

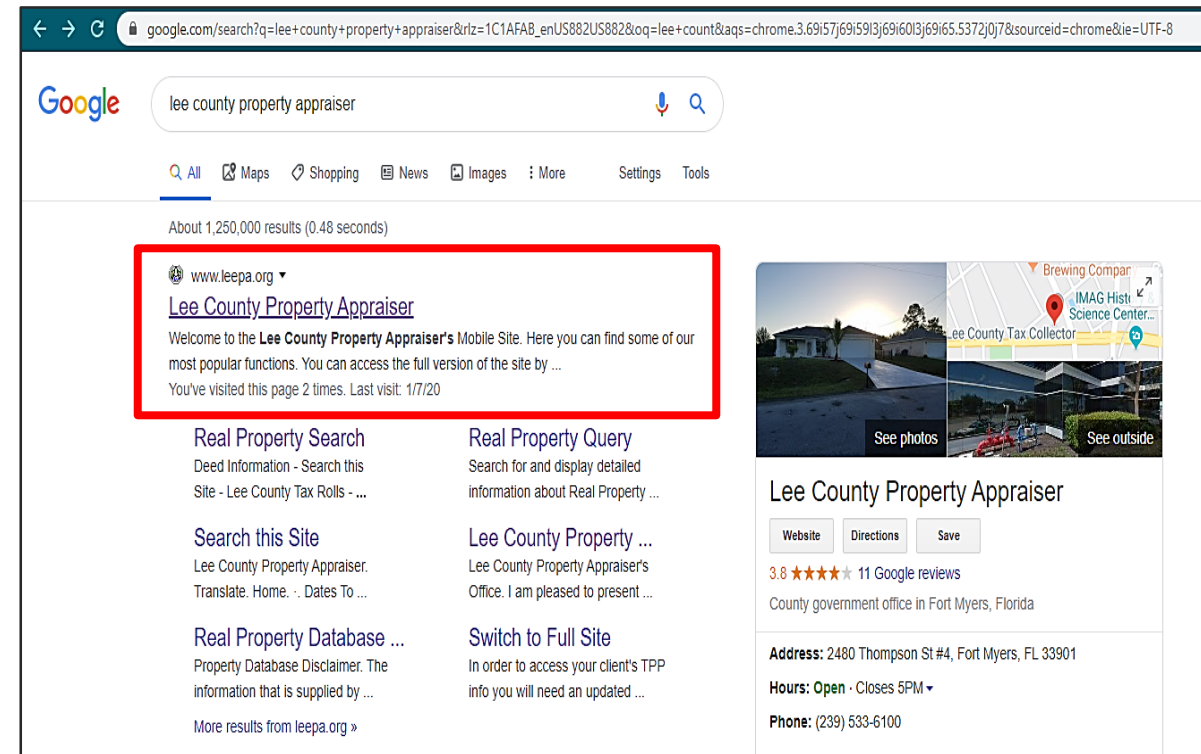
HOW TO PRINT FREE VARIANCE REPORTS

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 jurisdiction in the County has rules regarding the kinds of 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**”.



STEP 3: ENTER PROPERTY DETAILS

- After clicking on “Database Search” you will be navigated to the page titled “**Real Property Search**”. From here you can **enter your information** in the following ways to locate your property.

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

- The provided picture utilizes the third method for search criteria.
- After entering your information **click “Search”**

Lee County Property Appraiser

Select Language
Powered by: [Site](#) [Translate](#)
Login

Home • Dates To Remember • Save Our Homes • Report Fraud • General Info • Search this Site

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
Codes Breakdown

Real Property Search

Search Using Property Information

Parcel (STRAP) Number or Folio ID
[Help with STRAP Number / Folio ID searches](#)

OR

Name / Company Name
(Last name first. Example: WILKINSON KEN)

Address Source ☒ Site Info ☐ Owner Info

Address

Postal Code

Country

[Help with Address searches](#)

OR

Property Description

[Help with Property Description searches](#)

Show Appraisal Details ☐
[Land, Features and Building (including Photo and/or Floorplan if available) or Condominium details]

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Search Using Deed/Recording Information

Instrument Number
[Help with Instrument Number searches](#)

OR

Book / Page /
[Help with Book and Page searches](#)

OR

Grantor

Grantee

[Help with Grantor and Grantee searches](#)

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This page was last updated on 01/16/2020

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. The header includes the Lee County logo, the title 'Lee County Property Appraiser', a language selector, and a Google Translate notice. A navigation bar contains links: Home, Dates To Remember, Save Our Homes, Report Fraud, General Info, and Search this Site. A left sidebar lists various services: 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 shows a search result for '2480 Thompson' with 1 match. The search results are displayed in a table with columns: STRAP / Folio ID, Owner, Site Address / Property Description, and Detail Links. The first row shows STRAP 13-44-24-P3-00010.0000, Owner LEE COUNTY GOVERNMENTAL LEASING, and Site Address 2480 THOMPSON ST FORT MYERS FL 33901. The second row shows STRAP 10161861, Owner LEE COUNTY GOVERNMENTAL LEASING, and Site Address PARL IN SW 1/4 OF SW1/4 OF SE1/4 + VACATED R/W DESC OR2202-2427 LES RW2347/772. The 'Detail Links' column for the second row includes links for 'Parcel Details', '2018 TRIM', 'Aerial Viewer', 'View Comps', and 'Variance Report', with the 'Variance Report' link highlighted in 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 a note that the page was last updated on 02/03/2020.

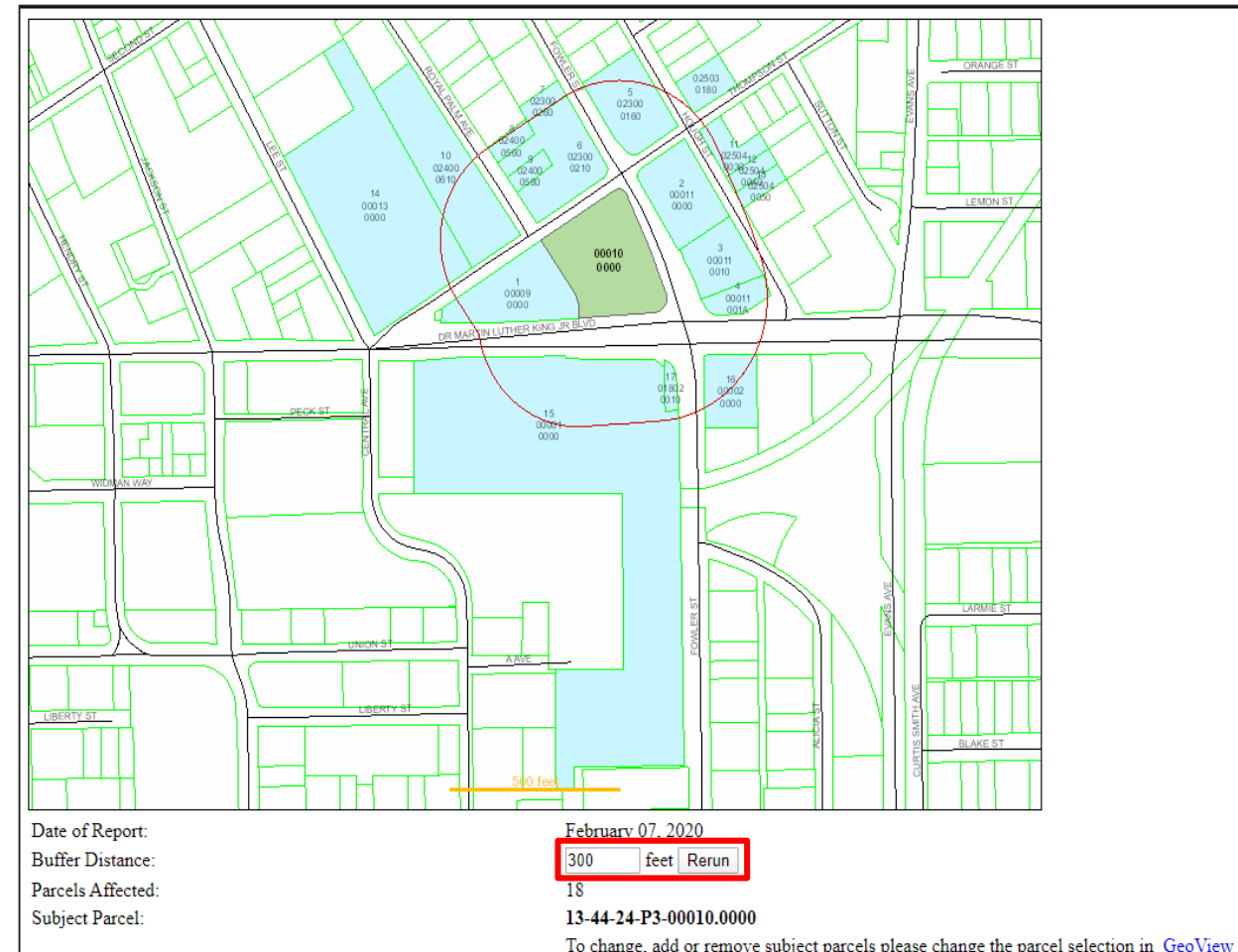
STRAP / Folio ID	Owner	Site Address / Property Description	Detail Links
13-44-24-P3-00010.0000	LEE COUNTY GOVERNMENTAL LEASING	2480 THOMPSON ST FORT MYERS FL 33901	Parcel Details 2018 TRIM Aerial Viewer
10161861	LEE COUNTY GOVERNMENTAL LEASING PO BOX 398 FORT MYERS FL 33902	PARL IN SW 1/4 OF SW1/4 OF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

IMPORTANT INFORMATION: BUFFER DISTANCE

- **PLEASE NOTE.** Every municipality/jurisdiction has their own default buffer distance for variance reports. **For all buffer values above the 750 ft maximum see page 9 for additional steps.**

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** will be **applied automatically**. If the report fails to find **10 or more Unique owners** within that set area it will **automatically increase the buffer to 750 ft**. Please bear in mind that this **buffer can be modified and the report rerun**. (See image.)



“Parcels Exempt from Disclosure per Florida Statute 119.071 will be excluded”

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 on the blue hyperlink** (shown on the right) **to download and save** the map image, mailing labels (Avery 5161), and CSV formatted information.
- Now that you have these files, you can print from home or businesses like Staples or Fed-Ex should be able to print your labels for you. For label type/size **use Avery 5161 or its equivalent generic brand.**

Date of Report: February 20, 2020
Buffer Distance: 500 feet Run
Parcels Affected: 80
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	35-44-26-12-00105.0110 3200 13TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 103 PB 15 PG 91 LOT 11	1
ALICEA KEVIN 5317 SHOLTZ ST NAPLES FL 34113	35-44-26-12-00104.0100 3201 13TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 104 PB 15 PG 91 LOT 10	2
BAUTISTA AFREDO J 3202 14TH ST SW LEHIGH ACRES FL 33976	35-44-26-12-00104.0110 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	35-44-26-12-00105.0100 3201 14TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 105 PB 15 PG 91 LOT 10	4
OBLEDOR GARY P 9179 GOLDEN RAIN LN FORT MYERS FL 33967	35-44-26-12-00105.0110 3200 15TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 105 PB 15 PG 91 LOT 11	5
DEDEGO FRANCISCO & 3125 12TH ST SW LEHIGH ACRES FL 33976	35-44-26-12-00107.0010 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	35-44-26-12-00107.0020 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 FRIENDSWOOD TX 77546	35-44-26-12-00107.0030 3121 12TH ST SW LEHIGH ACRES FL 33976	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91 LOT 3	8
GUILLERMO IVETTE TR 3939 NW 48TH DORAL TR	35-44-26-12-00107.0040 3119 12TH ST SW	LEHIGH ACRES UNIT 12 BLK 107 PB 15 PG 91	9

[Click here to download the map image, mailing labels \(Avery 5161\) and CSV formatted information.](#)

Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... Ctrl+S
Print... Ctrl+P
Cut...
Send to OS-35
Translate to English
View page source Ctrl+U
Inspect Ctrl+Shift+I

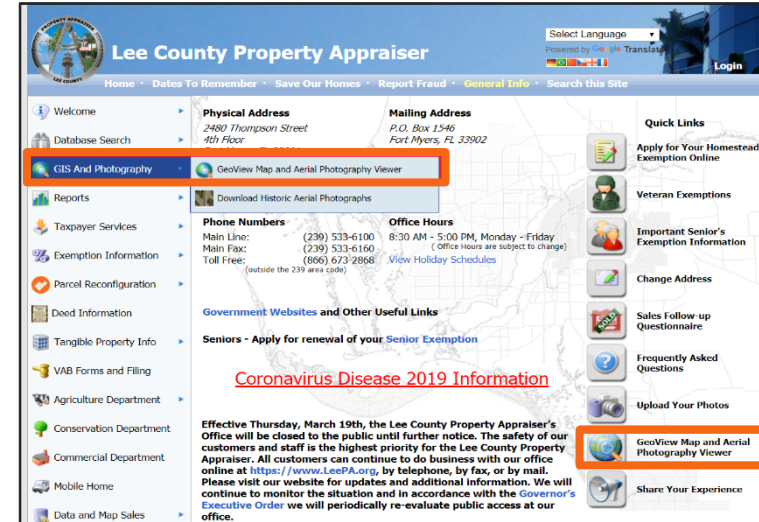
****Please note, a secondary method is to print directly by right clicking on the screen and selecting print as shown in the image above.****

CREATING LARGER BUFFER SIZES FOR LABEL PRINTING

If you require a buffer distance larger than 750 feet please use the following set of instructions:

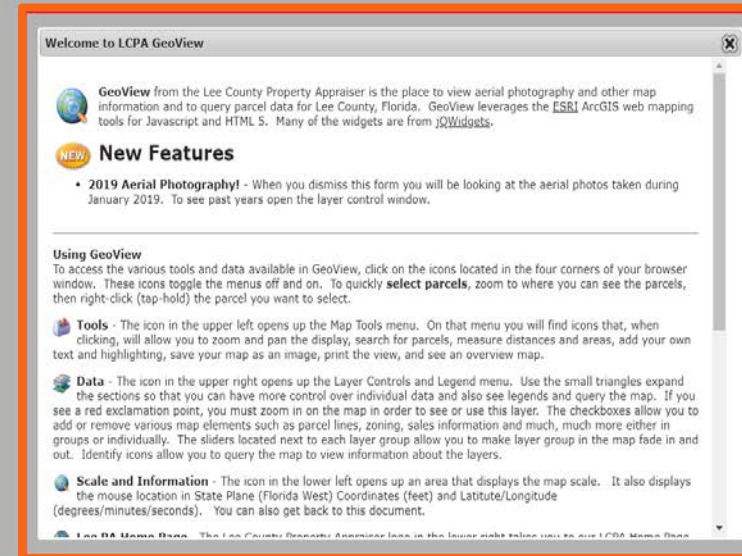
Step 1: Go to the Lee County Property Appraiser's home page (<http://www.leepa.org/>)

Step 2: Navigate to GeoView by clicking either option outlined with a red box. (See top image.)



****Important****

- After opening GeoView a popup will appear (See bottom image). 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.



CREATING LARGER BUFFER SIZES FOR LABEL PRINTING: GEOVIEW

Step 3: Open the **Toolbox** and select **binoculars** to use the **Find Parcels** tool.

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

Step 4: Use Find Parcels by Buffer Shape and Graphics Tools to create a buffer.

- **Click the drop-down menu** in Find Parcels and **change Owner Name to Buffer Shape**. Enter any value to **set buffer distance**. Use a graphics tool to select your parcel(s).
- **If the Graphics Tools don't open, select the pencil icon**. The Graphics tools should be visible now.
 - If you are unsure of a tool's purpose, hover your cursor over each tool to view its description.

	STRAP	Folio	Owner Name	Site Address	Last Trans. Date	Last Trans. Amt	Just Value	Taxable Value
i	27-44-25-P2-00400.0160	10486359	CITY OF FORT MYERS	9360 WARRIOR WAY, FORT MYERS	1-2019	\$ 10	\$ 1,186,574	\$ 0
i	27-44-25-P2-00800.0450	10513959	HUBBARD MARTIN +	2816 VIA PIAZZA LOOP, FORT MYERS	4-2013	\$ 285,000	\$ 277,769	\$ 277,769
i	27-44-25-P2-00800.0460	10513960	TRAN TOM THANH & LE HUE THI	2818 VIA PIAZZA LOOP, FORT MYERS	5-2019	\$ 315,000	\$ 239,036	\$ 178,760
i	27-44-25-P2-00800.0470	10513961	PATEL ANAND + DIPAL +	2820 VIA PIAZZA LOOP, FORT MYERS	6-2009	\$ 245,000	\$ 241,438	\$ 126,120
i	27-44-25-P2-00800.0480	10513962	PUSATERI JOSEPH M	2822 VIA PIAZZA LOOP, FORT MYERS	12-2017	\$ 359,000	\$ 289,883	\$ 239,883
i	27-44-25-P2-00800.0490	10513963	HAMILTON MARK H JR + DANA	2824 VIA PIAZZA LOOP, FORT MYERS	7-2015	\$ 293,000	\$ 288,299	\$ 238,299

*****The image above used a buffer of 1000 ft and the point tool to select a parcel *****

CREATING LARGER BUFFER SIZES FOR LABEL PRINTING: SAVING DATA

Step 5: After setting buffer distance, click **Run Buffer**. A group of parcels will be selected.

- 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. At the top, there are two toolbars: 'Map Tools' and 'Graphics Tools'. The 'Map Tools' toolbar includes icons for panning, zooming, and other map navigation functions. The 'Graphics Tools' toolbar includes icons for drawing shapes and lines, with a 'Select a tool' dropdown menu set to 'Red' and a 'Size' of 8.

Below the toolbars is a 'Find parcels' panel. It has a 'Find parcel(s) by:' dropdown menu set to 'Buffer Shape'. Below this is a text box that says 'Use the pencil icon () to create a shape on the map. Then enter a distance, press the button, and select your shape.' Below the text box is a 'Buffer shape at' input field set to '1000' and a 'Run Buffer' button.

Below the 'Find parcels' panel is a list of actions: 'Zoom to parcel', 'Pan to parcel', 'Convert To Graphic', 'Set as Subject', 'Property Data Page', 'GIS Layers Overlay', 'Permit Information', 'View Oblique Photos', 'Variance Report', 'Save this table to CSV' (highlighted with a red box), and 'Print this table'.

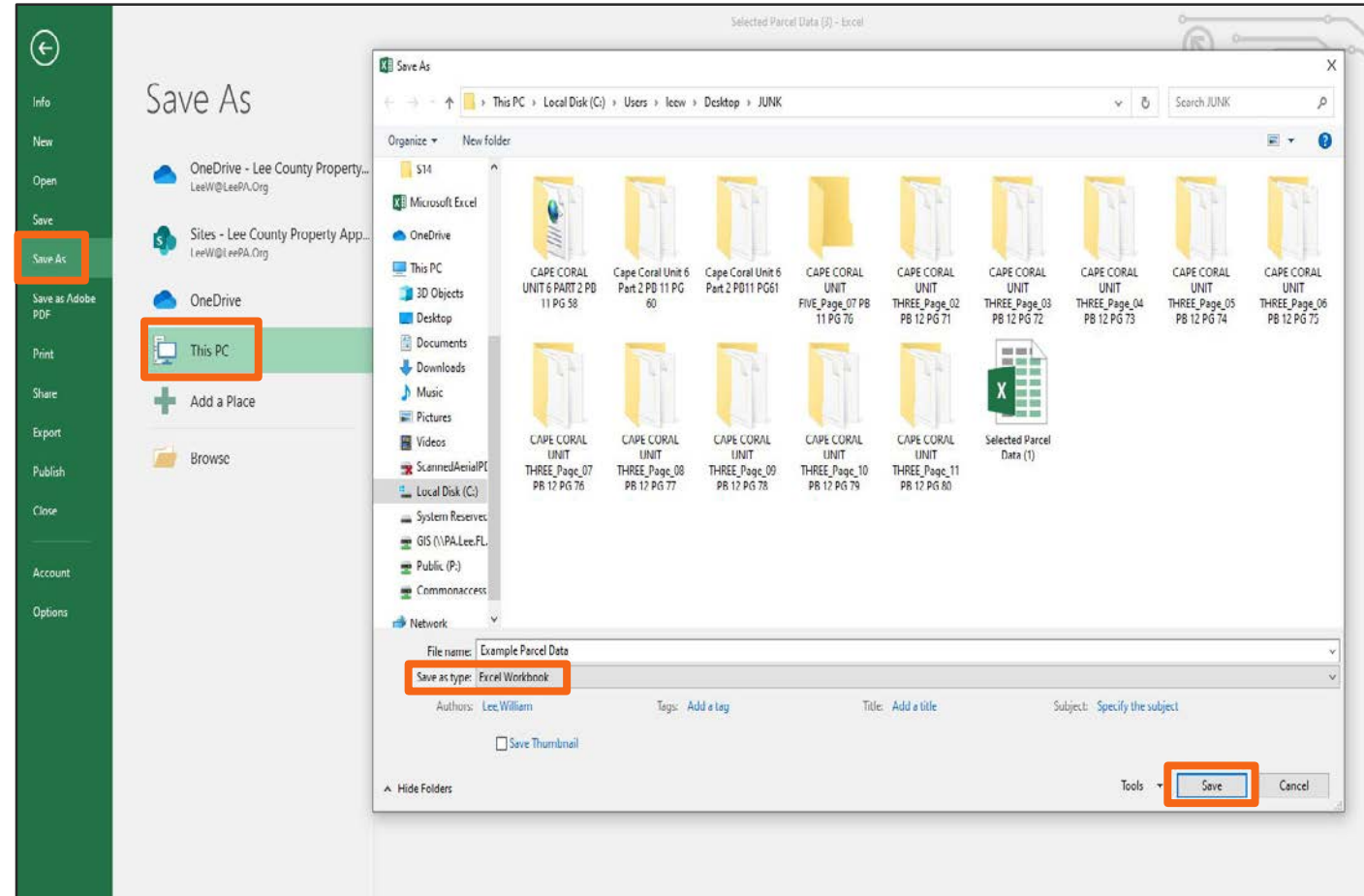
The main map area shows an aerial view of a residential area with a purple buffer around a parcel. A table of parcel data is displayed at the bottom of the map area.

	Folio	Owner Name	Site Address	Last Trans. Date	
	10514016	KRUPICK MATTHEW + FIONA	9371 VIA SAN GIOVANI ST, FORT MYERS	12-2010	
	10514017	LADD RICK A + LISSA A L/E	9369 VIA SAN GIOVANI ST, FORT MYERS	11-2014	
i	22-44-25-P3-00800.1040	10514018	NGUYEN BINH +	9367 VIA SAN GIOVANI ST, FORT MYERS	10-2012
i	22-44-25-P3-00800.1050	10514019	CALI CHRISTOPHER &	9363 VIA SAN GIOVANI ST, FORT MYERS	6-2017
i	22-44-25-P3-00800.2140	10514020	PARRA WILLIAM SAMUEL	2825 VIA PIAZZA LOOP, FORT MYERS	3-2016
i	22-44-25-P3-00800.2150	10514021	MARTINEZ ERISDEL &	2827 VIA PIAZZA LOOP, FORT MYERS	6-2019

CONVERTING FILES 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

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.