

INSUBSTANTIAL CHANGE to PUD (PDI)
LDC Section 10.02.13
Chapter 3.G of the Administrative Code

Pursuant to LDC subsection 10.02.13, a PUD insubstantial change includes any change that is not considered a substantial or a minor change. A PUD insubstantial change to an approved PUD ordinance shall be based upon an evaluation of LDC subsection 10.02.13 E.2 and shall require the review and approval of the Hearing Examiner or Planning Commission. The approval shall be based on the findings and criteria used for the original application.

Applicant Contact Information

Name of Property Owner(s): _____

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

Telephone: _____ Cell: _____

E-Mail Address: _____

Name of Applicant/Agent: _____

Firm: _____

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

Telephone: _____ Cell: _____

E-Mail Address: _____

Collier County

Detail of Request

On a separate sheet, attached to the application, describe the insubstantial change request. Identify how the request does not meet the PUD substantial change criteria established in LDC subsection 10.02.13 E.

PUD Name: _____ Ordinance Number: _____

Parcel ID/Folio Numbers: _____

Provide a legal (if PUD is recorded) or graphic description of area of amendment (this may be graphically illustrated on Amended PUD Master Plan). If applying for a portion of the PUD, provide a legal description for subject portion.

Attach on a separate sheet, a written description of the map or text change. Does

amendment comply with the Growth Management Plan? Yes No

If not, please explain: _____

Has a public hearing been held on this property within the last year? Yes No

If yes, in whose name? _____

Has any portion of the PUD been SOLD and/or DEVELOPED?

Are any changes proposed for the area sold and/or developed? Yes No

If yes, please describe on an attached separate sheet

Submittal Requirements

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. At final submittal, the checklist is to be completed and submitted with the application packet. Documents shall be submitted electronically.

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"/>	
Project Narrative, including a detailed description of proposed changes and why amendment is necessary	<input checked="" type="checkbox"/>	
Current Master Plan & 1 Reduced Copy	<input checked="" type="checkbox"/>	
Revised Master Plan & 1 Reduced Copy	<input checked="" type="checkbox"/>	
Revised Text and any exhibits	<input checked="" type="checkbox"/>	
PUD document with changes crossed through & underlined		
PUD document as revised with amended Title Page with Ordinance #		
Warranty Deed		
Legal Description of area of amendment		
Boundary Survey, if boundary of original PUD is amended, no older than 6 months		
If PUD is platted, include plat book pages		
Affidavit of Authorization	<input checked="" type="checkbox"/>	
Completed Addressing Checklist , no older than 6 months	<input checked="" type="checkbox"/>	
Property Ownership Disclosure Form	<input checked="" type="checkbox"/>	
8 ½ in. x 11 in. Graphic Location Map of site	<input checked="" type="checkbox"/>	
REQUIREMENTS FOR 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. The project manager will confirm the number of additional copies required.		

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:

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.

- | | |
|---|----------|
| <input type="checkbox"/> Pre-Application Meeting \$500.00 | \$ _____ |
| <input type="checkbox"/> Fire Pre-Application Meeting: \$150.00 | \$ _____ |
| <input checked="" type="checkbox"/> PUD Amendment Insubstantial (PDI): \$1,500.00 | \$ _____ |
| <input type="checkbox"/> Fire Planning Review Fee: \$150.00 | \$ _____ |
| Fee Subtotal: | \$ _____ |

Fire Code Planning Review Fees are collected at the time of application submission and are set forth by the Authority having jurisdiction.

Public Notice Fee Requirements

- | | |
|---|----------|
| <input type="checkbox"/> 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.) | \$ _____ |
| <input type="checkbox"/> 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.collier.gov/cityviewweb>

Questions? Email: GMDClientServices@collier.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.

Agent/Owner Signature

Date

Applicant/Owner Name