

APPEAL OF ZONING VERIFICATION LETTER

(Attention Intake Staff – process as Administrative Appeal - ADA)

The appeal of a zoning letter response shall be in accordance with Sec. 250-58 of the Code of Laws and Ordinances

Appeals to a board of zoning appeals or the governing body, as the case may be, may be taken by any person aggrieved or by any officer, department, board, or bureau of the governing body or bodies in the area affected by the decision, determination or requirement made by the administrative official. Such appeals shall be taken within 30 days by filing with the administrative official a written notice specifying the grounds thereof. The administrative official shall forthwith transmit to the board all papers, documents, and maps constituting the record of the action from which an appeal is taken.

Due public notice of the hearing on the appeal shall be given. Upon the hearing, any party may appear in person or by attorney. A decision shall be reached by the appellate body within 30 days of the hearing; otherwise, the action appealed from shall be deemed affirmed.

The Board of Zoning Appeals shall hold an advertised public hearing on the appeal and shall consider the administrative decision and any public testimony in light of the growth management plan, the future land use map, the Land Development Code or the official zoning atlas. The Board of Zoning Appeals shall adopt the County official's administrative decision, with or without modifications or conditions, or reject the administrative decision. The Board of Zoning Appeals shall not be authorized to modify or reject the County official's administrative decision unless such Board finds that the decision is not supported by substantial competent evidence or that the decision is contrary to the growth management plan, the future land use map, the Land Development Code or the official zoning atlas.

Requests for Appeal of Zoning Verification Letter should be addressed to:

Collier County Growth Management Community Development Department
Operation & Regulatory Management and Zoning Divisions
ATTN: Business Center
2800 North Horseshoe Drive
Naples, Florida 34104

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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: _____

REQUEST DETAIL

Appeal of Application No. _____
(Please reference the application number that is being appealed)

Attach a statement for the basis of the appeal including any pertinent information, exhibits and other backup information in support of the appeal.

☒ Application Fee: \$1000.00

☒ Legal Advertising Fee: \$500.00 (Legal Advertising fee is an estimated amount that will be reconciled upon receipt of invoice from Naples Daily News)

Make check payable to the **Board of County Commissioners**