

SIGN VARIANCE PETITION (SV)
Land Development Code section 5.06.08 and 10.03.06 F.
Chapter 3 I. of the Administrative Code

Applicant Contact Information

Name of Property Owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Name of Applicant/Agent: _____

Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Project Information

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

Property ID Number: _____ Section/Township/Range: _____ / _____ / _____

Subdivision: _____ Unit: _____ Block: _____ Lot: _____

Metes & Bounds Description:

Address of Sign Location: _____

Current Zoning: _____ Land Use of Subject Parcel: _____

If a wall sign, length & height of wall upon which the Sign will be secured: _____

Nature of Petition

1. On a separate sheet attached to the application, provide a detailed explanation of the variance request including what signs are existing and what is proposed; the amount of encroachment proposed using numbers, e.g. reduce setback from 15 ft to 10 ft; why encroachment is necessary; how existing encroachment came to be; etc.

Please note that staff shall be guided in their recommendation to the Hearing Examiner, and that the Hearing Examiner shall be guided in the determination to approve or deny a variance petition by the below listed criteria:

2. Pursuant to LDC subsection 5.06.08 B, on a separate sheet attached to the application, please address the following criteria:
 - a) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b) That literal interpretation of the provisions of the sign code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would present unnecessary and undue hardship on the applicant.
 - c) That the special conditions and circumstances which are peculiar to the land, structure, or building do not result from the actions of the applicant.
 - d) That granting the variance requested will not confer on the applicant any special privilege that is denied by this sign code to other lands, structures or buildings in the same zoning district.
 - e) That the variance granted is the minimum relief that will make possible the reasonable use of the land, structure or building.
 - f) That the granting of the variance will be consistent with the general intent and purpose of the Collier County Sign Code and the Growth Management Plan, and will not be injurious to adjacent properties or otherwise detrimental to the public welfare.

Associations

Complete the following for all registered Home Owner / Civic Association(s) that could be affected by this petition. 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: _____

Pre-Application Meeting and Final Submittal Requirement Checklist

Sign Variance (SV)

Chapter 3 I 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:	
Application Form	<input type="checkbox"/>
Pre-Application Meeting notes	<input type="checkbox"/>
Affidavit of Authorization , signed and notarized	<input type="checkbox"/>
Property Ownership Disclosure Form	<input type="checkbox"/>
Completed Addressing Checklist	<input type="checkbox"/>
Location Map 8 ½ in. x 11 in. depicting major streets in area for reference	<input type="checkbox"/>
Survey or Site Plan of Property	<input type="checkbox"/>
Once the first set of review comments are posted, provide the assigned planner with draft Agent Letter, address of property owners, and certification.	<input type="checkbox"/>
Electronic copy of all documents and plans.	<input type="checkbox"/>

Fee Calculation Worksheet

Pre-Application Meeting fees are applied as credit towards review fees upon submittal of application, if received within nine months from the date the pre-application meeting is held.

<input checked="" type="checkbox"/> Pre-Application Meeting: \$500.00	\$_____
<input checked="" type="checkbox"/> Sign Variance Petition: \$2,000.00	\$_____
<input checked="" type="checkbox"/> Estimated Legal Advertising Fee for the Office of the Hearing Examiner: \$1,125.00	\$_____
Fee Subtotal:	\$_____
Pre-application fee credit:	\$_____
Total Fees Required:	\$_____

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 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 | GMCD Portal:

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

Questions? Email: GMDClientServices@colliercountyfl.gov

Signature of Petitioner or Agent

Printed Name of Signing Party

Date

Sample Agent Letter

To Property Owners and Associations within 150 feet
[Company Letterhead]

[Date]
Name
Address
City, State, Zip

Dear Property Owner:

Please be advised that the sender has made a formal application to Collier County for a sign variance from the requirements of the zoning regulations as they apply to the following described property:

[Description: distance from nearest intersection, fronting street or access road. Verify with planner.]

It is our intent to ask the County to allow us to [describe nature of variance] on the aforementioned property. In order to provide you an opportunity to become fully aware of our intention, we will be contacting you directly within the next few days or you may choose to telephone the sender for further information. In any event, please be advised that we are interested in assuring you that our request should not adversely affect your property interest.

Sincerely,

[Applicant's name, address, and phone number where you can be contacted]