



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

**Waiver from Separation Requirements for Businesses Selling
Alcoholic Beverages for On-Premise Consumption**
Land Development Code Subsection 5.05.01 A.6 & Code of Laws section 2-83 – 2-90
Administrative Code Chapter 6 E

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

1. On a separate sheet, provide a statement, attached, describing the extent of the waiver requested (in linear feet) from the required 500-foot separation. NOTE: This distance is measured as the shortest distance between the lot on which the existing establishment is located and the lot on which the alcoholic beverages are to be sold, with the exception of establishments located in shopping centers which shall be measured to the outer wall of the establishment.
2. On a separate sheet, provide a description, attached of all proposed uses for the subject site or structure, including the following:
 - a. Total square footage of subject structure.
 - b. Square footage dedicated to each proposed use.
 - c. Proposed hours of operation.
 - d. Indication of entertainment and type.
 - e. A description addressing each of the criteria identified in LDC subsection 5.05.01 A.6.a. - d.



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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:**

SUBMITTAL REQUIREMENTS CHECKLIST

REQUIREMENTS FOR REVIEW	REQUIRED	NOT REQUIRED
Completed Application		
Affidavit of Authorization , signed and notarized		
Completed Addressing Checklist		
Survey or Boundary sketch to scale, including reduced 8 ½ in. x 11 in. copies		
Pre-Application meeting notes		
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.



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FEE REQUIREMENTS

Pre-Application fee \$500.00

Waiver from Separation Requirements for Selling Alcoholic Beverages for On-Premise Consumption : \$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)

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