

**APPLICATION FOR AMENDMENT TO THE LAND DEVELOPMENT CODE  
PRIVATELY INITIATED (LDCA)  
Land Development Code section 10.02.09  
Chapter 2.B. of the Administrative Code**

**Applicant Contact Information**

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

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

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

Name of 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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# Collier County

## 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		
Amended Zoning Maps		
Electronic copy of all documents	<input checked="" type="checkbox"/>	

### Distribution – to be completed by Planner

Indicate if the petition needs to be routed to the following reviewers:

School District (Residential Components):	Bayshore/Gateway Triangle Redevelopment:
Utilities Engineering:	Parks and Recreation:
Emergency Management:	Naples Airport Authority
Conservancy of SWFL:	Immokalee Water/Sewer District:
City of Naples:	Other:

## Public Participation Requirements

### LDC section 10.03.05

#### Chapter 8. of the Administrative Code

#### **Legal Advertisements Required:**

The legal advertisement shall be published at least 15 days before the advertised public hearing on the official website of Collier County as prescribed in F.S. section 50.011.

The advertisement shall include, at minimum:

- Date in which the advertisement was first published.
- Date, time, and location of the hearing.
- Petition name, number, and contact information.
- 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.
  - 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.

# Collier County

## Pre-Application & Review Fee Requirements

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.

- Pre-Application Meeting: \$500.00 \$ \_\_\_\_\_
- LDC Amendment: \$3,000.00 \$ \_\_\_\_\_

## Public Notice Fee Requirements

- Legal Advertising Fee via [Collier Legal Notices](#): \$50.00 \$ \_\_\_\_\_  
(Fee is applicable per advertisement. If a different advertising agency is chosen, the applicant must handle fees directly with the agency and submit an Affidavit of Publication.)
- Property Owner Notifications: \$1.50 non-certified mail, \$3.00 certified return receipt mail  
(Petitioner to pay this amount prior to advertisement of petition) \$ \_\_\_\_\_

Fee Subtotal: \$ \_\_\_\_\_  
Pre-application fee credit: \$ \_\_\_\_\_  
Total Fees Required: \$ \_\_\_\_\_

**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)**

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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name