required to submit all items in (1) through (4) above. In addition, elevations of the proposed tower shall be provided.
			Landscape Plans and calculations to include existing site trees (indicate species) and plant material – to remain/to be removed. Proposed landscaping schedule to include: Botanic and common name of trees/plants/bushes/ground cover, Planting size/full (mature) growth size, Quantity and size of all trees, shrubs and ground cover, Planting details
			Environmental studies (Protected Species, wetland determinations, etc)
			Lighting Plans with photometric levels
			Adjacent property zoning and land uses.
			Signage Plans with sign elevations
			Building Colors
			Application Fee