

HOW TO PRINT FREE VARIANCE REPORTS

INDEX

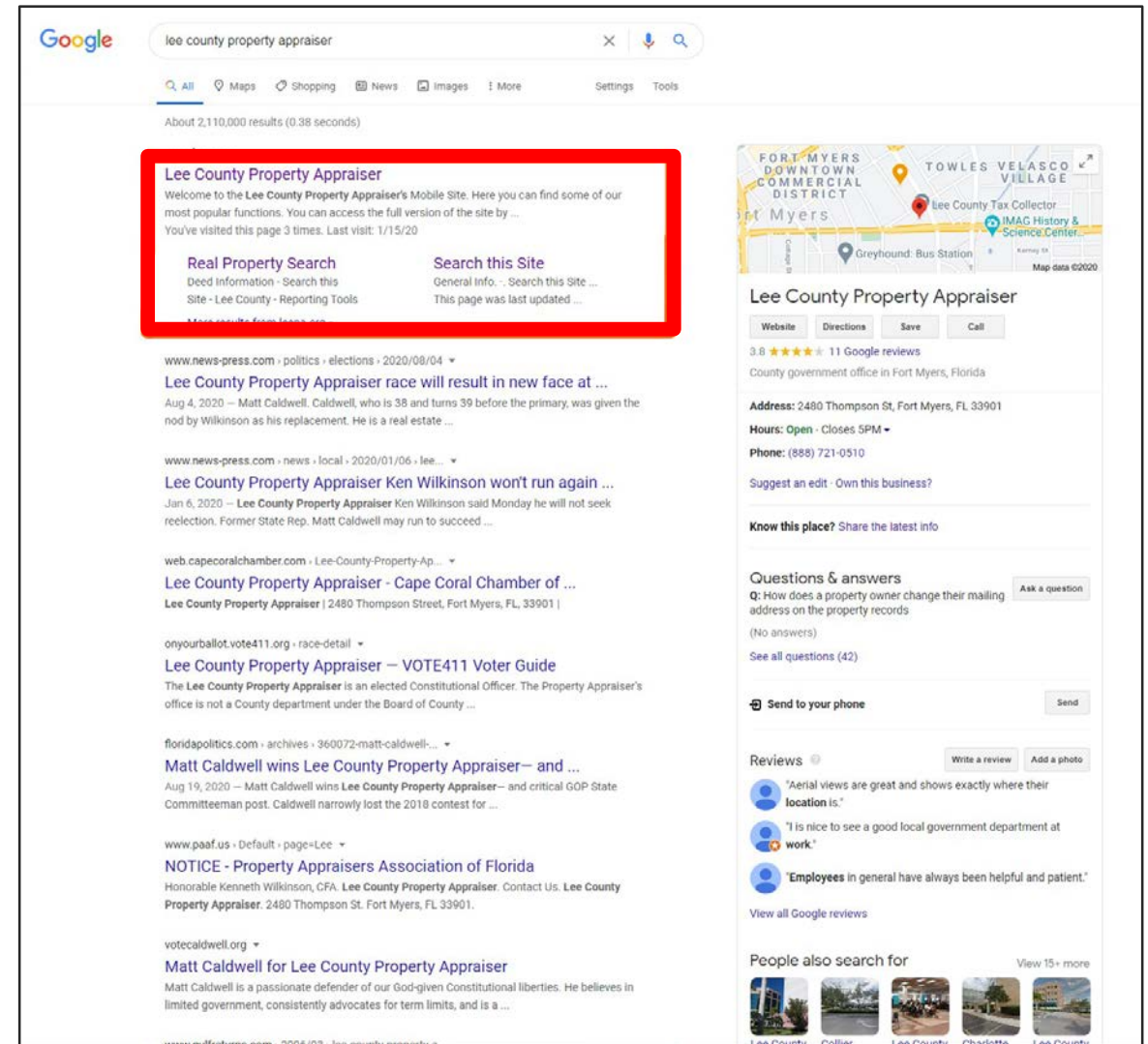
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INTRODUCTION

- Before walking you through the steps of how to print a variance report, you should first understand what a variance report is and how this tool works.
- The Variance Report is a tool that creates the documents required to notify property owners when changes are being made to how a property is used. Each county jurisdiction has rules regarding the kinds of allowable changes as well as the affected area that requires notification. This tool selects parcels based on the requirements of each jurisdiction and creates a map showing the affected parcels, a listing of owners, and a PDF file of addresses designed for Avery 5161 mailing labels.
 - It is important to understand that a **variance does not change the allowable use of the property**, building, or structures, or change procedural requirements or definitions.
- For more information about Unincorporated Lee County variance reports see the following link: <https://www.leegov.com/dcd/zoning/var>
 - For information concerning all other jurisdictions please contact their Planning Departments.

STEP 1: VISIT OUR WEBSITE

- The first step to finding your property's variance report is to visit the Lee County Property Appraiser's website.
- This can be found by searching for Lee County Property Appraiser online (see image) and clicking on the first website, OR by using the provided link to our website.
(<https://www.leepa.org/>)



STEP 2: DATABASE SEARCH

- After clicking the link, you will be taken to our homepage. From here you have access to a wide range of tools and information which can help you learn about deeds, exemptions, and much more.
- On the **left** side of the page, you will find a column with titles such as “Welcome” and “Database Search”. Please **click** on the words “**Database Search**”.

The screenshot shows the homepage of the Lee County Property Appraiser. The header includes the logo, the title "Lee County Property Appraiser", a language selection dropdown, and a "Login" button. The navigation bar contains links for Home, Dates To Remember, Save Our Homes, Report Fraud, General Info, and Search this Site. The left sidebar lists various services, with "Database Search" highlighted in a red box. The main content area displays physical and mailing addresses, phone numbers, office hours, and quick links. A "News and Current Events" section features a reminder about property tax bills. The footer contains links for Home, Mobile Site, Privacy and Use Policy, Accessibility Statement, Browser Troubleshooting, Employment, Feedback, Contact Us, Public Record Request Policy, and ADA Notice, along with the date "This page was last updated on 01/16/2020".

STEP 3: ENTER PROPERTY DETAILS

- After clicking on “Database Search” you will be navigated to the page titled “**Real Property Search**”. From this page you can use one of the methods listed below to locate your property.

1. Enter your Parcel (STRAP) Number
2. Enter your Folio ID
3. Enter your Address

- After entering your information **click “Search”**

The screenshot shows the Lee County Property Appraiser website. The main heading is "Real Property Search". There are two search methods available:

- Search Using Property Information:** This section is highlighted with a red box. It includes fields for:
 - Parcel (STRAP) Number or Folio ID
 - Name / Company Name (with a note: "Last name first. Example: WILKINSON KEN")
 - Address Source: Site Info (selected) or Owner Info
 - Address: 2480 Thompson ST
 - Postal Code
 - Country: UNITED STATES OF AMERICAA "Search" button is located below these fields.
- Search Using Deed/Recording Information:** This section includes fields for:
 - Instrument Number
 - Book / Page
 - Grantor
 - GranteeA "Search" button is located below these fields.

STEP 4: SELECT VARIANCE REPORT

- After clicking search, you will either be directed to the next page listing properties matching your search criteria or an error message will appear in red stating the following message.

“No matches found for given criteria or search result is exempt from public disclosure per Florida Statute §119.071.”

- If this message appears then you will need to check and make sure you entered your information correctly.
- If your information is correct, then it may also mean that the property you are searching for is statutorily exempt from public disclosure. See information for this on our homepage under **“Taxpayer Services”** and its sub category **“Exempt from Public Records”** or using the following link:
<https://www.leepa.org/DisclosureExemption/DisclosureExemptionInfo.aspx>

- If this message does not appear then you will be navigated to the next page showing a list of properties as shown on the right. Please click the words **“Variance Report”**.

The screenshot shows the Lee County Property Appraiser website interface. The header includes the Lee County logo, the title "Lee County Property Appraiser", a language selection dropdown, and a "Login" button. A navigation menu contains links for Home, Dates To Remember, Save Our Homes, Report Fraud, General Info, and Search this Site. A left sidebar lists various services like Database Search, GIS And Photography, Reports, Taxpayer Services, Exemption Information, Parcel Reconfiguration, Deed Information, Tangible Property Info, VAB Forms and Filing, Agriculture Department, Conservation Department, Commercial Department, Mobile Home, Data and Map Sales, and Codes Breakdown. The main content area is titled "Real Property Search" and displays a search result for "2480 Thompson" with 1 match. The search criteria are "Search by Address for '2480 Thompson' found 1 match". The search results are presented in a table with columns for STRAP / Folio ID, Owner, Site Address / Property Description, and Detail Links. The "Variance Report" link in the Detail Links column is highlighted with a red box. Below the table are buttons for "Modify Current Search" and "New Search". The footer contains links for Home, Mobile Site, Privacy and Use Policy, Accessibility Statement, Browser Troubleshooting, Employment, Feedback, Contact Us, Public Record Request Policy, and ADA Notice, along with the text "This page was last updated on 02/03/2020".

STRAP / Folio ID	Owner	Site Address / Property Description	Detail Links
13-44-24-P3-00010.0000	LEE COUNTY GOVERNMENTAL LEASING PO BOX 398 FORT MYERS FL 33902	2480 THOMPSON ST FORT MYERS FL 33901	Parcel Details 2018 TRIM Aerial Viewer View Comps Variance Report
10161861		PARL IN SW 1/4 OF SW1/4 OF SE1/4 + VACATED R/W DESC OR2202-2427 LES RW2347/772	

IMPORTANT INFORMATION: BUFFER DISTANCE

- **PLEASE NOTE.** Every municipality/jurisdiction has their own default buffer distance for variance reports.

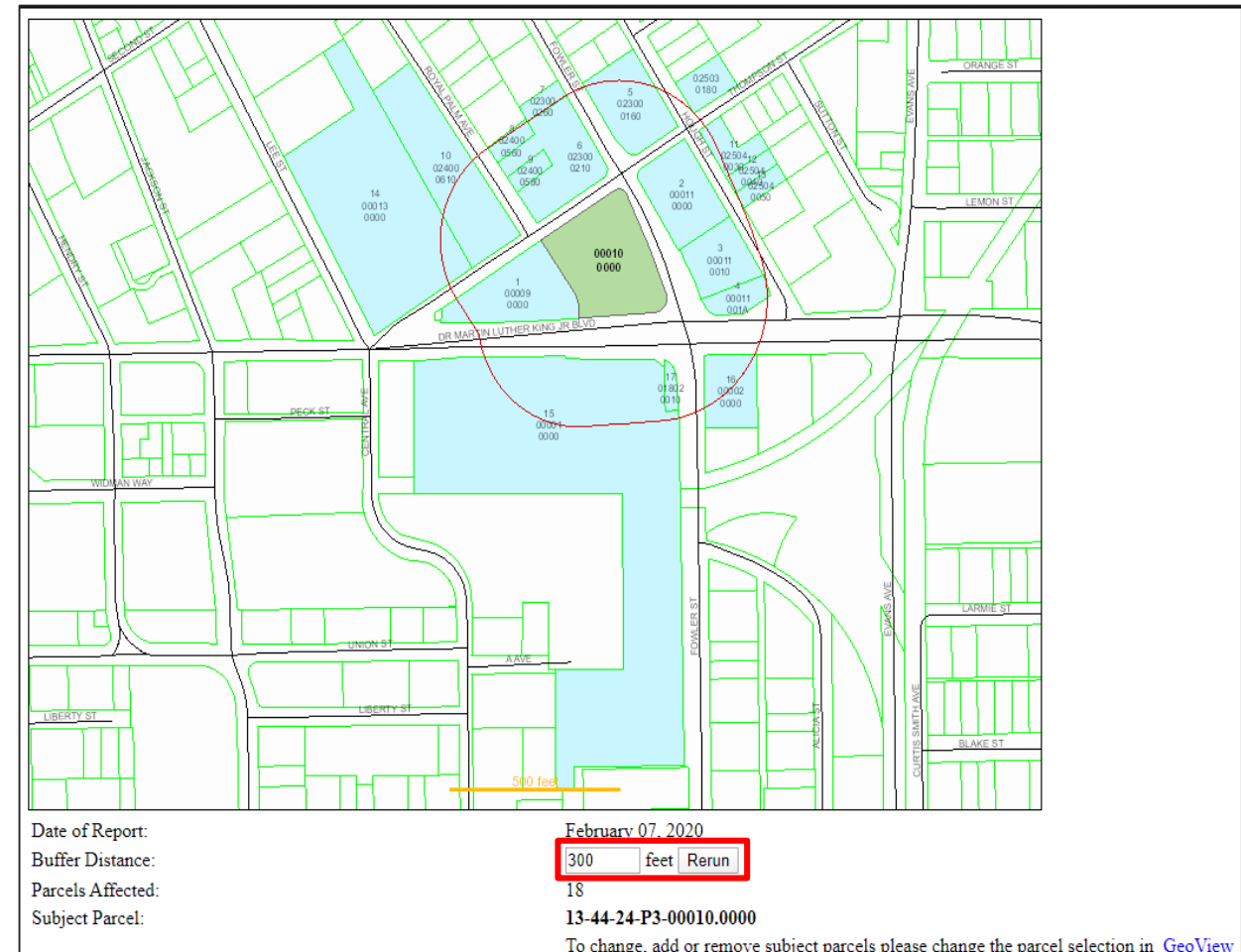
*For any buffer distance over 2,500 ft. please contact the Lee County Property Appraiser's office.

Buffer values:

- City of Fort Myers – 300 ft
- City of Sanibel – 300 ft
- City of Cape Coral – 300 ft
- Bonita Springs – 375 ft, 500 ft, & 1000 ft
- Village of Estero – 500 ft
- Town of Fort Myers Beach – 500 ft
- Unincorporated Lee County – 500 ft

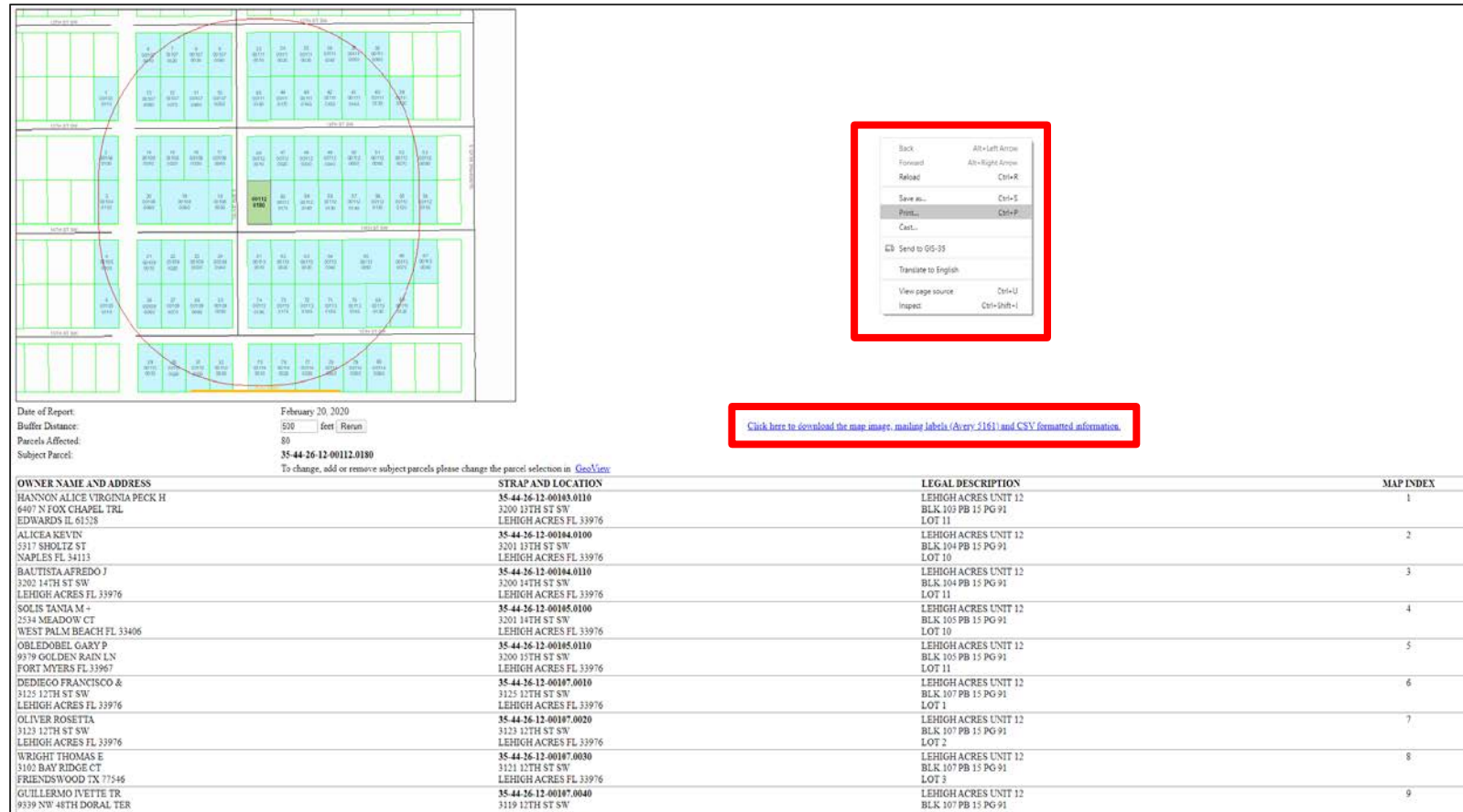
- **Upon selecting your property, the appropriate buffer is applied automatically.** If the report fails to find 10 or more unique owners within that set buffer area it will automatically increase the buffer to 750 ft. Please bear in mind the buffer can be modified and the report rerun. **(See image.)**

- **PLEASE NOTE.** Parcels Exempt from Disclosure per Florida Statute 119.071 will be excluded from variance reports.



STEP 5: VERIFY AND DOWNLOAD

- For this final step, simply verify that the highlighted parcel (shown in the image) is the one you are looking for. Then, **click the blue hyperlink** (outlined on the right) **to download and save** the map image, mailing labels (Avery 5161), and CSV formatted information.



Date of Report: February 20, 2020
 Buffer Distance: 500 feet | Runway
 Parcels Affected: 89
 Subject Parcel: 35-44-26-12-00112.0180
 To change, add or remove subject parcels please change the parcel selection in [GeoView](#)

OWNER NAME AND ADDRESS	STRAP AND LOCATION	LEGAL DESCRIPTION	MAP INDEX
HANNON ALICE VIRGINIA PECK H 6407 N FOX CHAPEL TRL EDWARDS IL 61528	35-44-26-12-00108.0110 3200 13TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 103 PB 15 PG 91 LOT 11	1
ALICEA KEVIN 3317 SHOLTZ ST NAPLES FL 34113	35-44-26-12-00184.0100 3201 14TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 104 PB 15 PG 91 LOT 10	2
BAUTISTA ALFREDO J 3202 14TH ST SW LEHIGH ACRES FL 33976	35-44-26-12-00184.0110 3200 14TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 104 PB 15 PG 91 LOT 11	3
SOLIS TANIA M + 2534 MEADOW CT WEST PALM BEACH FL 33406	35-44-26-12-00185.0100 3201 14TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 105 PB 15 PG 91 LOT 10	4
OBLEDOBEL GARY P 9379 GOLDEN RAIN LN FORT MYERS FL 33967	35-44-26-12-00185.0110 3200 13TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 105 PB 15 PG 91 LOT 11	5
DEDIEGO FRANCISCO & 3125 12TH ST SW LEHIGH ACRES FL 33976	35-44-26-12-00187.0010 3125 12TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91 LOT 1	6
OLIVER ROSETTA 3123 12TH ST SW LEHIGH ACRES FL 33976	35-44-26-12-00187.0020 3123 12TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91 LOT 2	7
WRIGHT THOMAS E 3102 BAY RIDGE CT FRIENDS WOOD TX 77546	35-44-26-12-00187.0030 3121 12TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91 LOT 3	8
GUILLEMO IVETTE TR 9339 NW 48TH DORAL TER	35-44-26-12-00187.0040 3319 12TH ST SW	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91	9

* A secondary method is to print directly by right clicking on the screen and selecting print as shown in the image above.

GENERATING A REPORT FOR PORTION OF A PARCEL

Please follow the guided instructions on pages 4-6 to navigate our webpage and locate your property on the Real Property Search page before continuing.

Step 1: Using the Real Property Search Page

- You should now be on the Real Property Search page. Click search to see a matching result based on the property data you entered. **If you are not on this page, please go to the start of this guide and follow the instructions on pages 4-6 before continuing.**

Step 2: Click Aerial Viewer to open GeoView

- **After opening GeoView a popup may appear. Please read this information if you are unfamiliar with how to use GeoView.**
- **This window can be re-opened** by clicking the search icon in the bottom left corner of GeoView and selecting the “?” icon that appears on the bottom left side of your screen.

The screenshot shows the Lee County Property Appraiser website. The header includes the logo, the title "Lee County Property Appraiser", a language selection dropdown, and a "Powered by Google Translate" notice. The main navigation bar contains links for Home, Dates To Remember, Save Our Homes, Report Fraud, General Info, and Search this Site. A left sidebar lists various services such as Welcome, Database Search, GIS And Photography, Reports, Taxpayer Services, Exemption Information, Parcel Reconfiguration, Deed Information, Tangible Property Info, VAB Forms and Filing, Agriculture Department, Conservation Department, Commercial Department, Mobile Home, Data and Map Sales, and Codes Breakdown. The main content area is titled "Real Property Search" and displays a search result for "2480 Thompson" with 1 match. The search results are presented in a table with columns for STRAP / Folio ID, Owner, Site Address / Property Description, and Detail Links. The "Aerial Viewer" link in the Detail Links column is highlighted with a red box. Below the table are buttons for "Modify Current Search" and "New Search". The footer contains links for Home, Mobile Site, Privacy and Use Policy, Accessibility Statement, Browser Troubleshooting, Employment, Feedback, Contact Us, Public Record Request Policy, and ADA Notice, along with the text "This page was last updated on 02/03/2020".

STRAP / Folio ID	Owner	Site Address / Property Description	Detail Links
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10161861		PARL IN SW 1/4 OF SW1/4 OF SE1/4 + VACATED R/W DESC OR2202-2427 LES RW2347/772	

GENERATING A REPORT FOR A PORTION OF A PARCEL

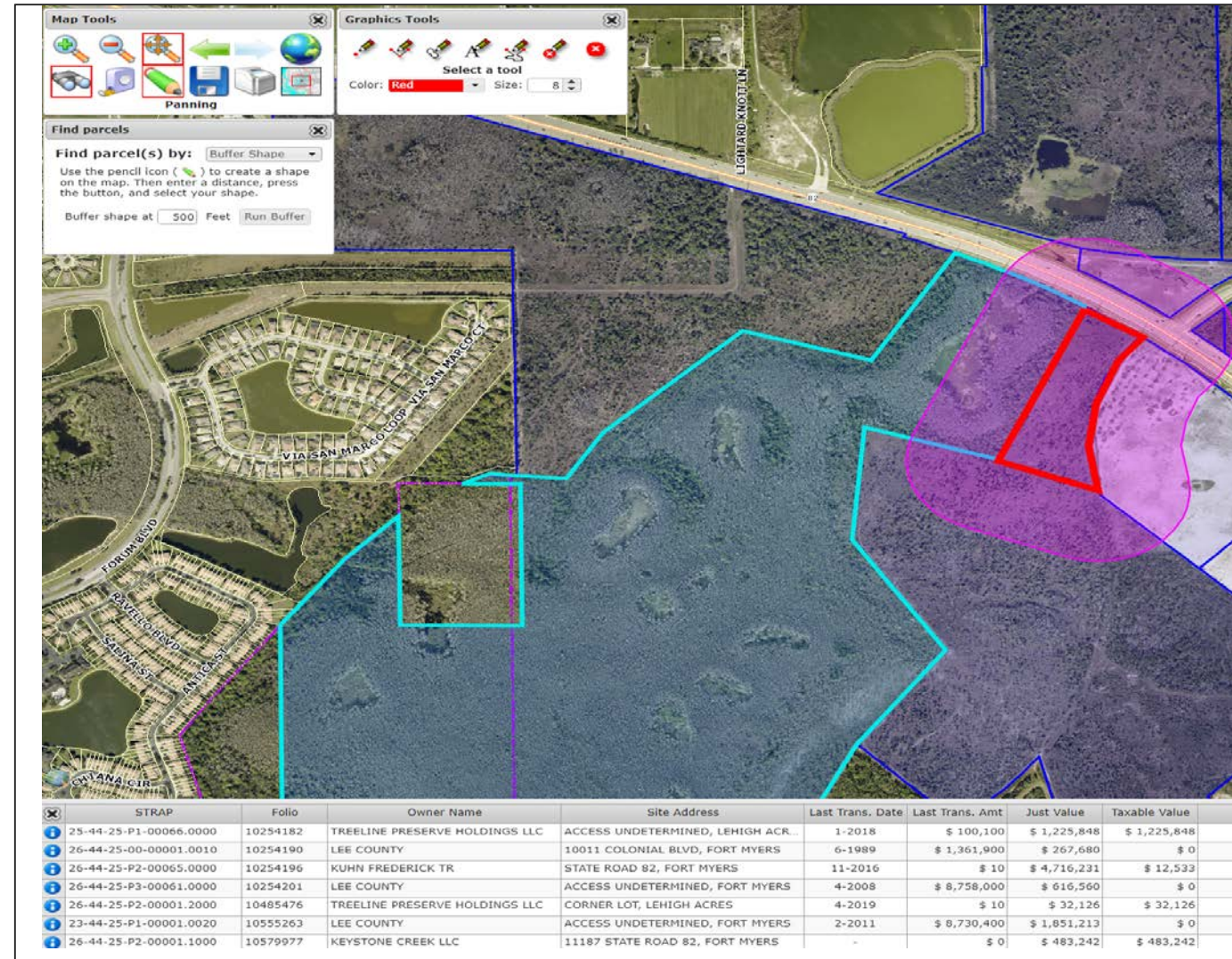
Step 3: Open the Toolbox and select both the Binoculars and Pencil icons.

- The tool box is located in the upper left corner of GeoView.

Step 4: Use the menu option “Find Parcels by Buffer Shape” and the Graphics Tool(s) to create a shape and buffer.

- Click the drop-down menu in the Find Parcels tool and change the menu option to **Buffer Shape**.
- Enter a buffer distance and use the line or polygon graphics tool to outline a portion of the parcel(s). Double-click to finish drawing.
 - If the Graphics Tools menu isn't visible, select the pencil icon. If you are unsure what each tool is, you can hover your cursor over each tool to view its short description.

*** If you need to select multiple parcels, skip to page 15**



The screenshot displays the GeoView software interface. At the top, there are two toolboxes: 'Map Tools' and 'Graphics Tools'. The 'Find parcels' tool is open, showing a dropdown menu set to 'Buffer Shape' and a buffer distance of 500 feet. The map below shows several parcels outlined in different colors (red, cyan, purple, blue) representing different buffer shapes. A data table is visible at the bottom of the screen, listing parcel information.

STRAP	Folio	Owner Name	Site Address	Last Trans. Date	Last Trans. Amt	Just Value	Taxable Value
25-44-25-P1-00066.0000	10254182	TREELINE PRESERVE HOLDINGS LLC	ACCESS UNDETERMINED, LEHIGH ACR...	1-2018	\$ 100,100	\$ 1,225,848	\$ 1,225,848
26-44-25-00-00001.0010	10254190	LEE COUNTY	10011 COLONIAL BLVD, FORT MYERS	6-1989	\$ 1,361,900	\$ 267,680	\$ 0
26-44-25-P2-00065.0000	10254196	KUHN FREDERICK TR	STATE ROAD 82, FORT MYERS	11-2016	\$ 10	\$ 4,716,231	\$ 12,533
26-44-25-P3-00061.0000	10254201	LEE COUNTY	ACCESS UNDETERMINED, FORT MYERS	4-2008	\$ 8,758,000	\$ 616,560	\$ 0
26-44-25-P2-00001.2000	10485476	TREELINE PRESERVE HOLDINGS LLC	CORNER LOT, LEHIGH ACRES	4-2019	\$ 10	\$ 32,126	\$ 32,126
23-44-25-P1-00001.0020	10555263	LEE COUNTY	ACCESS UNDETERMINED, FORT MYERS	2-2011	\$ 8,730,400	\$ 1,851,213	\$ 0
26-44-25-P2-00001.1000	10579977	KEYSTONE CREEK LLC	11187 STATE ROAD 82, FORT MYERS	-	\$ 0	\$ 483,242	\$ 483,242

The image above used the line tool to outline a portion of county land and shows a 500ft buffer.

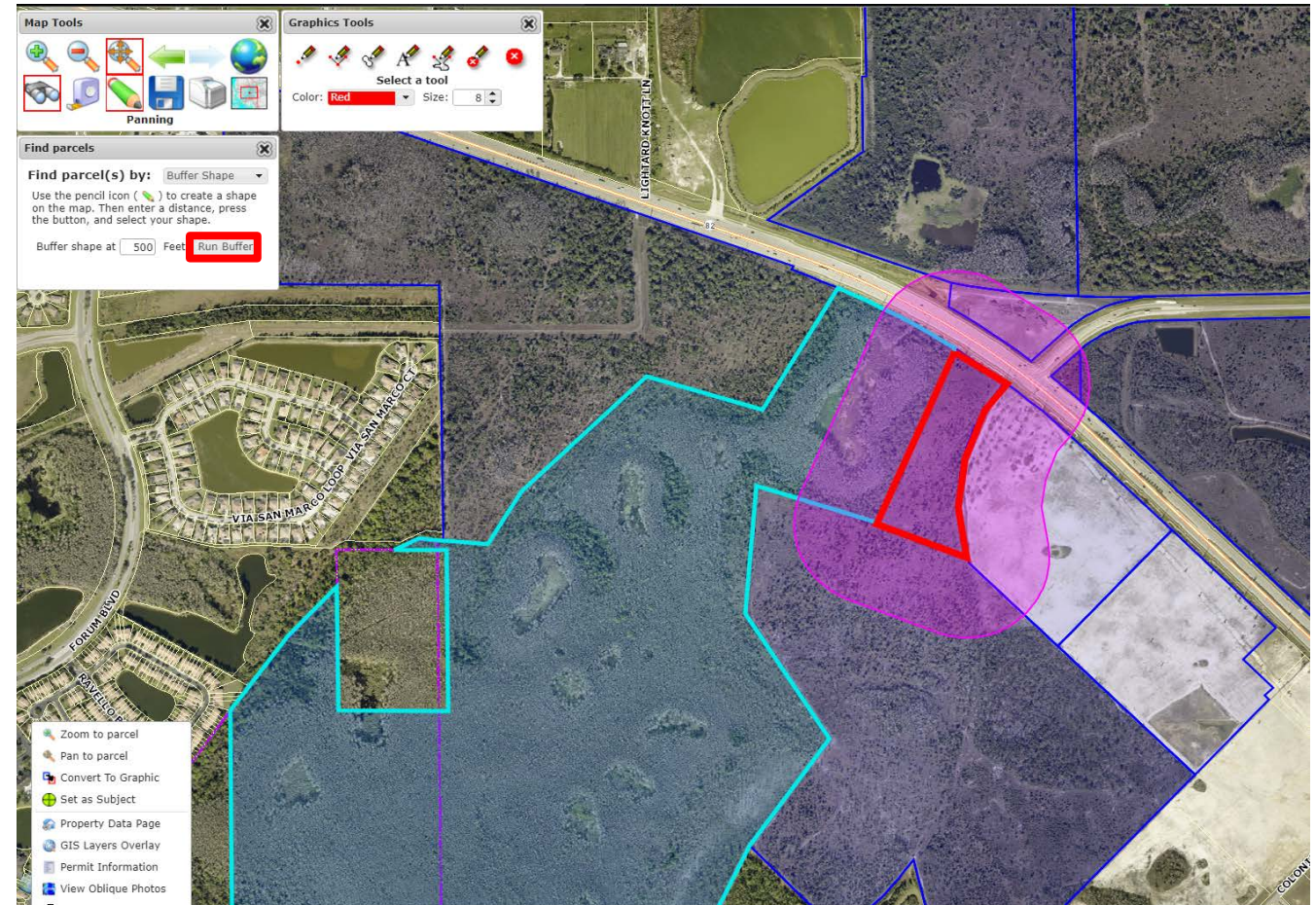
GENERATING A REPORT FOR A PORTION OF A PARCEL

Step 5: Select your graphic and click Run Buffer.

- After you have outlined the portion of land you need, **click Run Buffer and then select your line or polygon**. Parcels within your buffer will be selected and grouped at the bottom of your page.

Step 6: Click any of the “i” icons and then “Save this table to CSV”.

- All parcels within your buffer will be saved in the downloaded file.
- Please keep in mind that this file contains more parcel information than necessary for a variance report. When using the mail merge step on the last page you will be able to select the specific fields needed to create your labels.



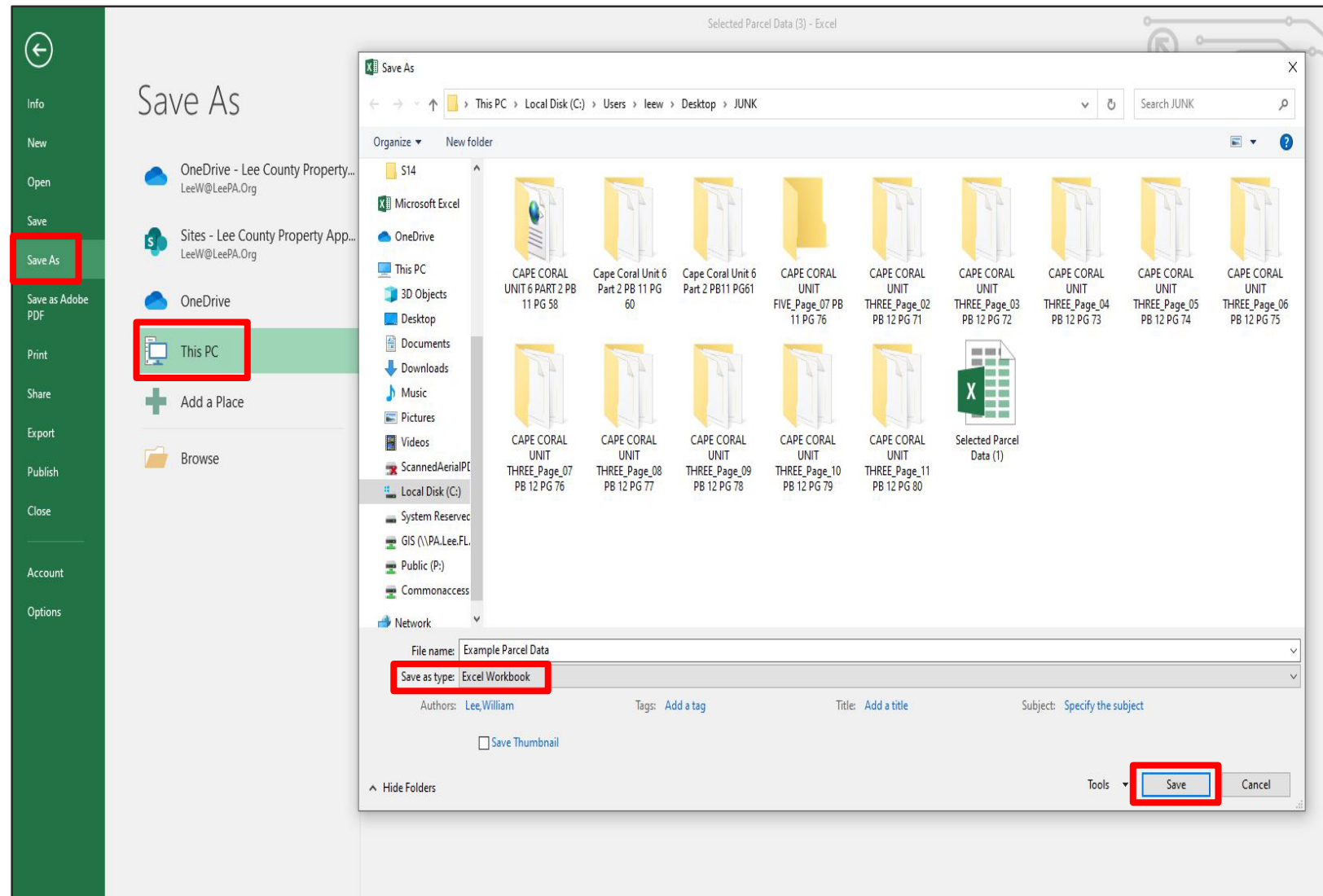
The screenshot shows a GIS application interface with several toolbars and a data table. The 'Map Tools' toolbar includes icons for zooming, panning, and measuring. The 'Graphics Tools' toolbar includes icons for creating shapes and buffers. The 'Find parcels' panel shows a search criteria of 'Buffer Shape' and a 'Run Buffer' button. The map displays various colored buffers (red, purple, cyan) over a parcel map. A data table is visible at the bottom of the screen, with the 'Save this table to CSV' button highlighted in red.

	Folio	Owner Name	Site Address	Last Trans. Date	Last Trans. Amt	Just Value	Taxable Value
	10254182	TREELINE PRESERVE HOLDINGS LLC	ACCESS UNDETERMINED, LEHIGH ACR...	1-2018	\$ 100,100	\$ 1,225,848	\$ 1,225,848
	10254190	LEE COUNTY	10011 COLONIAL BLVD, FORT MYERS	6-1989	\$ 1,361,900	\$ 267,680	\$ 0
	10254196	KUHN FREDERICK TR	STATE ROAD 82, FORT MYERS	11-2016	\$ 10	\$ 4,716,231	\$ 12,533
	10254201	LEE COUNTY	ACCESS UNDETERMINED, FORT MYERS	4-2008	\$ 8,758,000	\$ 616,560	\$ 0
	10485476	TREELINE PRESERVE HOLDINGS LLC	CORNER LOT, LEHIGH ACRES	4-2019	\$ 10	\$ 32,126	\$ 32,126
	10555263	LEE COUNTY	ACCESS UNDETERMINED, FORT MYERS	2-2011	\$ 8,730,400	\$ 1,851,213	\$ 0
	10579977	KEYSTONE CREEK LLC	11187 STATE ROAD 82, FORT MYERS	-	\$ 0	\$ 483,242	\$ 483,242

CONVERTING FILES FROM GEOVIEW FOR LABEL PRINTING

Step 7: Convert file from CSV (.csv) to Excel (.xls)

- When you open the saved file in Excel there may be a warning about a potential loss of data. To prevent this please do the following:
 1. Click File.
 2. Click Save As.
 3. Change file type from CSV (Comma delimited) (*.csv) to Excel Workbook (*.xlsx)
 4. Click Save.



CREATE, FORMAT, AND PRINT LABELS FROM GEOVIEW

Step 8: Use Microsoft Word Mail Merge to create and print labels

- Open a new Word document, select Mailings → Start Mail Merge → Labels
- Set **Avery US Letter** as Label Vendor
- Set **Product number** as **5161 Address Labels** → Click OK
- From the Mailings tab click **Select Recipients** → **Use an Existing List**
- Find your saved Excel file, then click Open
- From the **Mailings tab**, click **Insert Merge Field** and **select the fields for your labels**.
 - **Column K** contains Owner Name
 - **Columns L-R contain current owner information:** Address1 (Owner mailing address), City, State, Country, and Zip
 - **Columns F-J contain site address information:** Street Number, Street Name, Site Unit, Site City, Site Zip
 - Format these fields to your personal specifications and then click Preview Results to see how your labels will look when printed.
- It is recommended that you use the **Check for Errors** function (located next to the preview function) to ensure that there are no errors with your merge before printing.
- Print labels by clicking **Finish & Merge** and follow the steps to print your labels.

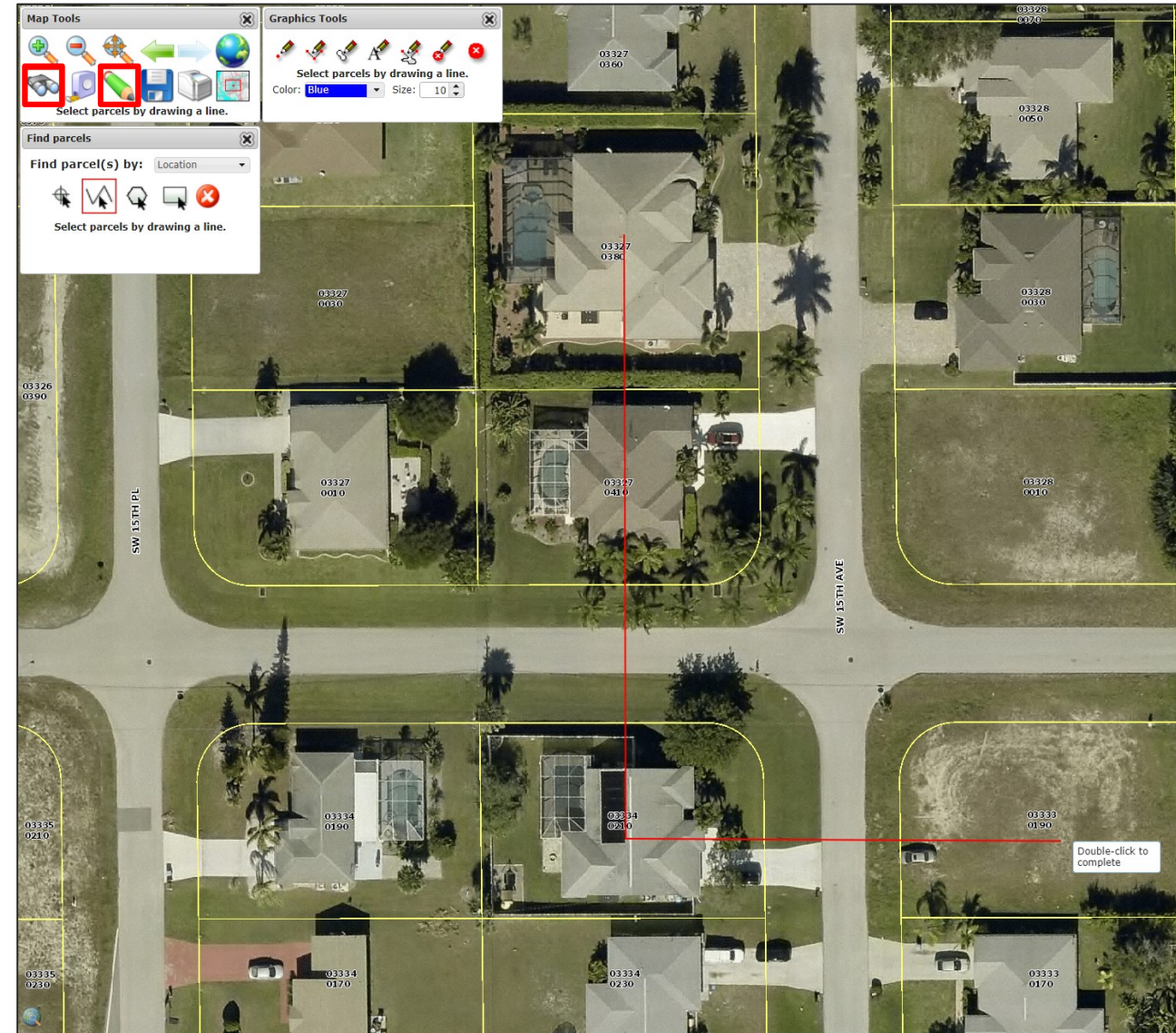
CREATING A MULTI-SUBJECT VARIANCE REPORT

Please follow the guided instructions on pages 4-6 to navigate our webpage and locate your property on the Real Property Search page before continuing.

***Important Note:** Only parcels which are adjacent or in close proximity of each other are allowed.

Multi-Parcel Steps:

- **Step 1: Use the Real Property Search Page**
 - You should now be on the Real Property Search page. Click search to see a matching result based on the property data you entered. **If you are not on this page, please go to the start of this guide and follow the instructions on pages 4-6 before continuing.**
- **Step 2: Select “Aerial Viewer” to navigate to the GeoView webpage and view your parcel.**
- **Step 3: Open the Toolbox (upper left corner) and select both the Binoculars and Pencil icons.**
 - This will open the Find Parcels tool and Graphics Tools. (See upper-right corner of image)



* The Line tool is used in the image above with one line per parcel.

MULTI-SUBJECT REPORT CONTINUED

Step 4: Use Find Parcels by Location and to select your parcels.

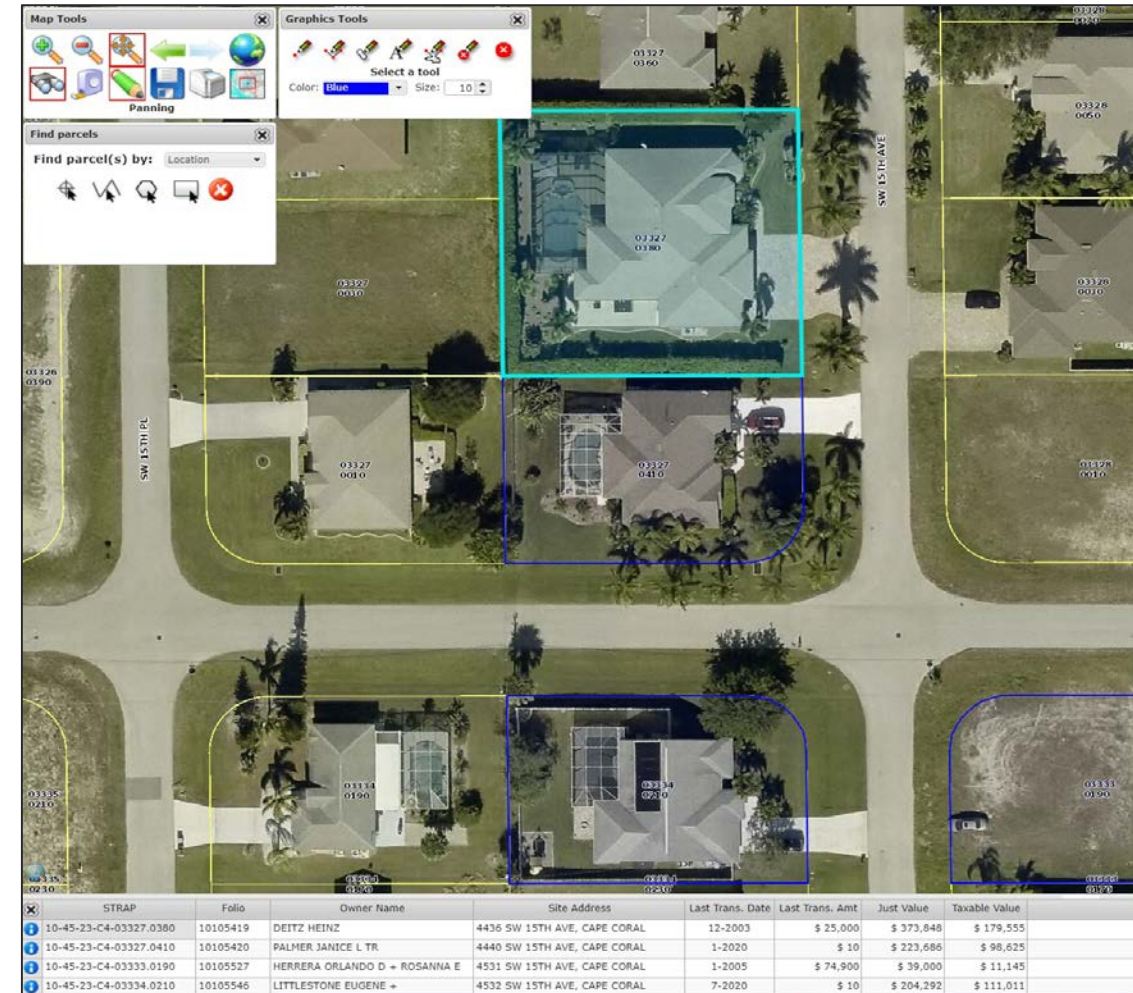
- Change the Find parcel(s) by: menu to show “Find parcel(s) by: location” and then use the line tool to draw a line through each parcel you wish to include in the report.
- When you have finished placing your lines, double-click your left mouse button to close the tool.

Step 5: Create Variance Report for the selected parcels.

- Your parcels are now selected and a table should have appeared at the bottom of your page. (See image)
- Click “i” and then “variance report” for any one of the parcels in the table that is now visible at the bottom of your screen.

Step 6: Verify Buffer and save data.

- You will now be on the report page. Adjust the buffer distance (if necessary), and click Rerun if any adjustment are made.
- For this final step, simply verify that the highlighted parcel is the one you are looking for. Then, **click the blue hyperlink to download and save** the map image, mailing labels (Avery 5161), and CSV formatted information.



	STRAP	Folio	Owner Name	Site Address	Last Trans. Date	Last Trans. Amt	Just Value	Taxable Value
1	10-45-23-C4-03327.0380	10105419	DEITZ HEINZ	4435 SW 15TH AVE, CAPE CORAL	12-2003	\$ 25,000	\$ 373,848	\$ 179,555
2	10-45-23-C4-03327.0410	10105420	PALMER JANICE L TR	4440 SW 15TH AVE, CAPE CORAL	1-2020	\$ 10	\$ 223,686	\$ 98,625
3	10-45-23-C4-03333.0190	10105527	HERRERA ORLANDO D + ROSANNA E	4531 SW 15TH AVE, CAPE CORAL	1-2005	\$ 74,900	\$ 39,000	\$ 11,145
4	10-45-23-C4-03334.0210	10105546	LITTLESTONE EUGENE +	4532 SW 15TH AVE, CAPE CORAL	7-2020	\$ 10	\$ 204,292	\$ 111,011

* Selected parcel(s) are outlined in blue and shown in bottom table.