



Growth Management Community Development Department
2800 North Horseshoe Drive, Naples, Florida 34104
Phone: (239) 252-1036 | Email: GMDClientServices@colliercountyfl.gov
www.colliercountyfl.gov

Automobile Service Station Petition for Waiver from Separation Application (ASW)

LDC subsection 5.05.05 B.2 & Code of Laws section 2-83 – 2-90
Administrative Code Chapter 6.G

APPLICANT CONTACT INFORMATION

Name of Property Owner(s):

Name of Applicant if different than owner:

Address: City: State: ZIP:
Telephone: Cell:
E-Mail Address:

Name of Agent:

Firm:

Address: City: State: ZIP:
Telephone: Cell:
E-Mail Address:

PROPERTY INFORMATION

Provide a detailed legal description of the property covered by the application: (If space is inadequate, attach on separate page)

Section/Township/Range: / /

Lot: Block: Subdivision:

Metes & Bounds Description:

Page #: Property I.D. Number:

Address/ General Location of Subject Property:



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BE AWARE THAT COLLIER COUNTY HAS LOBBYIST REGULATIONS. GUIDE YOURSELF ACCORDINGLY AND ENSURE THAT YOU ARE IN COMPLIANCE WITH THESE REGULATIONS.

ZONING INFORMATION

Current Zoning of subject property:

Adjacent property information:

	Zoning	Land Use
N		
S		
E		
W		

WAIVER REQUEST DETAIL

Please address the following waiver request details on an attached separate sheet:

1. What is the extent of the waiver being requested (in linear feet) from the required 500 foot separation?(NOTE: This measurement is the shortest distance between the nearest points of any two lots occupied by an Automobile Service Station, or for which a building permit has been issued.)
2. The Office of the Hearing Examiner may grant a waiver for part or all of the minimum separation requirements set forth in LDC subsection 5.05.05 B, if it is demonstrated by the applicant and determined by the Office of the Hearing Examiner that the site proposed for development of an Automobile Service Station is separated from another Automobile Service Station by natural or man-made boundaries, structures or other features which offset or limit the necessity for such minimum distance requirements.

Staff's analysis and subsequent recommendation, and the Office of the Hearing Examiner's determination, are based on the following criteria as provided by LDC section 5.05.05 B. Please provide a narrative, on a separate sheet attached to this application, describing how the waiver complies with the criteria listed below to the extent you wish as it pertains to the proposed use.

- a. Describe the nature and type of natural or man-made boundary, structure, or other feature lying between the proposed establishment and an existing Automobile Service Station which may, as determined by the reviewing body, lessen the impact of the proposed service station. Such boundary, structure, or other feature may include, but is not limited to, lakes, marshes, nondevelopable wetlands, designated preserve areas, canals, and a minimum of a four-lane arterial or collector right-of-way.
- b. Whether or not the Automobile Service Station is only engaged in the servicing of automobiles during regular, daytime business hours, or if in addition to or in lieu of servicing, the station sells food, gasoline and other convenience items during daytime, nighttime, or on a 24-hour basis.
- c. Whether the Automobile Service Station is located within a shopping center primarily accessed by a driveway or if it fronts on and is accessed directly from a platted road right-of-way.
- d. Whether or not the granting of the distance waiver will have an adverse impact on adjacent land uses especially residential land uses.



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SUBMITTAL REQUIREMENTS CHECKLIST

REQUIREMENTS FOR REVIEW	REQUIRED	NOT REQUIRED
Completed Application		
Affidavit of Authorization , signed and notarized		
Completed Addressing Checklist		
Conceptual Site Plan 24 in. x 36 in., along with one reduced copy 8 ½ in. x 11in.		
Pre-Application meeting notes		
Warranty Deed		
Environmental Data Requirements, if required		
Aerial photographs		
Letter of no objection from the United States Postal Service. Contact Robert M. Skebe at (239) 435-2122.		
Written Market Study Analysis		
Electronic copy of all documents and plans *Please advise: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.		

ADDITIONAL REQUIREMENTS FOR THE PUBLIC HEARING PROCESS:

- Following the completion of the review process by County review staff, the applicant shall submit all materials electronically to the designated project manager.
- Please contact the project manager to confirm the number of additional copies required.

PLANNERS – INDICATE IF THE PETITION NEEDS TO BE ROUTED TO THE FOLLOWING REVIEWERS:

Bayshore/Gateway Triangle Redevelopment: Executive Director:		Environmental Review: See Pre-Application Meeting Sign-In Sheet:
Addressing:		Graphics:
City of Naples Planning Dir.:		Historical Review:
Comprehensive Planning: See Pre-Application Meeting Sign-In Sheet:		Immokalee Water/Sewer District:
Conservancy of SWFL:		Parks and Recreation:
County Attorney's Office:		Transportation Pathways:
Emergency Management:		School District (Residential Components):
Engineering:		Transportation Planning:
Other:		Utilities Engineering:



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ASSOCIATIONS

Complete the following for all registered Home Owner / Civic Association(s) that could be affected by this petition and located within 1,000 feet of the subject property. Provide additional sheets if necessary. Information can be found on the [Civic Associations and Communities page](#) on the Board of County Commissioner's website. Applicant is responsible for and shall confirm the current mailing addresses for each association as registered by the Florida Department of State, Division of Corporations

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

FEE REQUIREMENTS

Pre-Application fee \$500.00

Automobile Service Station Separation Requirement Waiver: \$1,000.00

Estimated Legal Advertising Fee: \$1,125.00

If applicable, an additional fee for Property Owner Notifications will be billed to the applicant after Hearing Examiner hearing date. (Variable)



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All fees are collected at the time of application. Property Notification Letters, if required by The Land Development Code, will be invoiced after the petition is heard by the Board of County Commissioners.

As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition. *Additional fee for the 5th and subsequent re-submittal will be assessed at 20% of the original fee.

***The completed application, all required submittal materials, and fees shall be submitted to:**

Growth Management Community Development Department | GMD Portal:

<https://cvportal.colliercountyfl.gov/cityviewweb>

Questions? Email: GMDclientservices@colliercountyfl.gov

Applicant Signature

Printed Name

Date