

**APPLICATION FOR AMENDMENT TO THE LAND DEVELOPMENT  
CODE - PRIVATELY INITIATED**Land Development Code section 10.02.09  
Chapter 2.B. of the Administrative Code**Applicant Contact Information**

Name of Applicant (s): \_\_\_\_\_

Name of Property Owner, if different than Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Applicant/Agent: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Author of LDC Text Amendment: \_\_\_\_\_

**Be aware that Collier County has lobbyist regulations. Guide yourself accordingly and ensure that you are in compliance with these regulations.****Project Information**

Project Name: \_\_\_\_\_

Location Description: \_\_\_\_\_

List LDC Sections to be Modified: \_\_\_\_\_

Project Description/Summary of Project Description Change :

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## Pre-Application Meeting and Final Submittal Requirement Checklist Privately Initiated LDC Amendment Chapter 2 B. 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.**

Requirements For Review	Required	Not Required
Completed Application	<input checked="" type="checkbox"/>	
Pre-Application meeting notes	<input checked="" type="checkbox"/>	
Completed LDC amendment request	<input checked="" type="checkbox"/>	
Cross references to LDC section to be amended, if applicable	<input checked="" type="checkbox"/>	
LDC Text in strikethrough/underline format	<input checked="" type="checkbox"/>	
Statement Addressing Consistency with GMP	<input checked="" type="checkbox"/>	
Administrative Code Amendments	<input type="checkbox"/>	<input type="checkbox"/>
Amended Zoning Maps	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy of all documents	<input checked="" type="checkbox"/>	

**Planners: Indicate if the petition needs to be routed to the following additional reviewers:**

<input type="checkbox"/> Bayshore/Gateway Triangle Redevelopment: Executive Director	<input type="checkbox"/> Historical and Archaeological Review:
<input type="checkbox"/> City of Naples: Robin Singer, Planning Director	<input type="checkbox"/> Immokalee Water/Sewer District:
<input type="checkbox"/> Conservancy of SWFL: Nicole Johnson	<input type="checkbox"/> Parks and Recreation: Barry Williams and David Berra
<input type="checkbox"/> Emergency Management: Dan Summers; and/or EMS: Artie Bay	<input type="checkbox"/> School District: Amy Lockheart

<input type="checkbox"/>	Naples Airport Authority:	<input type="checkbox"/>	Collier County Airport Authority:
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

## PUBLIC PARTICIPATION REQUIREMENTS

LDC section 10.03.06 A or K

Chapter 8. of the Administrative Code

### Newspaper Advertisements Required:

The legal advertisement shall be published at least 15 days before the advertised public hearing in a newspaper of general circulation. The advertisement shall include at a minimum:

- Date, time, and location of the hearing;
- Description of the proposed land uses, if applicable; and
- LDC amendments that change the list of permitted, conditional, or prohibited uses within a zoning category shall include a 2 in. x 3 in. map of the project location.

### Public Meetings Required:

- Development Services Advisory Committee-Land Development Review Subcommittee (DSAC-LDR): No legally required advertising.
- Development Services Advisory Committee (DSAC): No legally required advertising.

### Public Hearing Requirements:

For amendments that change the zoning map designation of *10 acres of land or less*, or *do not change* the list of permitted, conditional, or prohibited land uses within a zoning category:

- Environmental Advisory Council (EAC): The EAC shall hold at least one public hearing (if applicable).
- Collier County Planning Commission (CCPC): The CCPC shall hold at least one public hearing.
- Board of County Commissioners (BCC): The BCC shall hold at least one advertised public hearing.

For amendments that change the zoning map designation of *10 acres of land or more*, or *do change* the list of permitted, conditional, or prohibited land uses within a zoning category:

- Environmental Advisory Council (EAC): The EAC shall hold at least one public hearing (if applicable).
- Collier County Planning Commission (CCPC): The CCPC shall hold at least one public hearing.

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- The CCPC may elect by a majority decision to hear such ordinance or resolution at two public hearings. If there is only one CCPC hearing, the hearing shall be held after 5:00 p.m. on a weekday, and if there are two CCPC hearings, then at least one of the hearings shall be held after 5:00 p.m. on a weekday.
- Board of County Commissioners (BCC): The BCC shall hold at least two advertised public hearings.
  - At least one hearing shall be held after 5:00 p.m. on a weekday, unless the BCC by a majority vote plus one vote elects to conduct that hearing at another time of day.

## Fee Requirements

<input checked="" type="checkbox"/> Pre-Application fee	\$500.00
To be credited towards application fee if the application is filed within 9 months of pre-application meeting.	
<input checked="" type="checkbox"/> LDC Amendment:	\$2,000.00
<input checked="" type="checkbox"/> Legal Advertising Fee: for the Office of the Hearing Examiner:	
CCPC	\$1,125.00
BCC	\$ 500.00
Total	_____

*Make All checks payable to: Board of County Commissioners.*

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

Growth Management Community Development Department – GMCD Public Portal:

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

Questions? Email: [GMDClientServices@colliercountyfl.gov](mailto:GMDClientServices@colliercountyfl.gov)