



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

Application for Public Hearing for Conditional Use Extension
Land Development Code Section 10.08.00 & Code of Laws Section 2-83 – 2-90
Administrative Code Chapter 3 C.2

Conditional Use Extension Type and Hearing Body

A Conditional Use Extension to be heard by The Board of Zoning Appeals

A Minor Conditional Use Extension to be heard by the office of The Hearing Examiner

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:

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



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PROPERTY INFORMATION

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

- The applicant shall submit 2 copies of a signed and sealed boundary survey (completed within the last six months, maximum 1" to 400' scale), if required to do so at the pre-application meeting; and
- The applicant is responsible for supplying the correct legal description. If questions arise concerning the legal description, an engineer's certification or sealed survey may be required.

Section/Township/Range: / / Lot: Block: Subdivision:

Plat Book: Page #: Property I.D. Number:

Size of Property: ft. x ft. = Total Sq. Ft. Acres:

Metes & Bounds Description:

Address / General Location of Subject property:

ADJACENT ZONING AND LAND USE

	Zoning when CU Approved	Land Use CU Approved	Current Zoning	Current Land Use
N				
S				
E				
W				

CONDITIONAL USE REQUEST DETAIL

Type of Conditional Use:

This application is requesting a conditional use extension allowed, pursuant to LDC section 2.03.00, of the _____ zoning district for _____ (type of use).



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EVALUATION CRITERIA

Pursuant to LDC section 10.08.00 and Chapter 3 C.2 of the Administrative Code, staff's recommendation to the reviewing body shall be based upon a finding that the granting of the conditional use will not adversely affect the public interest and that the specific requirements governing the individual conditional use, if any, have been met. Further, satisfactory provision and arrangement have been made concerning the following matters, where applicable.

Provide a narrative statement describing this request for conditional use and a detailed response to each of the criterion listed below. Specify how and why the request is consistent with each. If space is inadequate, attach on separate page.

- a. Describe how the project is consistent with the Collier County Land Development Code and Growth Management Plan. Include information on how the request is consistent with the applicable section or portions of the future land use element.

- b. Discuss whether any GMP amendments have been adopted since the conditional use was approved and that may affect this site.

- c. Describe any development or redevelopment that has occurred on adjacent parcels and what affect, if any, an extension of this conditional use may have on those uses.

- d. Please provide any additional information which you may feel is relevant to this request.

Previous land use petitions on the subject property: To your knowledge, has a public hearing been held on this property within the last year? If so, what was the nature of that hearing?



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:
Conditional Use Extension
Chapter 3 C.2 of the Administrative Code**

The following Submittal Requirement Checklist is to be utilized during the Pre-Application Meeting, and at time of application submittal. At time of submittal, the checklist is to be completed and submitted with the application packet. Please provide the submittal items in the exact order listed below with cover sheets attached to each section. **Incomplete submittals will not be accepted or processed.**

REQUIREMENTS FOR REVIEW	REQUIRED	NOT REQUIRED
Completed Application		
Affidavit of Authorization , signed and notarized		
Property Ownership Disclosure Form		
Cover letter briefly explaining the project		
Pre-Application Notes		
Original Application for Public Hearing for Conditional Use		
Resolution that approved the Conditional Use		
Warranty Deed(s)		
Site Plan 24" X 36" plus (one 8 ½ X 11 copy)		
Traffic Impact Study (TIS), or waiver		
Boundary Survey		
OTHER -		

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.

FEE REQUIREMENTS

Pre-Application fee \$500.00

Conditional Use Extension Application fee: \$3,000.00

Estimated Legal Advertising fee for The Hearing Examiner: \$1,125.00

Estimated Legal Advertising for the Board of Zoning Appeals \$500.00

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

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.



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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:**

***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