Collier County
GROWTH MANAGEMENT
COMMUNITY DEVELOPMENT

2026

Administrative Code for Land Development

5/6/2026

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Chapter 1. Introduction

A. Purpose and Intent

Collier County's **Land Development Code** (**LDC**) is the principal regulatory tool for implementing the County's **Growth Management Plan** (**GMP**). The **LDC** contains the standards and criteria that development must meet in the County. To ensure that all growth meets these standards, there are specific approval procedures for the various forms of development, ranging from simple, single-lot residences to large, multi-phased planned developments. The Administrative Code consolidates and identifies the procedures for approval to develop under the **LDC**.

The Administrative Code for Land Development, hereafter referred to as the Administrative Code, is divided into 14 chapters. Each chapter comprises a genre of land use petitions or permits. Each chapter is organized alphabetically to provide for ease of use. Cross references are provided for related land use petitions or permits where appropriate. The following list provides a breakdown of the Administrative Code by chapter:

- Chapter 1 contains the intent of the Administrative Code and how to it is to be amended. This chapter also outlines Collier County's Reviewing Agencies and the Common Procedural Steps and Information necessary to submit and process a land use petition or permit.
- Chapter 2 contains the land use petitions which are processed through a legislative procedure.
- Chapter 3 contains the land use petitions and permits which are processed through a quasi-judicial procedure.
- Chapter 4 contains the land use petitions and permits which are processed administratively by the Growth Management Community Development Department.
- Chapter 5 contains the applications for the creation and completion of a subdivision.
- Chapter 6 contains applications for waivers, exemptions, and reductions to **LDC** standards.
- Chapter 7 contains supplementary submittal requirements for land use applications.
- Chapter 8 contains information relating to public notice requirements for land use petitions.
- Chapter 9 contains the procedures for the Office of the Hearing Examiner.
- Chapter 10 identifies where to find current information.
- Chapter 11 contains contact information.
- Chapter 12 contains commonly used acronyms in the Administrative Code and the **LDC**.
- Chapter 13 contains the glossary of terms, which are bolded throughout the Administrative Code.
- Chapter 14 contains Appendices.

The Administrative Code is available to download as an Adobe PDF file on the County's website. It is also available for purchase in print at the Growth Management Community Development Department, located at 2800 N. Horseshoe Drive, Naples, FL 34104.

The Code has visual cues that improve its readability. These include:

⇔ This symbol identifies a cross-reference to another Administrative Code chapter or another regulatory code.

☝ This symbol identifies explanatory materials/information that may help to explain or expand upon a provision of the Administrative Code.

B. Amendments and Conflicts

1. Administrative Code Amendment

The Administrative Code was adopted by the Board of County Commissioners (BCC) as Ordinance 2013-57 and amended by Resolution 2016-168. Subsequent amendments can be found on the County's website : https://www.collier.gov/County-Development/Land-Development/Codes-Regulations/Administrative-Code-for-Land-Development. Amending Collier County and State of Florida contact information and website links may be done administratively by the County Manager or designee. Further, the County Manager or designee shall have the authority to update and correct Growth Management Community Development Department's organizational structure, department titles, and acronyms.

All other amendments, additions, revisions, or modifications required to maintain the Administrative Code shall be made by resolution by the BCC and adopted by majority vote at any regular or special meeting. The resolutions may be placed as an item on the regular, consent, or summary meeting agenda, as deemed appropriate by the County Manager or designee in consultation with the County Attorney.

2. Conflicts

Where the Administrative Code conflicts with the **LDC** or Growth Management Plan, the **LDC** or the Growth Management Plan shall prevail.

C. Reviewing Agencies

This section describes the various agencies that are involved in processing zoning and land development applications.

1. Architectural Arbitration Board (AAB)

The AAB, identified in **LDC** section 5.05.08 F assists with the Architectural Deviations and Alternative Compliance procedure. The Board consists of five voting members comprised of the following: two representatives from the Collier County Zoning staff, two representatives appointed by the American Institute of Architects (Southwest Florida Chapter) and one member appointed by the American Society of Landscape Architects (Southwest Florida Chapter). The Architectural Arbitration Board may provide the following: 1) Assistance to the County Manager in rendering a decision; and 2) An **applicant** may appeal the decision of the County Manager or designee to the Architectural Arbitration Board.

2. Board of County Commissioners (BCC)

The BCC is the County's governing agency. It sets the County's land development policies by adopting and amending the Growth Management Plan and the **LDC**. It is also involved in quasi-judicial procedures, such as a rezoning, the establishment of PUDs, the creation of stewardship receiving/sending areas, and the establishment of Development of Regional Impacts, and other petitions as specified in the **LDC**.

3. Board of Zoning Appeals (BZA)

The BCC acts as the BZA for Collier County. The BZA processes and makes final decisions on zoning variances, appeals, conditional uses, nonconforming use amendments, flood variances, parking agreements, and other functions outlined in the Collier County **Code of Laws and Ordinances** section 2-1171, F.S. § 67-1246 and Laws of Florida, as amended.

4. Building Board of Adjustment and Appeals (BOAA)

The BOAA is a decision-making body that makes final decisions on appeals related to the decisions of the building official, such as the manner of construction proposed to be followed, or materials to be used, and in the erection or alteration of a building or structure, pursuant to **Code of Laws and Ordinances** section 2-1181. The BOAA

consists of five members, appointed by the BCC, who have the necessary education and qualifications to review and render decisions related to the Florida Building Code and Florida Fire Prevention Code.

5. Collier County Planning Commission (CCPC) or Planning Commission

The Planning Commission is designated as the local planning agency for the County, as identified in the **Code of Laws and Ordinances** section 106-1 and 2-1156. The Planning Commission processes amendments to the Growth Management Plan, text amendments to the **LDC**, and makes a final decision on actions as specified in the Administrative Code and **LDC**. The Planning Commission also provides recommendations to the BCC on land use petitions where the BCC renders a final decision.

6. Office of the Hearing Examiner

The Office of the Hearing Examiner is established in the **Code of Laws and Ordinances** section 2-83 through 2-90. The Hearing Examiner hears and makes final decisions and provides recommendations to the BCC as specified in Ordinance 2013-25 and in the Administrative Code. The procedures for the Office of the Hearing Examiner are established in Chapter 9 of the Administrative Code.

7. Growth Management Community Development Department (GMCD)

Most land use petitions, and permit applications begin the process with a review by the GMCD- Development Services section. This section of the GMCD provides information and services associated with building permits, inspections, development plans, land use petitions, and investigations. The GMCD provides guidance for the long-term use of land and public facilities to assure quality growth and to enhance the community's quality of life, pursuant to local ordinances and Florida State growth management laws.

The following are the primary divisions with the GMCD-Development Services section:

- Operations and Regulatory Management Division;
- Development Review Division;
- Building Plan Review and Inspection Division;
- Zoning Division;
- Code Enforcement Division;
- Resiliency and Community Planning: and
- Housing and Economic Development

8. Environmental Advisory Council (EAC)

The EAC acts in an advisory capacity to the BCC pursuant to **Code of Laws and Ordinances** section 2-1191. The Planning Commission acts as the EAC. Pursuant to Ord. 2013-51, the EAC reviews matters dealing with regulation, control, management, use, or exploitation of natural resources within the County. It also reviews specific zoning and development petitions and their impact on the County's natural resources.

9. Development Services Advisory Committee (DSAC)

The DSAC is a 15-member committee that was created in 1993 pursuant to **Code of Laws and Ordinances** section 2-1031. This committee represents the various aspects of the development industry and may include **architects**, general contractors, residential or building contractors, environmentalists, land use **planners**, land developers, **landscape architects**, professional **engineers**, utility contractors, plumbing contractors, electrical contractors, structural **engineers**, and attorneys. The purpose of this committee is to provide reports and recommendations to the BCC to assist in the enhancement of operational efficiency and budgetary accountability within the Growth Management Community Development Department and to serve as a primary communication link between the Growth Management Community Development Department, the development industry, and the citizens of Collier County. Terms are 4 years.

10. Historical Archaeological Preservation Board (HAPB)

The Historical Archaeological Preservation Board (HAPB) is an advisory board to the BCC pursuant to **Code of Laws** section 2-2000.11. The Preservation Board designates, regulates, and administers historical and archaeological resources in the County under the direct jurisdiction and control of the BCC.

D. Common Procedural Steps and Information

This section describes common information that applies to most of the review procedures identified in the Administrative Code.

1. Fee Requirements

The County charges fees for applications filed under the **LDC**. The BCC establishes the fees by resolution. The fee schedule is available for download on the County's website: https://www.collier.gov/GMCDFeeSchedule.The County will not accept an application until all the required fees are paid.

2. GMCD Public Portal

The GMCD Department accepts application packages electronically through the E-Permitting program for most Building and Land Use Permit types. **Applicants** utilizing the E-Permitting program submit their documents through the GMCD Public Portal, where they are guided through the process of uploading their application package. Important information regarding the use of the E-Permitting program and the GMCD Public Portal can be found on the County's website: http://www.collier.gov/e-permitting. The various guides are accessible by way of clicking on the document submittal requirements, application, or permit.

3. Initiation of the Application

Most applications can be initiated electronically by uploading the application, along with all the required information, to the GMCD Public Portal, or applications can be initiated in person with the Client Services section of the Operations and Regulatory Management Division. Each section of the Administrative Code lists the corresponding application by name under "Initiation".

4. Pre-Application Meeting

Applicability

Where specified within the Administrative Code, **applicants** must attend a pre-application meeting with the assigned **planner,** and review staff before filing an application.

The purpose of the meeting is to provide an opportunity for the **applicant**, assigned **planner,** and review staff to informally review a proposed development and determine the most efficient method of review before substantial commitments of time and money are made in the preparation and submission of the application.

The name of the **planner** assigned to the project shall be identified on the application once it is filed. The project **planner** is the main contact and their name should be referenced in any correspondence with the County regarding the petition. The project **planner** can be reached by calling the Business Center Front Desk, at 239-252-2400.

The pre-application meetings are held virtually online with an enabled video and audio support pursuant to the GMCD public portal email confirming the date and time of meeting or by an in-person meeting at the Growth Management Community Development Department, Development Services Building at the following location:

Growth Management Community Development Department
2800 N. Horseshoe Drive
Naples, FL 34104

Phone: (239) 252-2400



Initiation of the pre-application meeting

Applicants must request a pre-application meeting online through the GMCD Public Portal. **Applicants** can access a step-step guide for submitting a pre-application meeting request at: https://www.collier.gov/files/assets/county/v/1/growth-management/documents/e-permitting/submitting-preapplication-meeting-request-guide-pl.pdf.
While requesting a pre-application meeting on the GMCD Public Portal, it is recommended that **applicants** upload supporting documents such as: An **Addressing Checklist**, Conceptual Site Plans, Conceptual Master Plans, aerials, and ordinances. Once the pre-application meeting request has been received, the Client Services section of the Operations and Regulatory Management Division will contact the **applicant** within two working days, via email, to coordinate the date and time of the pre-application meeting.

For an in-person or virtually online meeting, **applicants** may bring agents and representatives to the meeting. A pre-application fee is required prior to, or at the time of the meeting. Unless further specified in the Administrative Code, or uploaded on the GMCD Public Portal, the **applicant** should bring a conceptual plan of the project, aerial photographs of the property, and preliminary environmental data, depending on the type of application.

At the pre-application meeting County Staff will review the proposed request, discuss the contents of the application packet, indicate which submittal items are required, and the number of plans required for submittal. The submittal requirements vary by application type, so **applicants** should wait to complete the application packet until after the pre-application meeting. At the pre-application meeting, County Staff members will provide the **applicant** Pre-Application Meeting Notes, which outline the requirements discussed at the meeting.

Issues to discuss

The assigned **planner**, review staff, and the **applicant** may discuss the following issues at the pre-application meeting:

1. The general nature of the proposed development.
2. Changes to the proposed development which need to conform to the **LDC**, the Growth Management Plan, or other County policies.
3. The review procedures that will apply, including the public hearing process, if applicable, the approximate length of the development review, and the approval process.
4. Federal, State, and local agencies that may review, comment, or require permits for the proposed development.
5. The type of information needed throughout the procedure, including surveys, plans, drawings, reports, the application form, and other supporting documentation.
6. The number of copies of the application and supporting information that the **applicant** must provide.

At the pre-application meeting, the **applicant** and staff may discuss other issues as needed. Following the pre-application meeting, the assigned **planner** will provide the **applicant** a checklist of submittal requirements discussed at the meeting.

5. Completeness and Processing

Prior to the acceptance of the application, the Client Services section of the Operations and Regulatory Management Division - Business Center will determine if the application is complete and that the materials identified on the Pre-Application Meeting Checklist and notes are included with the application. If the application is incomplete, the **applicant** must obtain all the requirements prior to the submittal of the application. The Client Services section of the Operations and Regulatory Management Division - Business Center will not accept or process an incomplete application package.

Once the application has been accepted by the County and the required fees have been paid, the application has begun processing and the **applicant** will receive a processing notification, via email. This notification identifies the petition number, (i.e., PL201200000) and a hyperlink for updates to the application online. The petition number should be noted on all future correspondence regarding the application.

To avoid refunds, applications not approved by 120 days or 180 days respectively after the County has deemed the application complete will be denied by County staff unless applicant has signed a waiver of time limits or an extension of time.

6. Staff Review

Once the application has been processed, County Staff will review the application to determine whether the application is sufficient or insufficient in one or more areas. This is considered the "first set of review comments" by County Staff. The purpose of this review is to ensure that the application complies with the standards for approval and/or the findings of fact pursuant to the **LDC**. This review is also designed to prevent the application from unnecessary delays in the process. If the application is insufficient, or does not meet code requirements, the applicable division will notify the **applicant** of the deficiencies through the review comment process.

For administrative applications, County Staff, acting on the behalf of the County Manager may approve or deny the application based on the criteria provided in the **LDC**. While the GMCD is the agency that is primarily involved in administering and enforcing the Growth Management Plan and the **LDC**, other State or regional agencies may be responsible for certain types of applications.

7. Advisory Board or Agency Review

If the petition requires review by the EAC, Planning Commission, BCC, BZA, the Hearing Examiner, or other County advisory board or agency, County Staff prepares a specialized report for each Board. For example, a Staff Report for the Planning Commission contains information identified in the application, whether the project is consistent with the Growth Management Plan, an analysis of the request, legal considerations, recommendations by the County, and any recommendations of another reviewing body.

If the application is to be reviewed by the BCC, Staff prepares an Executive Summary which is a condensed version of the Staff Report and includes recommendations of the EAC, if applicable, and the Planning Commission.

8. Open and Closed Applications

An application is considered "open" when the processing notification has been provided to the **applicant** and/or agent.

An application is considered "closed" when the petitioner withdraws the application through written notice or ceases to supply necessary information to continue processing, or otherwise actively pursue the application for a period of 6 months, unless the particular development order process assigns a different time period. A closed application will not receive further processing and is considered withdrawn. The applicable division will notify the **applicant** of closure in writing. However, the failure of the applicable division to notify the **applicant** does not eliminate the "closed" status of an application.

The **applicant** can reopen a closed application by submitting a new application and repaying the application fees. Further review of the request is subject to the then current **LDC**.

Full payment of any additional fees is required for a complete resubmittal application. Once the resubmittal has been accepted by the County, any required fees must be paid within 30 calendar days, or the application will be considered withdrawn and cancelled.

Please note: the GMCD Public Portal displays various application statuses indicating the stage in which the application is available for uploads, closed for uploads, submitted, etc. Additional information can be found on the County's website: https://cvportal.collier.gov/cityviewweb

9. Pre-Construction Meeting

The pre-construction meeting applies to all development projects that include infrastructure improvements, including but not limited to: site development plans (SDP), site development plan amendments (SDPA), site improvement plans (SIP), plans and plats (PPL), plans and plat amendments (PPLA), and construction plans (CNSTR).

Following approval of the plans, the **Engineer** of Record (EOR) shall submit the Affidavit of Compliance to the Client Services section of the Operations and Regulatory Management Division or through the GMCD Public Portal. The Engineer's Affidavit of Compliance shall attest that the plans and documents approved by Collier County are consistent with those approved by all State and Federal agencies, and all required permits have been issued. The EOR shall request to schedule a pre-construction meeting with Development Review Division. Before the Pre-Construction submittal can be reviewed and scheduled, the **applicant** shall upload copies of all required permits for the project to the GMCD Public Portal, and all inspection fees shall be paid prior to the meeting. The purpose of the meeting is for the applicant and the Development Review Division staff to discuss the inspection of the improvements, project schedule, notification requirements, and project completion and acceptance procedures. It is encouraged that the following parties attend the meeting: the **applicant**; EOR and EOR's field representative; owner and/or developer; general, site, and utilities contractors; and representatives from affected utilities.

Chapter 2. Legislative Procedures

The petitions identified in this Chapter require a public hearing by the Board of County Commissioners.

A. Comprehensive Plan Amendment

Reference F.S. § 163.3177 – 163.3187, 125.66 and **LDC** Public Notice section 10.03.06 E and the Collier County Growth Management Plan (GMP).

☝ *Note:* The Florida Department of Commerce (DC) website contains procedures, forms, and technical assistance regarding State of Florida review and requirements. For State related Comprehensive Plan Amendment information refer to: https://floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents.

Applicability This procedure applies to a request to amend the GMP whether initiated by the County or a private landowner.

A comprehensive plan amendment does not authorize development.

There are several categories of plan amendments, including but not limited to:

a. Small-Scale Amendment: A plan amendment that involves 50 acres or less and other criteria set out in F.S. § 163.3187(1) et. seq.

i. Generally, small-scale amendments are for maps and may include text changes.

ii. Small-Scale amendments that involve 50 acres or less may be site-specific amendments.

b. Large-Scale Amendment: A plan amendment that changes the goals, objectives and policies; a map change; or any other material in the plan, and falls within one of the categories described in F.S. § 163.3184(3) and 163.3184(4) et. seq.

i. Large-Scale amendments may be site-specific amendments or non-site specific.

c. DRI Companion Amendment: A plan amendment that is directly related to a DRI. This is processed concurrent with the DRI application.
⇔*See Chapter 3 D.3 of the Administrative Code for more information.*

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Application for a Request to Amend the Collier County Growth Management Plan*" with the Comprehensive Planning Section of the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application shall include the draft amendment text and/or map amendment and all data and supporting materials that justify the amendment.

☝ *Note:* Refer to F.S. § 163.3177 *et. seq.* for State requirements.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice – Small-Scale Amendment for Map and/or Text Changes

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM:** The **NIM** shall be completed at least 15 days before the advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised Planning Commission hearing.
3. **Newspaper Advertisement**: The legal advertisements shall be published at least 15 days before the Planning Commission and BCC public hearings dates in a newspaper of general circulation. The advertisements shall include at a minimum:
    a. Clear explanation of the proposed ordinance as it affects the subject property;
    b. Date, time, and location of one or more public hearings; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign:** Posted at least 15 days prior to the advertised Planning Commission hearing.
    ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Notice – Large-Scale Amendment for Site-Specific

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM:** The **NIM** shall be held after the first set of staff review comments have been issued and at least 15 days before the first advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised Planning Commission hearing.
3. **Newspaper Advertisements:** The legal advertisements shall be published at least 15 days before the Planning Commission and BCC transmittal and adoption public hearings in a newspaper of general circulation. The advertisement shall include at a minimum:
    a. Clear explanation of the proposed ordinance or resolution as it affects the subject property;
    b. Date, time, and location of one or more public hearings; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign:** Posted at least 15 days prior to the advertised public hearings. Two distinct signs shall be posted for the transmittal hearings and the adoption hearings. The first sign shall be posted before the first Planning Commission hearing on the GMP transmittal to DC. A second sign shall be posted before the Planning Commission hearing on the GMP adoption.
    ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Notice – Large-Scale Amendment Not Site-Specific

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Newspaper Advertisements:** The legal advertisements shall be published at least 15 days before the Planning Commission and BCC transmittal and adoption public hearings in a newspaper of general circulation. The advertisement shall include at a minimum:
    a. Clear explanation of the proposed ordinance or resolution as it affects the subject property; and
    b. Date, time, and location of one or more public hearings.

Public Hearings for Small-Scale Amendment

Adoption Public Hearing pursuant to F.S. § 163.3187:

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC shall hold at least 1 advertised public hearing.

Public Hearing for Large-Scale Amendment

Large-Scale Amendments require two sets of public hearings, transmittal hearings and adoption hearings.

1. Transmittal Public Hearings:
    a. The EAC shall hold at least 1 advertised public hearing, if required.
    b. The Planning Commission shall hold at least 1 advertised public hearing.
    c. The BCC shall hold at least 1 advertised transmittal public hearing.
2. Adoption Public Hearings:
    a. The EAC shall hold at least 1 advertised public hearing, if required.
    b. The Planning Commission shall hold at least 1 advertised public hearing.
    c. The BCC shall hold at least 1 advertised adoption public hearing.

Decision Maker

The BCC, following recommendations from both the EAC, if required, and the Planning Commission.

Review Process

1. Transmittal of Amendment to DC:
    a. The Comprehensive Planning Section will review the application, identify whether additional materials are needed, prepare a Staff Report, and schedule a hearing date before the EAC, if required, and the Planning Commission to present the petition for review.
    b. Following the recommendation by the Planning Commission, the Comprehensive Planning Section will prepare an Executive Summary and schedule a hearing date before the BCC to present the petition for review.
    c. Small-Scale Amendments are not subject to a review by-DC and may be adopted by the BCC at the first advertised public hearing. A Large-Scale Amendment is reviewed by the BCC at a transmittal hearing and if approved, the amendment is sent to DC and other review agencies for review in accordance with F.S. § 163.3184(3) and (4).
2. Adoption of Amendment:

a. Following review by DC and other review agencies, the Comprehensive Planning Section will prepare a Staff Report, and schedule a hearing date before the EAC, if required, and the Planning Commission to present the amendment and comments from DC and other review agencies for review. Following the recommendation by the EAC, if required, and the Planning Commission, the Comprehensive Planning Section will prepare an Executive Summary and schedule an adoption hearing before the BCC. If the amendment is adopted, the amendment is sent to DC and the review agencies in accordance with F.S. § 163.3184(3) and (4).

Criteria The plan amendment must be consistent with the applicable portions of the Collier County Growth Management Plan, F.S. § 163.3164, *et seq*., the State Comprehensive Plan, and the *Southwest Florida Strategic Regional Policy Plan* published by the Southwest Florida Regional Planning Council.

Effective Date ⇔ *See F.S. § 163.3184(3) and (4).*

⇔ *See F.S. § 163.3191 if the plan amendment is an update that results from an evaluation and appraisal report.*

Appeals Affected persons may file an administrative challenge as described in F.S. § 163.3184(5).

Small-scale amendments may be administratively challenged pursuant to F.S. § 163.3187(5) (a).

Updated Resolution 2020-88

B. Privately Initiated Land Development Code Amendments

Reference

LDC section 10.02.09, **LDC** Public Notice section 10.03.06 A and K, F.S. § 163.3202, and F.S. § 125.66.

⇔ *See **LDC** section 10.03.06 for County Initiated LDC Amendments*.

Applicability

Privately initiated amendments that supplement, change, or repeal the **LDC**.

Pre-Application

A pre-application meeting is required.

Initiation

The **applicant** files an "*Application for Amendment to the Land Development Code"* with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following information:

1. **Applicant Contact Information.**
2. Pre-application meeting notes.
3. **LDC** amendment request document, including the following.
    a. The **applicant's** name;
    b. The name of the author of the **LDC** text amendment;
    c. All **LDC** sections to be modified by the amendment;
    d. A written statement briefly describing the change requested;
    e. A written statement describing the justification for the amendment and any other relevant information about the change requested;
    f. A written statement describing any potential fiscal or operational impacts associated with the amendment;
    g. A written statement addressing the amendment's consistency with the Growth Management Plan;
    h. Changes to the **LDC** shall be identified in a strikethrough/underline format. Strikethrough language represents removal and underlined language represents new language; and
    i. All cross references to the section in the **LDC** shall be checked and amended if necessary.
4. **Electronic copies of all documents.**

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before each advertised public hearing in a newspaper of general circulation. The advertisement shall include at a minimum:
    - **a.** The title of the proposed ordinance or resolution;
    - **b.** Date, time, and location of the hearing;
    - **c.** Places(s) within the county where the proposed ordinance may be inspected by the public; and
    - **d.** **LDC** amendments that change the zoning map designation of 10 acres or more of land or change the permitted, conditional, or prohibited uses within a zoning category shall include a 2 in. x 3 in. map of the project location.

Public Hearing For **LDC** amendments that change the zoning map designation of less than 10 acres of land or do not change the list of permitted, conditional, or prohibited uses within a zoning district:

1. The EAC shall hold at least one advertised public hearing, if required.
2. The Planning Commission shall hold at least one advertised public hearing.
3. The BCC shall hold at least one advertised public hearing.

For **LDC** amendments that change the zoning map designation of 10 acres or more of land, or change the list of permitted, conditional, or prohibited uses within a zoning district:

1. The EAC shall hold at least one advertised public hearing, if required.
2. The Planning Commission shall hold at least one advertised public hearing.
    - The Planning Commission may elect by a majority decision to hear the ordinance or resolution at two advertised public hearings. If there is only one advertised public hearing, the hearing shall be held after 5:00 p.m. on a weekday, and if there are two advertised hearings, then at least one of the advertised public hearings shall be held after 5:00 p.m. on a weekday.
3. The BCC shall hold at least two advertised public hearings.
    - At least one advertised public 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.

Decision Maker The BCC, following the recommendations from both the EAC, if required, and the Planning Commission.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report and provide a recommendation to the following advisory boards and the BCC:

- **a.** The DSAC reviews the amendment application in a public meeting and makes a recommendation to the BCC.

b. The EAC reviews the amendment application if the proposed change includes an environmental component in accordance with Collier County **Code of Laws and Ordinances** section 2-1193. The EAC makes a recommendation to the BCC.

c. The Planning Commission reviews the application for consistency with the GMP and makes a recommendation to the BCC.

The BCC shall review the application and the recommendations by the advisory boards. The BCC may approve, approve with revisions, or deny the proposed ordinance or resolution.

Effective Date Per F.S. § 125.66, the ordinance must be filed with the Florida Department of State, Tallahassee, FL within 10 days of signing by the Chairman of the Board. The effective date is the date it is filed with the State, unless a date is specified in the ordinance.

Updated Resolution 2018-072

Chapter 3. Quasi-Judicial Procedures with a Public Hearing

Quasi-judicial -land use petitions require a public hearing where the **applicant** and affected **property owners** are allowed to speak and provide testimony about the application. The County's decision-making agency is similar to a judge presiding over a trial, and its decision is based on the record. Quasi-judicial hearings are pursuant to law and provide for the following:

1. The record may include the application materials, County Staff's recommendation, and may also include written reports, and the fact–based testimony of any witnesses (expert or otherwise) that speak at the public hearing. The **applicant** or the agent has the burden of providing a written record.
2. The **applicant** has an opportunity to be heard in person and through counsel, to present evidence of its case, and to rebut the case presented by opposing parties.
3. Cross–examination of adverse witnesses is allowed. The chairman or presiding officer of the decision-making agency may reasonably control the amount of time and type of questions asked during cross-examination.
4. Ex-parte communications must be disclosed by members of the advisory boards or decision-making agency pursuant to law.

A. Appeal of an Official Interpretation of the Land Development Code

Reference **LDC** section 1.06.01 D, **LDC** section 8.10.00, **LDC** Public Notice section 10.03.06 Q, and **Code of** Laws and Ordinances section 250-58.

Applicability This process allows an **applicant** to appeal an Official Interpretation to the Hearing Examiner.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Appeal Application for Official Interpretation*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Interpretation number.
3. A narrative describing the request, the legal basis for the appeal, the relief sought, including any pertinent information, exhibits, and other backup information in support of the appeal.
4. **Electronic copies of all documents.**
5. Affidavit of Authorization.

Notice Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. 2 in. x 3 in. map of the project location, if site specific.

Public Hearing The Hearing Examiner or BZA shall hold at least 1 advertised public hearing. ⇔ *See Chapter 9 for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the appeal and identify whether additional materials are needed. Staff will prepare a Staff Report or Executive Summary to present to the Decision Maker .

Updated

B. Boat Dock

B.1. Boathouse Establishment

Reference Applicability

LDC sections 5.03.06, 5.03.06 F, 8.10.00, and **LDC** Public Notice section 10.03.06 H.
A boathouse establishment petition is required for proposed boathouses and includes any roofed structure built on a dock.

Pre-Application

A pre-application meeting is required.

Initiation

The **applicant** files a "*Dock Facility Extension or Boathouse Establishment Petition"* with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application*

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. **Property identification number**;
    b. Section, township, and range;
    c. Subdivision, unit, lot and block; and
    d. Address of subject site.
3. Zoning information, including:
    a. Current zoning and land use of subject property; and
    b. Adjacent zoning and land use.
4. Site information, including:
    a. Waterway width and where the measurement came from;
    b. Total property water frontage;
    c. Measurement of provided and required setbacks;
    d. Total protrusion of proposed facility into water, as measured from the most restrictive of the property line, bulkhead line, shoreline, seawall, rip-rap line, control elevation contour, or mean high water line;
    e. Number and length of vessels to use facility; and
    d. Additional dock facilities in close proximity of subject property and the total protrusion of each into the waterway.
5. Narrative description of the project.
6. Signed and sealed survey depicting mean high water (MHW) and mean low water (MLW), and relevant water depths (no less than 5-foot increments).
7. Pursuant to **LDC** section 5.03.06 I, a submerged resources survey, as applicable.
8. A chart, drawn to scale, of the waterway at the site, depicting the waterway width, the proximity of the proposed facility to any adjacent navigable channel, the proximity of

the proposed facility to docks, if any, on the adjacent lots, and the unobstructed waterway between the proposed facility and the opposite bank or any dock facility on the opposite bank.

9. Site Plan illustrating the following:

a. Lot dimensions;

b. Required setbacks for the dock facility;

c. Cross section showing relation to MHW/MLW and shoreline (bank, seawall, or rip-rap revetment);

d. Configuration, location, and dimensions of existing and proposed facility;

e. Water depth where proposed dock facility is to be located;

f. Distance of the navigable channel;

g. Illustration of the contour of the property; and

h. Illustration of dock facility from both an aerial and side view.

10. Narrative response to listed criteria/questions noted in **LDC** section 5.03.06 F.

11. Signed and notarized affidavit by **property owner** or agent.

12. Addressing checklist.

13. Property Ownership Disclosure Form.

14. Copies for the Hearing Examiner or Planning Commission as identified on the application's Submittal Checklist.

15. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application*

Notice

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. Mailed Notice: Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised public hearing. The County will mail the letters at the **applicant's** expense. The advertisement shall include at a minimum:

a. Date, time, and location of the public hearing;

b. Petition number;

c. Extension and total protrusion of the facility; and

d. Date by which written comments must be filed with the Zoning Division.

2. Legal **Advertisements**: The legal advertisement shall be published at least 15 days before the advertised public hearing. The advertisement shall include at a minimum:

Date, time, and location of the hearing;

a. Petition number;

b. Address of the facility;

c. Extension and total protrusion of the facility;

d. 2 in. x 3 in. map of the project location; and

e. Date by which written comments must be filed with the Zoning Division.

3. **Sign**: Posted at least 15 days before the advertised public hearing date.

⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Decision Maker The Hearing Examiner or Planning Commission.

Review Process The Zoning Division will review the application, identify whether additional materials are needed and prepare a Staff Report, utilizing the criteria in LDC section 5.03.06, to present to the Decision Maker.

Updated

B.2. Dock Facility Extension

Reference Applicability

LDC sections 5.03.06, 5.03.06 H, 8.10.00, and **LDC** Public Notice section 10.03.06 H. A dock facility extension petition is required for additional protrusion of a dock facility into any waterway beyond the limits established in **LDC** section 5.03.06 E.

Pre-Application

A pre-application meeting is required.

Initiation

The **applicant** files a "Dock Facility Extension or Boathouse Establishment Petition" with the Zoning Division.

Non-residential dock facility requests, which do not require a public hearing, must submit the "*Dock Facility Extension or Boathouse Establishment Petition Application" and "Evaluation of Non-Residential Dock Construction",* comply with **LDC** section 5.03.06, as part of the Site Development Plan application and Chapter 4. Q.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. **Property identification number**;
    b. Section, township, and range;
    c. Subdivision, unit, lot and block; and
    d. Address of subject site.
3. Zoning information, including:
    a. Current zoning and land use of subject property; and
    b. Adjacent zoning and land use.
4. Site information, including:
    a. Waterway width and where the measurement came from;
    b. Total property water frontage;
    c. Measurement of provided and required setbacks;
    d. Total protrusion of proposed facility into water, as measured from the most restrictive of the property line, bulkhead line, shoreline, seawall, rip-rap line, control elevation contour, or mean high water line;
    e. Number and length of vessels to use facility; and
    d. Additional dock facilities in close proximity of subject property and the total protrusion of each into the waterway.
5. Narrative description of the project.
6. Signed and sealed survey depicting mean high water (MHW) and mean low water (MLW), and relevant water depths (no less than 5-foot increments).

7. Pursuant to **LDC** section 5.03.06 I, a submerged resources survey, as applicable.
8. A chart, drawn to scale, of the waterway at the site, depicting the waterway width, the proximity of the proposed facility to any adjacent navigable channel, the proximity of the proposed facility to docks, if any, on the adjacent lots, and the unobstructed waterway between the proposed facility and the opposite bank or any dock facility on the opposite bank.
9. Site Plan illustrating the following:
    a. Lot dimensions;
    b. Required setbacks for the dock facility;
    c. Cross section showing relation to MHW/MLW and shoreline (bank, seawall, or rip-rap revetment);
    d. Configuration, location, and dimensions of existing and proposed facility;
    e. Water depth where proposed dock facility is to be located;
    f. Distance of the navigable channel;
    g. Illustration of the contour of the property; and
    h. Illustration of dock facility from both an aerial and side view.
10. Narrative response to listed criteria/questions noted in **LDC** section 5.03.06 H.
11. Signed and notarized affidavit by **property owner** or agent.
12. **Addressing checklist**.
13. Property Ownership Disclosure Form.
14. **Electronic copy of all documents**.
15. Copies for the Hearing Examiner or Planning Commission as identified on the application's Submittal Checklist.
16. Affidavit of Authorization.

Notice Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised public hearing. The County will mail the letters at the **applicant's** expense. The advertisement shall include at a minimum:
    a. Date, time, and location of the public hearing;
    b. Petition number;
    c. Extension and total protrusion of the facility; and
    d. Date by which written comments must be filed with the Zoning Division.
2. Legal **Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:

a. Date, time, and location of the hearing;

b. Petition number;

c. Extension and total protrusion of the facility;

d. 2 in. x 3 in. map of the project location; and

e. Date by which written comments must be filed with the Zoning Division.

3. **Sign**: Posted at least 15 days before the first advertised public hearing date.
⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing.

⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or Planning Commission.

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*.

Review Process The Zoning Division will review the application, identify whether additional materials are needed and prepare a Staff Report, utilizing the criteria in LDC section 5.03.06 H, to present to the Decision Maker.

Updated

B.3. Boat Lift Canopy with Deviations

Reference **LDC** sections 5.03.06 G, 8.10.00, and **LDC** Public Notice section 10.03.06 H.

Applicability A boat lift canopy with deviations petition is required for a proposed boat lift canopy that does not meet the standards of **LDC** section 5.03.06 G.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Boat Lift Canopy Application*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. **Property identification number;**
    b. Section, township, and range;
    c. Subdivision, unit, lot and block; and
    d. Address of subject site.
3. Current zoning and land use of subject property.
4. Survey, signed and sealed, showing any existing dock facility.
5. Scale drawing of the proposed canopy showing all dimensions.
6. Sample of the fabric for color review.
7. Property Ownership Disclosure Form.
8. **Addressing checklist.**
9. Affidavit of Authorization.

Notice Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised public hearing. The County will mail the letters at the **applicant's** expense. The advertisement shall include at a minimum:
    a. Date, time, and location of the public hearing;
    b. Petition number;
    c. Extension and total protrusion of the facility; and
    d. Date by which written comments must be filed with the Zoning Division.
2. Legal **Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:

a. Date, time, and location of the hearing;

b. Petition number;

c. Extension and total protrusion of the facility;

d. 2 in. x 3 in. map of the project location; and

e. Date by which written comments must be filed with the Zoning Division.

3. **Sign**: Posted at least 15 days before the first advertised public hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing.
⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or Planning Commission.

Completeness and Processing of Application ⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application*.

Updated

C. Conditional Uses (CU)

C.1. Conditional Use Permit

Reference **LDC** sections 10.08.00, 8.10.00, **LDC** Public Notice section 10.03.06 B or C, and F.S. § 163.3202.

Applicability A conditional use permit is required if the proposed use or development is eligible as a conditional use or a minor conditional use in the applicable zoning district. A minor conditional use is one which does not require environmental review under Section 2-1191 *et seq*. of the **Code of Laws and Ordinances** and which is not a case of great public interest or concern as determined in the discretion of the Hearing Examiner or as requested by a member of the Board of County Commissioners. The Commissioner of the District in which the proposed minor conditional use is located may direct that the minor conditional use be heard by the CCPC in an advisory capacity and then the Board of Zoning Appeals or Board of County Commissioners for final action.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Application for Public Hearing for: Conditional Use*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The petition should include material necessary to demonstrate that the approval of the conditional use will be in harmony with the general intent and purpose of the **LDC**, will be consistent with the Growth Management Plan, will not be injurious to the neighborhood or to adjoining properties, or otherwise detrimental to the public welfare.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing Checklist.**
3. A cover letter briefly explaining the proposed project.
4. Property Ownership Disclosure Form.
5. The date the subject property was acquired or leased (including the term of the lease). If the **applicant** has an option to buy, indicate the date of the option, the date the option terminates, and anticipated closing date.
6. The name and mailing address of all registered Home Owners Associations and civic associations whose members are impacted by the application.
7. Pre-application meeting notes.
8. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly.
9. **PUD Ordinance and Development Commitment information,** if applicable**.**
10. A written petition that shows how the proposed use satisfies the findings outlined in **LDC** section 10.08.00.

11. Property information, including:

- **a.** Legal description; or if the conditional use involves only part of a PUD, only a legal description for the subject portion is required;
- **b. Property identification number;**
- **c.** Section, township and range;
- **d.** Subdivision, unit, lot and block, or metes and bounds description;
- **e.** Address of subject site and general location; and
- **f.** Size of property in feet and acres.

12. If the **property owner** owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:

- **a.** Legal description;
- **b. Property identification number;**
- **c.** Section, township and range; and
- **d.** Subdivision, unit, lot and block, or metes and bounds description.

13. Zoning information, including;

- Adjacent zoning and land use.

14. Conditional Use request detail, identifying current zoning district, type of use and present use of property.

15. A description of previous land use applications on the subject property, including whether a public hearing was held on the property or any abutting properties within the year preceding the application, and the nature of that hearing.

16. Conceptual site development plans at an appropriate scale showing the proposed placement of structures on the property, provisions for ingress and egress, off-street parking and off-street loading areas, refuse and service areas, and required yards, and other open spaces. The conceptual site development plan does not replace the site development plan (SDP) required by Chapter 4 of the Administrative Code.

17. Completed Statement of Utility Provisions.

18. Plans showing proposed locations for utilities.

19. Plans for screening and buffering the use with reference as to type, dimensions, and character.

20. Plans showing the proposed landscaping and provisions for trees protected by County regulations.

21. Plans showing the proposed signs and lighting, including type, dimensions, and character.

22. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*

23. Environmental Data Requirements for PUD Zoning and Conditional Uses
⇔ *See Chapter 7 A. of the Administrative Code.*

24. Recent aerial photographs must be legible at the scale provided. The aerial shall identify plant and/or wildlife habitats and their boundaries. The identification shall be consistent with the Florida Department of Transportation Land Use Cover and Forms

Classification System. Developments shall identify, protect, conserve, and appropriately use native vegetative communities and wildlife habitat.

25. An Architectural Rendering of proposed structures, if applicable,
⇔ *See Chapter 4 A. of the Administrative Code.*

26. Traffic Impact Study ⇔ *See Chapter 7 B. of the Administrative Code*.

27. If the property is located within an area of historical or archaeological probability, as identified at the pre-app meeting, a historical and archeological survey or waiver application.

28. If the zoning district places additional requirements on the requested use, include documentary evidence that those requirements are met.

29. Permits: All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

30. Owner/agent affidavit as to the correctness of the application.

31. **Electronic Copy of all Documents.**

32. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application.*

Notice for Minor Conditional Use petitions

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: The **NIM** shall be completed at least 15 days before the advertised public hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.

2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised Hearing Examiner hearing.

3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before the advertised Hearing Examiner hearing. The advertisement shall include at a minimum:

- **a.** Date, time, and location of the hearing;
- **b.** Description of the proposed land uses; and
- **c.** 2 in. x 3 in. map of the project location.

4. **Sign:** Posted at least 15 days before the advertised Hearing Examiner hearing date.
⇔ *See Chapter 8 E. of the Administrative Code for sign template.*
[Please note: If the Minor Conditional Use petition is to be heard before the BZA, the notice procedures shall be the same as the procedures for all other Conditional Use petitions listed below.]

Notice for all other Conditional Use petitions

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: The **NIM** shall be completed at least 15 days before the advertised public hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised public hearing.
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign:** Posted at least 15 days before the advertised public hearing date.
    ⇔ *See Chapter 8 E. of the Administrative Code for sign template.*

Public Hearing for Minor Conditional Use petitions

The Hearing Examiner or BZA shall hold at least 1 advertised public hearing. If the BZA is the final Decision Maker, the Minor Conditional Use petition shall follow the same public hearing process as all other Conditional Use petitions. ⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Public Hearing for all other Conditional Use petitions

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BZA shall hold at least 1 advertised public hearing.

Decision Maker for Minor Conditional Use petitions

The Hearing Examiner or BZA.

Decision Maker for all other Conditional Use petitions

The BZA, following a recommendation from both the EAC, if required, and the Planning Commission.

Review Process

The Zoning Division will review the application, identify whether additional materials are needed, and prepare a Staff Report or Executive Summary to present the Decision Maker.

Recording of Developer Commitments

Within 30 days of approval of the conditional use, the owner or developer at its expense shall record in the Public Records of Collier County a Memorandum of Understanding of Developer Commitments or Notice of Developer Commitments that contains the legal description of the property that is the subject of the land use petition and contains each and every commitment of the owner or developer specified in the conditional use. The Memorandum or Notice shall be in form acceptable to the County and shall comply with the recording requirements of Chapter 695, F.S. A recorded copy of the Memorandum or Notice shall be provided to the assigned Principal **Planner**, Zoning Division, within 15 days of recording of said Memorandum or Notice.

Updated

C.2. Conditional Use Extensions

Reference **LDC** section 10.08.00 and 8.10.00, and **LDC** Public Notice section 10.03.06 D.

Applicability This establishes a process to extend the life of an approved conditional use permit.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Application for Public Hearing Conditional Use Extension*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Property Ownership Disclosure form.
3. The date the subject property was acquired or leased (including the term of the lease). If the **applicant** has an option to buy, indicate the date of the option, the date the option terminates, and anticipated closing date.
4. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Plat book and page number;
    d. Section, township and range;
    e. Subdivision, unit, lot and block, or metes and bounds description;
    f. Address of subject site and general location; and
    g. Size of property in feet and acres.
5. Zoning information, including:
    a. Zoning of adjacent properties when original Conditional Use was approved;
    b. Land use of adjacent properties when original Conditional Use was approved;
    c. Current zoning of adjacent properties; and
    d. Current land use of adjacent properties.
6. Two copies of a signed and sealed boundary survey (completed within the last 6 months, maximum 1 in. = 400 ft. scale) if required to do so at the pre-application meeting.
7. Conditional Use extension request detail, identifying current zoning district, type of use and present use of property.
8. Copies of Warranty Deed(s) for the current **property owners.**
9. A narrative statement describing the request for conditional use extension and how it meets the criteria discussed in **LDC** section 10.08.00.

10. How the request remains consistent with the applicable sections of the **LDC** and GMP, including the future land use element; any GMP amendments since the approval of the conditional use; identify any development/redevelopment that has occurred on adjacent parcels and what effect, if any, an extension would have on those uses; and any additional relevant information.
11. A description of previous land use applications on the subject property, including whether a public hearing was held on the property or any abutting properties within the year preceding the application, and the nature of that hearing.
12. Cover letter briefly explaining the project.
13. Pre-application meeting notes.
14. A site plan (measuring no larger than 24 in. x 36 in.) and a conceptual site plan measuring 8½ in. x 11 in.
15. Owner/agent affidavit as to the correctness of the application.
16. Traffic Impact Study ⇔*See Chapter 7 B. of the Administrative Code*.
17. **Electronic copy of all documents**.
18. Copies of the previously approved conditional use site plans, and one reduced 8½ in. x 11 in. copy of the site plan. The **applicant** shall provide additional copies of the plan upon completion of Staff's evaluation for distribution to the Board, if requested by the staff **planner**.
19. The resolution that approved the conditional use.
20. A copy of the original application for the conditional use.
21. **Addressing Checklist.**
22. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application*.

Notice for Minor Conditional Use Extension petitions and all other Conditional Use Extension petitions

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised public hearing.
2. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. Description of the proposed land uses.
3. **Sign:** Posted at least 15 days before the advertised Hearing Examiner hearing date.
⇔ *See Chapter 8 B of the Administrative Code for sign template.*

Public Hearing

The Hearing Examiner or BZA shall hold at least 1 advertised public hearing.
⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker

The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application, identify whether additional materials are needed and prepare a Staff Report or Executive Summary to present to the Decision Maker.

Updated

C.3. Conditional Use Re-Review

Reference **LDC** section 10.08.00 and 8.10.00 and **LDC** Public Notice section 10.03.06 D.

Applicability If a Conditional Use is approved with stipulations, the Conditional Use is reviewed to determine whether the **applicant** has met the conditions of approval or whether additional stipulations are necessary. The Hearing Examiner will establish the time period or dates when the conditional use is subject to review. This is a mandatory procedure for any **applicant** holding a valid conditional use permit that has stipulations.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Conditional Use Re-review"* application with the Zoning Division. ⇔ *See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant Contact Information.**
2. A letter describing the request.
3. All documents necessary to address the conditions or stipulations.
4. Pre-application meeting notes.
5. **Addressing checklist.**
6. Property Ownership Disclosure Form.
7. Affidavit of Authorization.

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application.*

Notice for Minor Conditional Use Re-Review petitions and for all other Conditional Use Re-Review petitions Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised public hearing.
2. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. Description of the proposed land uses.

Public Hearing The Hearing Examiner or BZA shall hold at least 1 advertised public hearing. ⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application, identify whether additional materials are needed, and prepare a Staff Report or Executive Summary to present to the Decision Maker.

Updated

D. Development of Regional Impact (DRI)

D.1. DRI Application – Establishment of a new DRI

Reference

LDC Public Notice section 10.03.06 I and F.S. § 380.06, 380.0651, and 163.3184.

A DRI may involve the review and input by the Florida Department of Commerce (DC) and the Southwest Florida Regional Planning Council (SWFRPC).

Applicability

This section applies to the establishment of a DRI pursuant to F.S. 380.06 (12) Proposed Developments and F.S. 163.3184 (4).

⇔ *See F.S. § 380.0651 and FAC 28-24 (DRI thresholds) for statewide guidelines and standards to determine whether DRI review is required.*

⇔ *See Chapter 14 - Appendix A of the Administrative Code for a flow chart of State, Regional and Local review process.*

Pre-Application

A pre-application meeting is required.

Initiation

If certain thresholds are met, DRI review is required.
⇔ *See F.S. § 380.06(2) and 380.0651 and FAC 28-24.*

The **applicant** files the County's "*Application for Public Hearing for DRI Application for Development Approval (DRI),*" and **applicants** must submit an Application for Development Approval (ADA) for a DRI simultaneous review with a growth management plan amendment.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The County's application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property Ownership Disclosure Form.
4. Completed ADA form with all attachments.
5. Draft DRI Development Order to address the proposed change.
6. Property information, including:
    - **a.** Legal description of subject property and any contiguous property owned by the **applicant**;
    - **b.** If the application involves a change to more than one zoning district, include a separate legal description for each district;
    - **c.** Property identification number;
    - **d.** Section, township and range;
    - **e.** Subdivision, unit, lot and block, or metes and bounds description;
    - **f.** Address of subject site and general location; and
    - **g.** Size of property in feet and acres.

7. An explanation of whether the requested action is consistent with the Growth Management Plan.
8. A statement of whether a public hearing was held on the property within the year preceding the application and an explanation of that hearing.
9. A detailed narrative statement that explains the requested action and why this action is proposed. Provide applicable supporting material, and a list of all previous actions on the subject site, beginning with the original DRI/PUD approval and including all subsequent amendments. Include the hearing number, hearing dates and a summary of the approved action.
10. A description of any sale or development of the DRI.
11. Traffic Impact Study ⇔ *See Chapter 7 B. of the Administrative Code*.
12. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*
13. An 8½ in. x 11 in. graphic location map of the site.
14. Signed and sealed survey, no older than 6 months.
15. DRI Development Order Master Plan.
16. Copies of Notices sent to DC and RPC.
17. Pre-application meeting notes.
18. Owner/agent affidavit as to the correctness of the application.
19. **Electronic copy of all documents.**
20. Affidavit of Authorization.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Public Hearing The Zoning Division will record the hearing proceedings by tape or a certified court reporter and make the recordings available for transcription at the expense of any interested party.

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC, following a recommendation from both, the EAC, if required, and the Planning Commission.

Review Process

1. Report and recommendation by RPC, if available
2. The County will review the application at the same time as the Growth Management Plan amendment application, if applicable, prepare an Executive Summary, and schedule a hearing date before the Planning Commission and the BCC to present the petition for approval.

Recording Notice of the adoption of an amendment to an adopted development order shall be recorded by the developer, with the clerk of circuit court. ⇔ *See F.S. §.380.06(4)(c)*

Updated

D.2. DRI Abandonment

Reference **LDC** Public Notice section 10.03.06 I and F.S. § 380.06(11).

Applicability This establishes a process for the County, a **property owner**, or developer to abandon a valid DRI.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files the following applications:

1. "Application for Public Hearing, Abandonment of a Development of Regional Impact" (DRIABN); ⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property Ownership Disclosure Form.
3. DRI Development Order name and number.
4. Property information, including:
    a. Legal description of subject property and any contiguous property owned by the **applicant**;
    b. If the application involves a change to more than one zoning district, include a separate legal description for each district;
    c. **Property identification number**;
    d. Section, township and range;
    e. Subdivision, unit, lot and block, or metes and bounds description;
    f. Address of subject site and general location; and
    g. Size of property in feet and acres.
5. A narrative and detailed explanation of the reason for seeking abandonment.
6. Completed State Abandonment form with all attachments.
7. Completed DC Application for Abandonment of DRI and copies of the submittal letters submitted to DC and RPC.
8. An explanation of whether the abandonment is consistent with the Growth Management Plan.
9. A statement of whether a public hearing was held on the property within the year preceding the application and an explanation of that hearing.
10. A description of any sale or development of the DRI.
11. An 8½ in. x 11 in. graphic location map of the site.
12. DRI Development Order Master Plan.
13. Pre-application meeting notes.

14. Owner/agent affidavit as to the correctness of the application

15. Electronic copies of all documents.

16. Affidavit of Authorization.

17. Proof all required mitigation has been completed or will be completed under an existing permit.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application.*

Notice

In accordance with F.S. § 380.06 and the Florida Administrative Code.

Public Hearing

1. The EAC shall hold at least 1 advertised public hearing, if required.

2. The Planning Commission shall hold at least 1 advertised public hearing.

3. The BCC shall hold at least 1 advertised public hearing.

Decision Maker

The BCC, following recommendations from both the EAC, if required, and the Planning Commission.

Review Process

1. The County will review the application, identify whether additional materials, pursuant to F.S. 380.06 (7), are needed, prepare an Executive Summary, and schedule a hearing date before the Planning Commission and the BCC to present the petition for approval.

2. At the public hearing, the BCC will render a written decision to grant, grant with conditions, or deny the request for abandonment

Recording

The County will file a notice of the abandonment pursuant to F. S. 28.222 with the clerk of circuit court. ⇔ *See F.S. 380.06(11)(a)*

Appeal

⇔ *See F.S. § 380.07.*

Updated

D.3 DRI Development Order Amendment

Reference **LDC** section 10.02.13 E.1.j, **LDC** Public Notice section 10.03.06 I and F.S. § 380.06(7)

Applicability This establishes a process for the County, a **property owner**, or developer to amend or change a valid DRI.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Application for Public Hearing, for DRI Development Order Amendment*" (DOA);
⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

Applicant contact information.

Property Ownership Disclosure Form.

DRI Development Order name and number.

Property information, including:

- **a.** Legal description of subject property and any contiguous property owned by the **applicant**;
- **b.** If the application involves a change to more than one zoning district, include a separate legal description for each district;
- **c.** **Property identification number**;
- **d.** Section, township and range;
- **e.** Subdivision, unit, lot and block, or metes and bounds description;
- **f.** Address of subject site and general location; and
- **g.** Size of property in feet and acres.

Notice In accordance with F.S.380.06 and the Florida Administrative Code.

Public Hearing

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC, following recommendations from both the EAC, if required, and the Planning Commission.

Review Process

1. The County will review the application, identify whether additional materials, pursuant to F.S. 380.06 (7), are needed, prepare an Executive Summary, and schedule a hearing date before the Planning Commission and the BCC to present the amendment for approval.
2. At the public hearing, the BCC will render a written decision to grant, grant with conditions, or deny the request for the proposed amendment.

Recording Notice of the adoption of an amendment to an adopted development order shall be recorded by the developer, with the clerk of circuit court. ⇔ *See F.S. §.380.06(4)(c).*

Updated

E. Mixed Use Project (MUP) – Public Hearing for use of Bonus Density Pool and/or other Deviations

Reference

LDC sections 4.02.16 C.8, 10.02.15 and **LDC** Public Notice section 10.03.06 N.

Applicability

This procedure applies to a request for a mixed use project (MUP) within the Bayshore Gateway Triangle Community Redevelopment Area which seeks to utilize the Bonus Density Pool and/or other deviations. This does not include the Limited Density Pool Allocation.

Eligible Applicants

Property owners in the following zoning districts:

1. Bayshore Zoning Overlay, Neighborhood Commercial (BZO-NC) Subdistrict.
2. Bayshore Zoning Overlay, Waterfront (BZO-W) Subdistrict.
3. Gateway Triangle Zoning Overlay, Mixed Use District (GTZO-MXD) Subdistrict.

Pre-application

A pre-application meeting is required.

Initiation

The **applicant** files a *"Mixed Use Project Plan (MUP) with Deviations- Public Hearing,"* with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

MUPs that require a public hearing shall follow the applicable submittal requirements of a Conditional Use in *Chapter 3 C. of the Administrative Code*. In addition, pursuant to **LDC** section 10.02.15 A.2., the **applicant** shall prepare a conceptual plan depicting mixed use development and noting all deviations.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows: ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM:** The **NIM** shall be completed at least 15 days before the advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised Planning Commission hearing.
3. **Legal Advertisements:** The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses; and
    c. 2 in. x 3 in. map of the project location for the BCC advertisement.
4. **Sign:** Posted at least 15 days before the advertised Planning Commission hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template.*

Public Hearing

1. The EAC shall hold at least 1 advertised public hearing, if required.

2. The Planning Commission shall hold at least 1 advertised public hearing.

3. The BZA shall hold at least 1 advertised public hearing.

Decision Maker The BZA following recommendations from both the EAC, if required, and the Planning Commission.

Review Process The Zoning Division will review the application, identify whether additional materials are needed, prepare a Staff Report, and schedule a hearing date before the EAC, if required, and Planning Commission to present the petition for review.

Following the recommendation by the Planning Commission, the Zoning Division will prepare an Executive Summary and schedule a hearing date before the BZA to present the petition for review.

Updated 2022-36

F. Parking Exemption – With a Public Hearing

Reference **LDC** section 4.05.02 K.3, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 G.

Applicability This procedure applies to relief from the various minimum parking requirements established within the **LDC** and shall follow the circumstances identified in **LDC** section 4.05.02 K.3.a.

Pre-Application A pre-application meeting is not required but may be requested.

Initiation The **applicant** files an "*Application for Public Hearing for Parking Exemption*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Property information of principal site and off-site parking, if applicable, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township, range, Plat book and page number;
    d. Subdivision, unit, lot and block, or metes and bounds description;
    e. Address and general location; and
    f. Size of property in feet and acres.
3. Zoning information, including:
    a. Zoning classification of any proposed off-site parking; and
    b. Zoning and type of land use of the property that the Parking Exemption is proposed to serve.
4. The name and mailing address of all registered Home Owners Association's that could be affected by the application.
5. Property Ownership Disclosure Form.
6. Project information, with the following included:
    a. Total number of parking spaces required for the project;
    b. Number of parking spaces proposed to be located off-site;
    c. Whether the proposed parking lot is separated from the permitted use by a collector or arterial roadway, and the roadway name; and
    d. Whether the permitted use is proposed to share required parking with another permitted use.
7. A narrative statement describing the request with specific reference to the criteria noted in **LDC** section 4.05.02 K.3.b., and any backup materials or documentation.
8. Pre-application meeting notes, if applicable.

9. **Addressing checklist.**
10. If required, a Boundary Survey (completed within the last 6 months, maximum 1 in. to 400 ft. scale) that is abstracted, signed, sealed and prepared by a Florida registered land surveyor. The boundary survey must include the following:
    a. The location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public; and
    b. An Attorney's Opinion of Title or by a sworn statement from the **property owners** stating that they have provided sufficient information to the surveyor to allow the accurate depiction of the information on the survey.
11. A conceptual site plan drawn to a maximum 1 in. to 400 ft. scale. The plan must measure 24 in. x 36 in. along with a reduced 8½ in. x 11 in. copy. The site plan shall show the following information:
    a. All existing and proposed structures and their dimensions;
    b. Provisions for existing and/or proposed ingress and egress (including pedestrian ingress and egress to the site and the structure(s) on site);
    c. All existing and/or proposed parking and loading areas (including a matrix that indicates required and provided parking and loading, including required parking for the disabled);
    d. Required yards, open space and preserve areas; and
    e. Proposed and/or existing landscaping and buffering as may be required by the County.
12. Owner/agent affidavit as to the correctness of the application.
13. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly
14. Map of property location.
15. 10-Year Lease Agreement, if required by the approval criteria.
16. **Electronic copies of all documents.**
17. **Agent Letter** review. Following the initial staff review comments and prior to the resubmittal the following **Agent Letter** materials shall be submitted to the assigned **Planner** for review and approval:
    a. A list of the names and addresses of property owners to receive the **Agent Letter**; and
    b. A draft of the **Agent Letter**.
18. Affidavit of Authorization

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Agent Letter**: An **Agent Letter** shall be sent to property owners within 150 feet of the subject property following the initial staff review comments and prior to the resubmittal. See Application Contents for review and approval of letter materials.
2. **Mailed Notice**: Written notice shall be sent to **property owners** in the notification area at least 15 days before the first advertised public hearing.~~.~~
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. Clear explanation of the parking relief sought.
4. **Sign:** Posted at least 15 days before the first advertised public hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template.*

Public Hearing The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing. ⇔*See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

If the petition is heard by the Planning Commission, 1 BZA hearing is required.

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report or Executive Summary, utilizing the criteria identified in **LDC** section 4.05.02 K.3. to present to the Decision Maker.

Updated

G. Planned Unit Developments (PUD)

G.1 Rezoning to a PUD

Reference **LDC** section 10.02.13 A – F, **LDC** Public Notice section 10.03.06 B and F.S. § 163.3202.

Applicability This procedure applies to a request to rezone to a PUD.

Pre-Application A pre-application meeting is required. The pre-application meeting with the Zoning Division may address, but is not limited to, the criteria set forth in **LDC** section 10.02.13 B.1. The **applicant** is encouraged to bring an aerial, proposed product type, and land uses to discuss.

Initiation The **applicant** files an "*Application for Public Hearing for a PUD Rezone*" with the Zoning Division.
⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following information:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. A PUD Master Plan. ⇔ See Master Plan Contents below.
4. Name of project.
5. The name and mailing address of all registered Home Owners Association's that could be affected by the application.
6. Property Ownership Disclosure Form.
7. The date the subject property was acquired or leased (including the term of the lease). If the **applicant** has an option to buy, indicate the date of the option, the date the option terminates, and anticipated closing date.
8. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township and range;
    d. Subdivision, unit, lot and block, or metes and bounds description;
    e. Address of subject site and general location;
    f. Size of property in feet and acres; and
    g. PUD district.
9. If the **property owner** owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
    a. Legal description;
    b. **Property identification number;**
    c. Plat book and page number;
    d. Section, township and range; and

e. Subdivision, unit, lot and block, or metes and bounds description.

10. Detail of rezone request.

11. A narrative statement describing the rezone request with specific reference to the criteria pursuant to **LDC** section 10.02.13.

12. List of exhibits which are proposed to be included in the ordinance of adoption.

13. Completed Statement of Utility Provisions.

14. Statement of compliance with all elements of the Growth Management Plan.

15. General location map drawn to scale, illustrating north point and relationship of the site to external facilities such as highways, shopping areas, cultural complexes and the like.

16. Property ownership and general description of site (including statement of unified ownership).

17. Description or narrative of project development, including a description of the relationship of the proposed land uses to each other within the PUD and to land uses abutting/surrounding the project.

18. Boundary survey (no more than 6 months old) and legal description.

19. Proposed and permitted land uses within each tract or increment which shall be incorporated into the ordinance of adoption.

20. A dimensional standards table for each type of land use proposed within the PUD. Dimensional standards shall be based upon an established zoning district that most closely resembles the development strategy, particularly the type, density, and intensity of each proposed land use. All proposed variations or deviations from dimensional standards of the most similar zoning district shall be clearly identified. No deviations from the fire code will be permitted, except as otherwise allowed by that code. This table shall be incorporated into the ordinance of adoption.

21. The proposed timing for location of, and sequence of phasing, or incremental development within the PUD.

22. The proposed location of all roads and pedestrian systems, with typical cross sections, which will be constructed to serve the PUD and shall be attached as exhibits to the ordinance of adoption.

23. Habitats and their boundaries identified on an aerial photograph of the site. Habitat identification will be consistent with the Florida Department of Transportation Florida Land Use Cover and Forms Classification System (FLUCFCS) and shall be depicted on an aerial photograph having a scale of 1 inch equal to at least 200 feet when available from the county, otherwise, a scale of at least 1 inch equal to 400 feet is acceptable. Information obtained by ground-truthing surveys shall have precedence over information presented through photographic evidence. Habitat, plant, and animal species protection plans as required by the **LDC** section 3.04.00 shall apply.

24. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*

25. Environmental Data Requirements for PUD zoning ⇔ *See Chapter 7 A. of the Administrative Code.*

26. Information about existing vegetative cover and soil conditions in sufficient detail to indicate suitability for proposed structures and uses.

27. The location and nature of all existing public facilities, such as schools, parks and fire stations that will service the PUD.
28. A plan for the provision of all needed utilities to serve the PUD; including (as appropriate) water supply, sanitary sewer collection and treatment system, stormwater collection and management system, pursuant to related county regulations and ordinances.
29. **Electronic copy of all documents**.
30. Owner/agent affidavit as to the correctness of the application.
31. Historical/Archeological Survey or Waiver.
32. Traffic Impact Study. ⇦ *See Chapter 7 B. of the Administrative Code*.
33. Agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PUD and any of its common areas or facilities.
34. Development commitments for all infrastructure and related matters.
35. When determined necessary to adequately assess the compatibility of proposed uses to existing or other proposed uses, relationship to open space, recreation facilities, or traffic impacts, or to assess requests for reductions in dimensional standards, the Zoning Division Director may request schematic architectural drawings (floor plans, elevations, perspectives) for all proposed structures and improvements, as appropriate.
36. Deviations to sections of the **LDC** other than to dimensional standards related to building placement such as yard requirements, lot area requirements, and building height, shall be identified in the PUD application by citing the specific section number of the regulation and indicating the proposed modification to such regulation. The list of deviations shall be incorporated into the ordinance of adoption.
37. School Impact Analysis (SIA) application for the School District's review for a determination of school capacity, if the PUD has a residential component.
38. Affidavit of Authorization.

PUD Master Plan Contents

Pursuant to **LDC** section 10.02.13 A, the PUD Master Plan will graphically illustrate the development strategy, using *The Community Character Plan for Collier County, Florida* (April 2001) as a guide for development and redevelopment. The PUD Master Plan shall be prepared by a **Planner** who possesses the education and experience to qualify for full membership in the American Institute of Certified Planners; and/or a **Landscape Architect** who possesses the education and experience to qualify for full membership in the American Society of Landscape Architects, together with either a practicing civil **Engineer** licensed by the State of Florida, or a practicing **Architect** licensed by the State of Florida.

The Master Plan shall include the following:

1. The title of the project and name of the developer.
2. Scale, date, north arrows.
3. Boundaries of the subject property. Indicate all existing streets and pedestrian systems within the site, watercourses, easements, and land uses and zoning districts of abutting property. Include book and page numbers of platted parcels, section lines, and other important physical features within and adjoining the proposed development.

4. Boundaries and dimensions of all proposed tracts or increments with an indication of the proposed land use category, including but not limited to:

- **a.** Residential (for multiple single-family lots, only the overall area reserved for this land use category shall be indicated);
- **b.** Office;
- **c.** Retail;
- **d.** Commercial;
- **e.** Industrial;
- **f.** Institutional;
- **g.** Conservation/preservation;
- **h.** Lakes and/or other water management facilities;
- **i.** Common open space;
- **j.** Buffers, by type – include a cross-section for any buffer that deviates from **LDC** requirements;
- **k.** Community and/or public use – designate the location and function (e.g., common open space), and whether they are dedicated or reserved; and
- **l.** Recreational uses including golf courses and related facilities – include provisions for ownership, operation, and maintenance.

5. Identify all proposed and permitted land uses, pursuant to **LDC** section 2.03.06, within each tract or increment describing:

- **a.** For residential development:
  - i. Acreage;
  - ii. Number of dwelling units;
  - iii. Density; and
  - iv. Percentage of total development represented by each type of use.
- **b.** For commercial, industrial, institutional or office:
  - i. Percentage of the total development represented by each type of use;
  - ii. Acreage (each tract or increment);
  - iii. Maximum gross leasable floor area (each tract or increment);
  - iv. Outline of the proposed building footprint (each tract or increment); and
  - v. Building height for each structure (each tract or increment).

6. The relationship of the proposed land uses to each other within the PUD and to the land uses abutting and surrounding the project.

7. The location and size (as appropriate) of all existing drainage, water, sewer, and other utilities.

8. The location of all proposed major internal thoroughfares and pedestrian accessways, including interconnecting roadways within the PUD as well as with abutting uses.

9. Typical cross sections of all major, collector, and local streets, public or private, within the proposed development.
10. The location of proposed and existing roads, rights-of-way, and pedestrian systems within 1,500 feet of the proposed development.
11. Information on previous and recent uses of land within the proposed development.
12. Proposed vehicular ingress and egress points.
13. Any other relevant information determined to be necessary by the Zoning Division Director.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: The **NIM** shall be completed at least 15 days before the advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to p**roperty owners in the notification area** at least 15 days before the advertised Planning Commission hearing.
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses;
    c. 2 in. x 3 in. map of the project location; and
    d. Name and application number.
4. **Sign:** Posted at least 15 days before the advertised Planning Commission hearing date.
⇔ *See Chapter 8 E. of the Administrative Code for sign template.*

Public Hearing

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC shall hold at least 1 advertised public hearing.

Decision Maker

The BCC, following recommendations from both the EAC, if required, and the Planning Commission.

Review Process

The Zoning Division will review the application and identify whether additional materials are needed. Pursuant to **LDC** section 10.02.13 B.3, Staff will prepare a Report utilizing the PUD criteria identified in **LDC** section 10.02.13 and the rezone criteria identified in **LDC** section 10.02.08.
Staff will schedule a hearing date before the Planning Commission to present the petition. Following the Planning Commission's review, Staff will prepare an Executive Summary and will schedule a hearing date before the BCC to present the petition.

Updated

G.2. PUD Amendment

Reference **LDC** section 10.02.13 E and **LDC** Public Notice section 10.03.06 B.

Applicability This process applies to any request to amend an approved PUD that cannot be considered an Insubstantial change or Minor change and therefore is a Substantial change as defined in **LDC** section 10.02.13 E.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Application for Public Hearing For: Amendment to PUD (PUDA)*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application shall include a detailed written narrative describing all of the change(s) and the reasons for the request and shall follow the Application Contents required for a PUD Rezone. ⇔*See Chapter 3 G.1 of the Administrative Code.*

In addition, all PUD documents are required to be submitted with the PUDA application. ⇔*See Chapter 3 of the Administrative Code for PUD Requirements.*

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice Notification requirements are as follows:
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: The **NIM** shall be completed at least 15 days before the advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to p**roperty owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised Planning Commission hearing.
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses; and
    c. 2 in. x 3 in. map of the project location for the Planning Commission advertisement.
4. **Sign:** Posted at least 15 days before the advertised Planning Commission hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing
1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC shall hold at least 1 advertised public hearing.

Decision Maker	The BCC, following recommendations from both the EAC, if required, and the Planning Commission.
Review Process	The Zoning Division will review the application and identify whether additional materials are needed. Pursuant to **LDC** section 10.02.13 B.3, Staff will prepare a Report utilizing the PUD criteria identified in **LDC** section 10.02.13 and the rezone criteria identified in **LDC** section 10.02.08. Staff will schedule a hearing date before the Planning Commission to present the petition. Following the Planning Commission's review, Staff will prepare an Executive Summary and will schedule a hearing date before the BCC to present the petition.
Updated	

G.3. PUD Insubstantial Change

Reference **LDC** section 10.02.13 E, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 H.

Applicability This process applies to insubstantial changes to a PUD Master Plan which meets the thresholds in **LDC** section 10.02.13 E.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an application for an "*Insubstantial Change to PUD Master Plan (PDI)*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property Ownership Disclosure Form.
3. **PUD Ordinance and Development Commitment information.**
4. A legal or graphic description of the area of amendment. This may be graphically illustrated on the Amended PUD Master Plan. If the amendment involves only part of the PUD, provide a legal description for the subject portion.
5. A narrative and detailed description of the amendment and why it is necessary.
6. An analysis of whether the amendment complies with the Growth Management Plan.
7. Whether a public hearing was held for the property within the year preceding the application. If this has occurred, include the **applicant's** name.
8. Whether any part of the PUD has been sold or developed, and whether the proposed changes involve those areas.
9. Current and revised Master Plans, along with a reduced copy of each, describing the proposed changes of the following:
    a. Land use;
    b. Densities;
    c. Infrastructure;
    d. Open space, preservation or conservation areas;
    e. Area of building square footage proposed for nonresidential development;
    f. Change in potential intensity of land use and related automobile trip movements; and
    g. Relationships to abutting land uses.
10. **Addressing checklist.**
11. An 8½ in. x 11 in. graphic location map of the site.
12. Pre-application meeting notes.

13. Owner/agent affidavit as to the correctness of the application.
14. **Electronic copies of all documents**.
15. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: A **NIM** is required, however upon written request by the applicant the Hearing Examiner has the discretion to waive the NIM after the first set of review comments have been issued. This **NIM** waiver is not applicable to matters coming before the Planning Commission when it is deemed to be the decision maker. If the **NIM** has not been waived, it shall be completed at least 15 days before the first advertised hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.
3. **Legal Advertisements:** The legal advertisement shall be published at least 15 days before each advertised hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign:** Posted at least 15 days before the first advertised hearing date.
⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing

The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing. ⇔ *See Chapter 9 of the Administrative Code* for the Office of the Hearing Examiner procedures.

Decision Maker

The Hearing Examiner or Planning Commission.

Review Process

The Zoning Division will review the application and identify whether additional materials are needed. Pursuant to **LDC** section 10.02.13 B.3, Staff will prepare a Staff Report utilizing the criteria identified in **LDC** section 10.02.13 E, to present to the Decision Maker.

Updated

G.4. PUD Minor Change

Reference **LDC** section 10.02.13 E, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 T.

Applicability The following are considered minor changes:

1. Educational and ancillary plants. These include PUD master plans that are amended for the sole purpose of adding an educational and/or ancillary plant.
2. Removal of Affordable Housing Contributions. The County Manager or designee may allow minor text changes to remove affordable housing commitments to pay an affordable housing contribution in PUDs, Development Agreements, and Settlement Agreements. Conditions are identified in **LDC** section 10.02.13 E.
3. Minor Changes during Construction. The County Manager or designee may allow minor changes to the PUD Master Plan during its subdivision improvements plan or site development plan process to accommodate topography, vegetation and other site conditions not identified or accounted for during its original submittal and review and when said changes have been determined to be compatible with **adjacent** land uses, have no impacts external to the site, existing or proposed, and is otherwise consistent with the provisions of this code and the Growth Management Plan. These changes include the following:
    a. Internal realignment of rights-of-way, including a relocation of access points to the PUD itself, where no water management facility, conservation/preservation areas, or required easements are affected or otherwise provided for;
    b. Relocation of building envelopes when there is no encroachment upon required conservation or preservation areas;
    c. Relocation of swimming pools, clubhouses, or other recreation facilities that do not affect adjacent properties or land uses; and
    d. Relocation or reconfiguration of lakes, ponds, or other water facilities subject to the submittal of revised water management plans or approval of the EAC where applicable.

Pre-application A pre-application meeting is not required.

Initiation The **applicant** files a "*Minor Change to a PUD Master Plan or Text (PMC)*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property Ownership Disclosure Form.
3. **PUD Ordinance and Development Commitment Information.**

4. A legal or graphic description of the area of amendment. This may be graphically illustrated on the Amended PUD Master Plan. If the amendment involves only part of the PUD, provide a legal description for the subject portion.
5. The current PUD Master Plan, ⇔ See Chapter 3 G.1 of the Administrative Code for requirements and the changes in potential intensity of land use, changes in trips and relationships to abutting land uses.
    - Include any previously revised Master Plans.
6. A narrative and detailed description of the map change and reason for request.
7. An analysis of whether the amendment complies with the Growth Management Plan.
8. Whether a public hearing was held for the property within the year preceding the application. If this has occurred, include the **applicant's** name and number.
9. Whether any part of the PUD has been sold or developed, and whether the proposed changes involve those areas.
10. For removal of affordable housing commitments, a completed Letter to **Property owners** as identified in the application.
11. **Addressing checklist**.
12. An 8½ in. x 11 in. graphic location map of the site.
13. Owner/agent affidavit as to the correctness of the application.
14. **Electronic copies of all documents.**
15. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows for Removal of Affordable Housing Contributions:
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised hearing.

Public Hearing

1. No public hearing is required for adding educational and ancillary plants to a PUD or minor changes to a PUD Master Plan during construction.
2. A hearing before the Hearing Examiner or BCC may be required to remove affordable housing contributions, pursuant to **LDC** section 10.02.13.E. ⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures*.

Decision Maker

The County Manager or designee, or for the removal of affordable housing contributions the Hearing Examiner or BCC.

Review Process

Minor changes are reviewed by the Zoning Division staff and may be approved by the County Manager or designee.

If a public hearing is required to remove Affordable Housing Contributions, Staff will prepare a Staff Report or Executive Summary-to present to the Decision Maker

Appeals Administrative appeals shall be in accordance with the **Code of Laws and Ordinances** section 250-58.

Updated

H. Rezoning – Standard

Reference **LDC** section 10.02.08, **LDC** Public Notice sections 10.03.06 B and J, and F.S. § 125.66.

Applicability This procedure applies to any ordinances or resolutions that change the zoning map designation of a parcel or parcels of land.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Standard Rezone Application*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property Ownership Disclosure form.
3. The date the subject property was acquired or leased, including the term of any lease. If the **applicant** has an option to buy, indicate date the option terminates, or anticipated closing date.
4. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Plat book and page number;
    d. Section, township and range;
    e. Subdivision, unit, lot and block, or metes and bounds description;
    f. Address of subject site and general location; and
    g. Size of property in feet and acres.
5. If the **property owner** owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
    a. Legal description;
    b. **Property identification number;**
    c. Plat book and page number;
    d. Section, township and range; and
    e. Subdivision, unit, lot and block, or metes and bounds description.
6. Zoning information, including:
    a. Zoning and Land Use of adjacent properties;
    b. The existing and requested zoning classifications; and
    c. The present and proposed uses of the property.
7. A narrative statement describing the rezone request with specific reference to the criteria in **LDC** section 10.02.08.

8. Whether any applications or official interpretations under the Administrative Code were filed for the subject property within the year preceding the application, including the nature of any public hearing relating to that application.
9. If the rezone is requested for a specific use, a 24 in. x 36 in. conceptual site plan (with a reduced 8½ in. x 11 in. copy) drawn to a maximum scale of 1 inch equals 400 feet, depicting:
    a. Existing and proposed structures and their dimensions;
    b. Provisions for existing and/or proposed ingress and egress (including pedestrian ingress and egress to the site and the structure(s) on site);
    c. Existing and/or proposed parking and loading areas (including a matrix indicating required and provided parking and loading, and required parking for the disabled);
    d. Required yards, open space and preserve areas;
    e. Proposed and/or existing location of utility services to the site; and
    f. Proposed and/or existing landscaping and buffering that may be required by the County.
10. An architectural rendering of any proposed structures.
11. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*
12. Statement of utility provisions.
13. Traffic Impact Study ⇔*See Chapter 7 A. of the Administrative Code*.
14. Historical/Archeological Survey or Waiver.
15. The name and mailing address of all registered Home Owners Association's that could be affected by the application.
16. Signed and sealed survey by a licensed professional surveyor and mapper.
17. **Addressing checklist.**
18. Pre-application meeting notes.
19. Owner/agent affidavit as to the correctness of the application.
20. **Electronic copies of all documents.**
21. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice-

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **NIM**: The **NIM** shall be completed at least 15 days before the advertised Planning Commission hearing. The **NIM** shall be advertised and a mailed written notice shall be given to **property owners in the notification area** at least 15 days prior to the **NIM** meeting.
2. **Mailed Notice:** Written notice shall be sent to **property owners in the notification Area** at least 15 days before the advertised Planning Commission hearing.

3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised public hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses;
    c. 2 in. x 3 in. map of the project location;
    d. PUD name and ordinance number;
    e. Description of rezone; and
    f. Description of location.
4. **Sign:** Posted at least 15 days before the advertised Planning Commission hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing

1. The EAC shall hold at least 1 advertised public hearing, if required.
2. The Planning Commission shall hold at least 1 advertised public hearing.
3. The BCC or BZA shall hold at least 1 advertised public hearing for parcels that are less than 10 contiguous acres. The BCC or BZA shall hold 2 advertised public hearings for parcels that are greater than 10 contiguous acres.
4. For a Collier County initiated rezoning:
    a. At least one hearing is held after 5 p.m. on a weekday, unless the BCC, by a majority plus one vote, elects to conduct that hearing at another time of day.
    b. The first public hearing is held at least 7 days after the day that the first advertisement is published.
    c. The second hearing shall be held at least 10 days after the first hearing and is advertised at least 5 days before the public hearing.

Decision Maker The BCC or BZA, following recommendations from both the EAC, if required, and the Planning Commission.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report or Executive Summary to present to the Decision Maker.

Updated

I. Sign Variance

Reference **LDC** sections 5.06.08, 9.04.02, 8.10.00, and **LDC** Public Notice section 10.03.06 F.

Applicability This process applies to a request to vary from the required dimensional standards for a sign.

⇔*See Chapter 3 J. of the Administrative Code for a standard Variance.*

Initiation The **applicant** files a "*Sign Variance Petition"* with the Zoning Division. land

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. **Electronic copies of all documents.**
4. Property information, including:
    a. Legal description;
    b. Length and height of wall upon which the sign will be secured, if a wall sign; and
    c. Width of the subject property measured by the road frontage.
5. Survey or Site Plan of property depicting the following:
    a. All property boundaries and dimensions;
    b. North arrow, date and scale of drawing;
    c. All existing and proposed signs (labeled as such);
    d. Existing and proposed sign setbacks; and
    e. Location map depicting major streets in area for reference.
6. A detailed explanation of the variance request, including:
    a. Existing signs and what is proposed;
    b. The amount of variance proposed using numbers (i.e. reduce setback from 15 ft. to 10 ft.);
    c. If existing, explanation of how existing encroachment came to be; and
    d. Additional factors that address the criteria for a sign variance.
7. A narrative and justification that the proposed sign variance meets the criteria identified in **LDC** section 5.06.08 B.
8. Notarized owner/agent affidavit as to the correctness of the application.
9. An 8 ½ in. x 11 in. graphic location map of the site.
10. A copy of the Pre-application meeting notes.

11. **Agent Letter** review. Following the initial staff review comments and prior to the resubmittal, the following **Agent Letter** materials shall be submitted to the assigned **Planner** for review and approval:
    a. A list of the names and addresses of **property owners** to receive the **Agent Letter**; and
    b. A draft of the **Agent Letter**.
12. Property Ownership Disclosure Form.
13. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application.*

Notice

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Agent Letter**: An **Agent Letter** shall be sent to property owners within 150 feet of the subject property following the initial staff review comments and prior to the resubmittal. See Application Contents for review and approval of letter materials.
2. **Mailed Notice:** Written notice shall be sent to **property owners** in the notification area at least 15 days before the first advertised hearing. The **mailed notice** shall be sent by the **applicant** following approval by the Zoning Division.
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the proposed land uses; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign:** Posted at least 15 days before the first advertised hearing date. ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing

The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing. ⇔*See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

If the petition is heard by the Planning Commission, 1 BZA hearing is required.

Decision Maker

The Hearing Examiner or BZA.

Review Process

The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 5.06.08 B.1., to present to the Decision Maker.

Updated

J. Variance

Reference **LDC** sections 9.04.00, 8.10.00, and **LDC** Public Notice section 10.03.06 F.

Applicability An **applicant** may seek a variance from dimension standards if the **LDC** creates an unreasonable hardship, as defined in **LDC** section 9.04.00.

⇔*See Chapter 3 I. of the Administrative Code for a Sign Variance.*

Initiation The **applicant** files a "*Variance Petition Application*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. **Electronic copy of all documents.**
4. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township and range;
    d. Subdivision, unit, lot and block, or metes and bounds description;
    e. Acreage; and
    f. Address of subject site and general location.
5. Zoning Information, including:
    a. Zoning and land use of adjacent properties; and
    b. Minimum yard requirements for subject property.
6. The name and mailing address of all registered Home Owners Associations and civic associations whose members are impacted by the application.
7. A detailed explanation of the request including:
    a. Existing and proposed structures;
    b. The amount of encroachment proposed;
    c. Survey of property showing the encroachment (measured in feet);
    d. Date of purchase by **property owner**;
    e. The date the existing principal structure was built (include building permit numbers if possible);
    f. Explanation of why encroachment is necessary;
    g. How existing encroachment came to be, if applicable;

8. Project narrative providing a detailed description/explanation of the variance, why it is requested, and the relevant criteria in **LDC** section 9.04.03.
9. An Official Interpretation or Zoning Verification Letter, if applicable.
10. Pre-application meeting notes.
11. A Conceptual Site Plan (24 in. x 36 in.) and one 8 ½ in. x 11 in. copy.
12. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership.
13. An 8 ½ in. x 11 in. graphic location map of the site.
14. Aerial photographs (taken within the previous 12 months at a minimum scale of 1 in. = 200 ft.), showing FLUCCS Codes, legend, and project boundary.
15. Historical Survey or waiver, if applicable.
16. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*
17. Owner/agent affidavit as to the correctness of the application.
18. **Agent Letter** review. Following the initial staff review comments and prior to the resubmittal, the following **Agent Letter** materials shall be submitted to the assigned **Planner** for review and approval:
    a. A list of the names and addresses of **property owners** to receive the **Agent Letter**; and
    b. A draft of the **Agent Letter**
19. Property Ownership Disclosure Form.
20. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information*.

1. **Agent Letter**: An **Agent Letter** shall be sent to property owners within 150 feet of the subject property following the initial staff review comments and prior to the resubmittal. See Application Contents for review and approval of letter materials.
2. **Mailed Notice**: Written notice shall be sent to **property owners** in the notification area at least 15 days before the first advertised hearing. The **mailed notice** shall be sent by the **applicant** following approval by the Planning and Zoning Division.
3. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Description of the requested variance; and
    c. 2 in. x 3 in. map of the project location.
4. **Sign**: Posted at least 15 days before the advertised Hearing Examiner hearing date.
⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing	The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing. ⇨*See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*
	If the petition is heard by the Planning Commission, 1 BZA hearing is required.
Decision Maker	The Hearing Examiner or BZA.
Review Process	The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report or Executive Summary, utilizing criteria established in **LDC** section 9.04.03, to present to the Decision Maker.
Updated	

K. Compatibility Design Review

Reference

LDC sections 5.05.15, and **LDC** Public Notice section 10.03.06 Y.

⇔ *See Chapter 4.N of the Administrative Code for Intent to Convert Applications and Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.*

Purpose

The Compatibility Design Review process is intended to address the impacts of golf course conversions on real property by reviewing the conceptual development plan for compatibility with existing surrounding uses.

Applicability

This process applies to a golf course constructed in any zoning district or designated as a Stewardship Receiving Area that utilize a non-golf course use which is a permitted, accessory, or conditional use within the existing zoning district or designation.

This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in **LDC** section 2.03.09 A.

Conditional uses shall also require conditional use approval subject to **LDC** section 10.08.00. The conditional use approval should be a companion item to the compatibility design review approval.

Pre-Application

A pre-application meeting is required.

Initiation

The **applicant** files an "*Application for Compatibility Design Review*" with the Zoning Division after the "*Intent to Convert*" application is deemed complete by County staff and the Stakeholder Outreach Meetings (**SOMs**) are completed.

⇔*See Chapter 4 of the Administrative Code for information regarding the "Intent to Convert" application and Chapter 8 of the Administrative Code for requirements for SOMs and additional notice information.*

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Name of project.
4. The proposed conceptual development plan.
5. The name and mailing address of all registered property owners' associations that could be affected by the application.
6. Property Ownership Disclosure Form.
7. The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the dates of the option: date the option starts and terminates, and anticipated closing date.
8. Property information, including:
    a. Legal description;
    b. Property identification number;

c. Section, township, and range;

d. Address of the subject site and general location;

e. Size of property in feet and acres;

f. Zoning district;

g. Plat book and page number; and

h. Subdivision, unit, lot and block, and metes and bounds description.

9. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:

a. Legal description;

b. Property identification number;

c. Section, township and range; and

d. Subdivision, unit, lot and block, or metes and bounds description.

10. Zoning information, including adjacent zoning and land use.

11. Soil and/or groundwater sampling results, if available, as described in **LDC** section 3.08.00 A.4.d and 5.05.15 G.6;

12. The approved Intent to Convert application, as described in **LDC** section 5.05.15 C.1; and

13. The **SOM** Report, as described in **LDC** section 5.05.15 C.3.

14. A narrative describing how the applicant has complied with the criteria in **LDC** section 5.05.15 F.3, including:

a. A list of examples depicting how each criterion is met;

b. A brief narrative describing how the examples meet the criterion; and

c. Illustration of the examples on the conceptual development plan that are described above.

15. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice

Notification requirements are as follows.
⇔*See Chapter 8 of the Administrative Code for additional notice information.*

1. **Legal Advertisements**: The legal advertisement shall be published at least 15 days prior to the hearing. The advertisement shall include at a minimum:

a. Date, time, and location of the hearing;

b. Description of the proposed land uses; and

c. 2 in. x 3 in. map of the project location.

2. **Mailed Notice**: For the purposes of this **mailed notice** requirement, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days prior to the advertised public hearings.
3. **Sign**: Posted at least 15 days before the advertised public hearing date.
   ⇔ *See Chapter 8 E. of the Administrative Code for sign template*.

Public Hearing

1. The Planning Commission shall hold at least 1 advertised public hearing.
2. The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC, following a recommendation by the Planning Commission.

Review Process Staff will prepare a staff report consistent with **LDC** section 5.05.15 F and schedule a hearing date before the Planning Commission to present the petition. Following the Planning Commission's review, Staff will prepare an Executive Summary and will schedule a hearing date before the BCC to present the petition.

Updated 2021-143

L. Comparable Use Determination

Reference **LDC** sections 2.03.00 A, 10.02.06 K, **LDC** Public Notice section 10.03.06 O, **LDC** section 8.10.00 and F.S. §125.66.

Applicability A Comparable Use Determination shall be used to determine if a new use at a site-specific location is comparable in nature with the list of permitted uses and the purpose and intent of a zoning district, overlay, or a PUD ordinance, and the surrounding neighborhood.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Comparable Use Determination Application*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description; or if the comparable use involves only part of a PUD, only a legal description for the subject portion is required;
    b. **Property identification number;**
    c. Section, township and range;
    d. Subdivision, unit, lot and block, parcel, or metes and bounds description;
    e. Address of subject site and general location;
    f. Size of property in feet and acres;
    g. **Property owner's** name; and
    h. Verification being requested.
3. A narrative statement that describes the determination request, the justification for the use by a certified land use **planner** or a land use attorney and addresses the standards within LDC section 10.03.06 K.2.
4. Additional materials may be requested by staff depending on the use and justification provided.
5. **PUD Ordinance and Development Commitment Information**, if applicable.
6. **Electronic copies of all documents.**
7. **Addressing checklist.**
8. Affidavit of Authorization.
9. Property Ownership Disclosure Form.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Legal Advertisement:** At least 15 days before the hearing. The legal advertisement shall include:
    - **a.** Date, time, and location of the hearing;
    - **b.** Description of the proposed land uses;
    - **c.** Application number and project name;
    - **d.** PUD name and ordinance number;
    - **e.** Proposed permitted use;
    - **f.** Description of location; and
    - **g.** 2 inch x 3 inch map of the project location.

Public Hearing The Hearing Examiner or the CCPC shall hold at least 1 advertised public hearing. If heard by CCPC, the BZA will hold 1 advertised public hearing. ⇔*See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or the BZA, applying the standards in LDC section 10.03.06 K.

If the PUD ordinance language identifies the CCPC or the Planning Director (or other similar County staff) as the authority to determine a use is comparable, compatible, and consistent, a Staff Report will be presented to the Decision Maker for approval of the Comparable Use Determination.

Review Process The Zoning Division will review the application and identify whether additional materials are needed, and prepare a Staff Report to the Hearing Examiner or CCPC/BZA.

Updated Resolution 2023-29

Chapter 4. Administrative Procedures

The permits and approvals listed in this Chapter do not require a public hearing, unless a decision on the permit is appealed.

A. Architectural Plans

Reference **LDC** sections 5.05.08 and 10.02.03.

Applicability Architectural review is required for buildings, structures, and projects as described in **LDC** section 5.05.08 B.
⇔ *See Chapter 6 F. of the Administrative Code to request an Alternative Architectural Design.*

Pre-Application A pre-application meeting may be required as a component of the submittal of the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application, as applicable.

Initiation The **applicant** submits architectural plans to the Development Review Division in conjunction with the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application, as applicable.

Application Contents Submittal Credentials: Pursuant to **LDC** section 5.05.08, architectural drawings shall be signed and sealed by a licensed **architect** registered in the State of Florida.

The architectural drawings must include the following, as applicable:

1. Scaled elevations for all sides of the building at a minimum of 1/8 in. scale.
2. Floor plans of each proposed building with dimensions.
3. If rooftop-mounted equipment is proposed, a roof plan showing equipment screens or parapets.
4. Renderings to show materials, color scheme and/or paint chips, and roof color samples, in particular for elevations with multiple colors and/or for colors restricted by the **LDC**.
5. For projects subject to **LDC** 5.05.08 D.3 Façade/wall height transition elements must include site sections showing the relationship to adjacent structures.
6. A scaled wall section from top of roof to grade.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Architectural Plans will be reviewed by the Development Review Division as part of the Site Development Plan, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application.

Updated

B. Coastal Construction Setback Line Permit

Reference **LDC** section 10.02.06 G.

Applicability This procedure applies to the following activities seaward of the Coastal Construction Setback Line (CCSL), unless exempt by **LDC** section 10.02.06 G.4:

1. Construction of dune walkovers.
2. Creation, restoration, re-vegetation or repair of the dune or other natural area seaward of the CCSL on an individual parcel of land.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a "*Coastal Construction Setback Line Permit Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description;
    b. Address of subject property;
    c. Proposed activity; and
    d. Proposed dates to start and end work.
3. **Addressing checklist.**
4. An aerial photograph with the property clearly delineated and the proposed areas for site improvements.
5. Site Plan, depicting the following:
    a. General location of lot;
    b. All lot dimensions;
    c. The established Coastal Construction Control Line as established by law (1989), if applicable;
    d. The established Coastal Construction Setback Line as established by law (1975);
    e. Location of area of the proposed work;
    f. Location of the landward and seaward edges of the dune (vegetation line) and a rough profile of the existing dune;
    g. Approximate locations of existing structures on adjacent lots; and
    h. Vegetation inventory of the area of proposed work.
6. Affidavit of Authorization.

7. Permits: All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting. Permits may include, but shall not be limited to:

a. Florida Department of Environmental Protection (FDEP) permits; and

b. Vehicle on the Beach permit. This permit shall be obtained if it is necessary to use a vehicle on the beach for completion of the project. The permit shall be obtained, and the work shall be completed prior to Sea Turtle Nesting Season (May 1st through October 31st).

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will approve, approve with conditions, or deny a Coastal Construction Setback Line permit based on criteria in **LDC** section 10.02.06 G.

Updated

C. Certificate of Public Facility Adequacy (COA)

C.1 COA for Roadways

Reference **LDC** section 10.02.07 and **Code of Laws and Ordinances** section74-302(h).

Applicability

1. A certificate of public facility adequacy (COA) is required for any development that generates additional impacts or demands on public facilities. A COA ensures that adequate public facilities are available and no development orders subject to concurrency regulation are issued unless adequate public facilities are available to serve the proposed development.

2. An application for a COA shall only be submitted as part of an application for one of the following development orders:

- **a.** A final subdivision plat and amendments thereof;
- **b.** A final approved site development plan or site improvement plan and amendments thereof;
- **c.** A building permit or mobile home tie-down permit issued by the County; or
- **d.** As provided for in an enforceable development agreement with Collier County pursuant to the provisions of F.S. § 163.3220 - 163.3242 or another agreement acceptable to the BCC, in conjunction with the approval of a development order and/or a certificate of public facility adequacy.

3. The following are exempt from concurrency review
⇔*See **LDC** section 10.02.07 for further information:*

- **a.** Certain development of regional impact (DRI) orders that were approved prior to January 10, 1989; ⇔ *See **LDC** section 10.02.07 B for exemptions to this provision.*
- **b.** Construction of public facilities that are consistent with the Collier County Growth Management Plan;
- **c.** Temporary construction and development permits;
- **d.** Replacement, reconstruction, and repair of existing development;
- **e.** Temporary use permits, not to exceed 1 year; and
- **f.** Development that is subject to a vested rights determination.

Pre-application A pre-application meeting may be required as a component of the submittal of the Construction Plans and Final Subdivision Plat and amendments thereof, Site Development Plan, Site Development Plan Amendment, and Site Improvement Plan, as applicable.

Initiation The **applicant** files a "*Collier County Certificate of Public Facility Adequacy Application*" with the requested development order application with the Capital Project Planning, Impact Fees and Program Management Division or the Building Plan Review and Inspection Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. Reason for application, i.e. what type of development order.
3. Type of development.
4. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township and range; and
    d. Subdivision, unit, lot/parcel and block, or metes and bounds description.
5. Development information, including whether there are previous structures on the property.
6. Estimated Transportation Impact Fee calculations.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Capital Project Planning, Impact Fees, and Program Management Division will review the application, identify whether additional materials are needed, and verify the calculations of fees in accordance with **LDC** section 10.02.07 C and **Code of Laws and Ordinances** section 74- 201.

1 year Traffic Capacity Reservation and Estimated Impact Fee Payment

1. Pursuant to **LDC** section 10.02.07 C.4, the Capital Project Planning, Impact Fees, and Program Management Division shall review the Traffic Impact Study (TIS) for concurrency. The Capital Project Planning, Impact Fees, and Program Management Division shall set aside and allocate a 1-year Traffic Capacity Reservation from the date of TIS approval by Staff for all or part of the proposed development.
2. Within 1-year of TIS approval the **applicant** must receive approval of the requested development order and shall pay the applicable roadway impact fees to obtain the COA.
3. If the requested development order is not approved within 1-year of the TIS approval date, the **applicant** may petition the BCC to extend the Traffic Capacity Reservation for 1-year.

Failure to Pay Estimated Impact Fees

If the requested development order is approved and the **applicant** fails to pay the road impact fees as required by **Code of Laws and Ordinances** section 74-302 within the 1-year Traffic Capacity Reservation period, the 1-year Traffic Capacity Reservation shall be invalid and the **applicant** shall re-apply for a COA.

Final Impact Fee Payment

At the time of building permit application, the road impact fees will be calculated based on the intensity of development permitted for construction and the road impact fee schedule in effect at the time of the building permit(s) application submittal. The

applicant shall pay any additional road impact fees that are due over the estimate, prior to the issuance of the building permit(s).

Appeal Appeal of a COA shall be pursuant to **Code of Laws and Ordinances** section 250-58.

Updated

C.2. COA for Non-Roadway Public Facilities

Reference **LDC** section 10.02.07 E. and **Code of Laws and Ordinances** section 74-302.

Applicability Certificates of public facility adequacy for non-roadway "Category A" capital improvements shall be issued simultaneously with the issuance of the building permit.

D. Early Work Authorization (EWA)

Reference **LDC** section 10.01.02 B.

Applicability This procedure applies to a request for an Early Work Authorization (EWA). The Development Review Division may approve an EWA permit for one or more of the following activities:

- **a.** Vegetation removal (site clearing);
- **b.** Excavations;
- **c.** Site filling;
- **d.** Construction of stormwater management facilities limited to ponds, lakes, retention/detention areas, interconnection culverts, and swale systems;
- **e.** Off-site infrastructure; and
- **f.** Construction of a perimeter landscape buffer, berm, wall, or fence.

Pre-application A pre-application meeting is not required.

Initiation The **applicant** files an "*Application for Early Work Authorization (EWA)*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Cover letter describing the scope of work proposed under the EWA.
3. Original SDP/PPL AR/PL number.
4. Right-of-way permit number.
5. Plan Cover Sheet.
6. Excavation Plan.
7. Clearing Plan.
8. Erosion Control Plan.
9. Fill Plan.
10. A vegetation bond in the form of a performance bond, letter of credit, or cash bond in the amount of $2,000 per acre shall be posted for stabilization with vegetation in accordance with **LDC** section 4.06.04 A.3.
11. Copies of the following if available and applicable:
    - **a.** DEP Permit;
    - **b.** USACE Permit; and
    - **c.** SFWMD Environmental Resource Permit (ERP).
12. Owner/agent affidavit as to the correctness of the application.

13. Letter of Authorization, if required.

14. Addressing checklist.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application and identify whether additional materials are needed. Staff will review the request based on the criteria identified in **LDC** section 10.01.02 B.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of work. ⇔*See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Updated

E. Vegetation Removal Applications

E.1 Agricultural Land Clearing Permit

Reference **LDC** section 10.02.06.C and F.S. § 163.3162(4) or 823.14(6).

Applicability This procedure applies to any request to receive an Agricultural Land Clearing permit which is required for agricultural operations that fall outside the scope of the Agricultural Lands and Practices Act, F.S. § 163.3162(4) or the Right to Farm Act, F.S. § 823.14(6).

⇔*See Chapter 4 E.2 of the Administrative Code for the Agricultural Land Clearing Notice.*

Exemptions for an Agricultural Clearing permit are identified in **LDC** section 10.02.06 C.1.d.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Agricultural Clearing Permit Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    - **a.** Legal description;
    - **b.** Acreage;
    - **c.** Proposed acreage to be cleared; and
    - **d.** Street address of subject property.
3. Zoning information, including:
    - **a.** Zoning district, including zoning overlays; and
    - **b**. Proposed agricultural use.
4. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly.
5. Special Treatment (ST) permit information, if one has been previously granted.
6. Pursuant to **LDC** section 10.02.06 C:
    - **a.** Silviculture operation information and management plan, prepared by a forester or resource manager, if applicable;
    - **b.** Generalized vegetation inventory and clearing plan;
    - **c.** Data on wetland impacts and protected wildlife species habitat subject to the GMP, Conservation and Coastal Management Element, and the **LDC**, if applicable; and

d. Signed agreements.

7. An aerial photograph or Site Plan that includes a general vegetation inventory identifying the acreages of existing native vegetation on site and proposed clearing plan.

8. Affidavit of Authorization.

9. Prior to the clearing of the land, the following state and federal permits shall be submitted, if applicable:

a. SFWMD consumptive use permit or exemption (for the withdrawal of water);

b. SFWMD surface water management permit or exemption (for control of surface water, i.e. dikes and ditches); and

c. US Army Corps of Engineers permit (for wetland impacts).

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will approve, approve with conditions, or deny the agricultural clearing permit in writing based on criteria in **LDC** section 10.02.06 C.

Updated

E.2. Agricultural Clearing Notice

Reference **LDC** section 10.02.06 C and F.S. § 163.3162(4) or 823.14(6).

Applicability This procedure applies to a request to receive an Agricultural Clearing Notice which is required for agricultural operations that fall within the scope of the Agricultural Lands and Practices Act, F.S. § 163.3162(4) or the Right to Farm Act, F.S. § 823.14(6).

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Application for an Agricultural Clearing Notification*" with the Development Review Division.

Pursuant to sections F.S. § 163.3162(4) or 823.14(6), the **property owner** shall file the application no later than 60 days prior to the removal of vegetation.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    - **a.** Legal description;
    - **b.** Street address of subject property;
    - **c.** Current property acreage;
    - **d.** Proposed acreage to be cleared;
    - **e.** Acreage of existing native vegetation on site; and
    - **f.** Date of clearing to begin and expected date of clearing completion.
3. Zoning information, including:
    - **a.** Zoning district, including zoning overlays;
    - **b.** Proposed agricultural use; and
    - **c.** Basis of property exemption from local regulation pursuant to Agricultural Lands and Practices Act section 163.3162(4) F.S. and the Right to Farm Act section 823.14(6) F.S.
4. An aerial photograph or site plan that includes a general vegetation inventory identifying the acreage of existing native vegetation on site and proposed clearing plan.
5. Proof that the property is classified as agricultural by property appraiser, i.e. Agricultural Exemption.
6. Description and evidence of bona fide agricultural operations.
7. List Best Management Practices, interim measure or regulations governing the agricultural operation.
8. Signed agreements, pursuant to **LDC** section 10.02.06 C.2.

9. Affidavit of Authorization.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the Agricultural Clearing Notice application in accordance with F.S. § 163.3162(4) or § 823.14(6) and provide correspondence to the applicant acknowledging the Agricultural Clearing Notice.

Updated

E.3. Cultivated Tree Removal Permit

Reference **LDC** section 10.02.06 I.

Applicability The Cultivated Tree Removal Permit applies to the removal or relocation of any tree or palm installed for landscaping and which is not a part of a preserve.

The provisions of this section are applicable to all development except for single-family and two-family home sites. However, such single-family and two-family home sites shall maintain the minimum number of trees required by the landscape code, identified in **LDC** section 4.06.05.

Initiation The **applicant** files a "*Cultivated Tree Removal Permit*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is not required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Detailed description of property location; and
    b. Address of subject property.
4. Reason for proposed tree removal and a brief description of trees to be removed.
5. Photographs of specific tree related problems or damage, if applicable.
6. Any professional recommendation of an arborist, urban forester, or **landscape architect**, if available.
7. Endangered Wildlife Habitat information.
8. Types of trees to be used for replacement.
9. **Proof of ownership** such as a warranty deed or tax statement.
10. A site plan depicting the following:
    a. Location and type of proposed trees to be removed;
    b. Location of proposed replacement or relocated trees, buildings, paved areas, structures and utilities and type of trees proposed for replacement;
    c. The Development Review Division may require the site plans be prepared by a **landscape architect** registered in the State of Florida when the tree removal exceeds 10 trees; and
    d. If the site plan does not provide sufficient information to determine which trees will be affected by the proposed tree removals, the

Development Review Division may require that a tree survey of the site be prepared and submitted to the Development Review Division for review.

11. The name, phone number, and mailing address of all registered Home Owners Association's that could be affected by the application.

12. Separate letters stating the following, if applicable:

a. The removal of the tree(s) in question is approved by the HOA; and

b. If the application is submitted by an agent, a letter from the homeowner/**property owner** stating the removal of the tree is approved.

13. Affidavit of Authorization.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The County Manager or designee will review and approve, approve with conditions, or deny the application based on criteria outlined in **LDC** section 10.02.06 I.

Updated

E.4. Vegetation Removal Permit

Reference **LDC** section 3.05.00.

Applicability This process applies to the following activities, or a request to remove protected vegetation, as defined in **LDC** section 3.05.04, other than that planted for landscaping :

1. The removal of exotic vegetation by mechanical means;
2. To clear additional acreage on a single-family residential lot for permitted accessory uses beyond the one acre of clearing allowed by the building permit for the house; or
3. To clear native vegetation in order to construct a perimeter fence.

⇔*See **LDC** section 3.05.02 for exemptions.*

⇔*See Chapter 4 E.5 of the Administrative Code for Vegetation Removal and Site Filling*

Initiation The **applicant** files a "*Vegetation Removal Permit*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is not required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Legal description;
    b. Detailed location and description of property;
    c. Reason for proposed removal and brief description of the vegetation to be removed;
    d. Total acreage to be removed;
    e. Proposed method of vegetation removal; and
    f. Proposed methods to protect vegetation to be preserved.
4. **Proof of Ownership.**
5. Owner/agent affidavit as to the correctness of the application and affirmation of compliance with the conditions of the permit.
6. A generalized vegetation inventory which includes:
    a. Generalized vegetation inventory superimposed on a current aerial. A generalized vegetation inventory shall show the approximate location and extent of vegetation on the site. The inventory shall be based upon the most current available information. The inventory shall be in the form of an aerial or a

field survey, and may be accompanied by photographs illustrating typical areas of vegetation referenced to positions on the aerial or survey, but shall clearly indicate habitat types and protected vegetation. The generalized vegetation inventory shall be prepared in some manner which clearly illustrates the relationships between the areas of vegetation and the proposed site improvements.

b. Generalized written assessment and evaluation, if requested. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities which have been identified on the site. The assessment shall include an evaluation of character and quality of the plant communities identified, including their rarity, viability, and such other physical characteristics and factors that may affect their preservation, and presence of any bald eagle nests. The inventory assessment and evaluation shall be prepared by a person knowledgeable in the identification and evaluation of vegetative resources, such as a forester, biologist, ecologist, horticulturist, **landscape architect**, or certified nurseryman.

c. Reasonable additional information. The County Manager or designee may require that the application include additional information which is reasonable and necessary to demonstrate compliance with the criteria in **LDC** section 3.05.04 and 3.05.05.

7. A site plan which depicts the following:

a. Property dimensions;

b. Location of existing infrastructure and alterations;

c. Location of proposed structures, infrastructure, and alterations;

d. The location and species of all protected vegetation. Large stands of a single species, such as cypress heads, may be indicated as a group with an approximate number or area;

e. Designation of all protected vegetation proposed for removal; and

f. Location and details of protective barricading of the vegetation to be retained.

8. Affidavit of Authorization.

9. County Permits: All County permits and necessary applications requiring County approval and other permitting and construction related items, including but not limited to the following, shall be submitted and approved with the Vegetation Removal Permit:

a. Building permits (except in accordance with **LDC** section 4.06.04 A);

b. Special Treatment (ST) development permits; and

c. Any other required county approvals.

10. Non-County Permits: All non-County permits, including but not limiting to the following, shall be submitted prior to vegetation removal:

a. U.S. Army Corps of Engineers permits;

b. Florida DEP permits or exemptions;

c. U.S. Fish and Wildlife Service permits or exemptions;

d. Florida Fish and Wildlife Conservation Commission permits or exemptions;

e. SFWMD permits or exemptions; and

f. Other applicable agency reviews or permits or exemptions.

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will approve, approve with conditions, or deny the permit based on criteria in **LDC** section 3.05.05.

Updated

E.5. Vegetation Removal and Site Filling Permit (VRSFP)

Reference **LDC** section 4.06.04.

Applicability This process applies to a request to clear and fill land for residential, commercial, or industrial lots or building sites where lakes are excavated within a PUD or project, and where an approved SDP, SIP, or PPL has identified the lot or site for future development.

Pursuant to **LDC** section 4.06.04 the VRSFP does not apply to the Golden Gate Estates subdivision.

⇔*See **LDC** section 3.05.02 for exemptions for vegetation clearing.*

⇔ *See Chapter 5 D. for Construction Plans and Final Subdivision Plats.*

Initiation The **applicant** files a "*Vegetation Removal and Site Filling Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is not required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Legal description of the subject property;
    b. Detailed location and description of the subject property; and
    c. Reason for proposed clearing/filling.
4. Disclosure of ownership.
5. Owner/agent affidavit as to the correctness of the application and affirmation of compliance with the conditions of the permit;
6. Site Filling/Grading Plan, if requested.
7. Site re-vegetation plan, if requested.
8. Site Stabilization Plan for areas impacted by vegetation removal and/or site filling.
9. Vegetation removal requirements, if requested.
10. Site plan with area requested for clearing delineated.
11. A Vegetation Relocation Plan, if applicable. ⇔*See **LDC** section 3.05.05 H.*
12. A management plan, if applicable.
13. Environmental Data Requirements, ⇔*See **LDC** section 3.08.00 A.*
14. Generalized vegetation inventory, which includes:
    a. Generalized vegetation inventory superimposed on a current aerial. A generalized vegetation inventory shall show the approximate location and extent of vegetation on the site. The inventory shall be based upon the most

current available information. The inventory shall be in the form of an aerial or a field survey, and may be accompanied by photographs illustrating typical areas of vegetation referenced to positions on the aerial or survey, but shall clearly indicate habitat types and protected vegetation. The generalized vegetation inventory shall be prepared in some manner which clearly illustrates the relationships between the areas of vegetation and the proposed site improvements.

b. Generalized written assessment and evaluation. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities which have been identified on the site. The assessment shall include an evaluation of character and quality of the plant communities identified, including their rarity, viability, and such other physical characteristics and factors that may affect their preservation, and presence of any bald eagle nests. The inventory assessment and evaluation shall be prepared by a person knowledgeable in the identification and evaluation of vegetative resources, such as a forester, biologist, ecologist, horticulturist, **landscape architect**, or certified nurseryman.

c. Reasonable additional information. The County Manager or designee may require that the application include additional information which is reasonable and necessary to demonstrate compliance with the criteria in **LDC** section 3.05.04 and 3.05.05.

15. Affidavit of Authorization.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Posting of a bond A bond, letter of credit, or cash bond shall be posted for a permit within a subdivision, pursuant to **LDC** section 4.06.04. A.3.e.

Review Process The Development Review Division will approve, approve with conditions, or deny the permit based on criteria in **LDC** section 4.06.04 A.

Updated

F. Mixed Use Project – Administrative Approval

Reference **LDC** sections 4.02.16 and 10.02.15.

Applicability This procedure applies to a request for a mixed use project (MUP) within the Bayshore Gateway Triangle Community Redevelopment Area that is not seeking a Density Bonus and/or is eligible for administrative deviations pursuant to **LDC** sections 10.02.15 A.1 and 10.02.15 B.

Eligible Applicants **Property owners** in the following zoning districts:

a. Bayshore Zoning Overlay, Neighborhood Commercial (BZO-NC) Subdistrict.

b. Bayshore Zoning Overlay, Waterfront (BZO-W) Subdistrict.

c. Gateway Triangle Zoning Overlay, Mixed Use District (GTZO-MXD) Subdistrict.

Pre-application A pre-application meeting is required.

Initiation The **applicant** files a "*Mixed Use Project Plan (MUP) – Administrative Approval*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Pursuant to **LDC** section 10.02.15 A.1.b, MUPs that may be administratively approved shall follow the applicable submittal requirements of a site development plan. ⇔ *See Chapter 4 I. of the Administrative Code for additional information.*

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 10.02.15 A.1. and 10.02.15 B.

Appeals Administrative appeals shall be in accordance with the **Code of Laws and Ordinances** section 250-58.

Updated 2022-036

G. Official Interpretation of the Land Development Code

Reference

LDC section 1.06.01 and **LDC** Public Notice section 10.03.06 P.

Applicability

Any affected person, resident, developer, landowner, or entity that is subject to the **LDC** may make a request to clarify the requirements for development approval or the meaning of a particular term, phrase, or requirement of the **LDC**.

Pre-Application

A pre-application meeting is not required.

Initiation

The **applicant** files an "*Application for Official Interpretation*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. Request details, pursuant to **LDC** section 1.06.01:
    a. Each request must identify the specific **LDC** citation to be interpreted; and
    b. A request for interpretation may contain no more than 3 issues or questions. The request must not contain a single question with more than three sub-issues or questions. If it is determined by the appropriate official that the request for interpretation contains more than three issues, the **applicant** will be required to submit a separate request accompanied by the applicable fees.
3. An interpretation of the request prepared by the **applicant**. The interpretation shall include justification for the request.

Notice – For interpretation of County wide application of the GMP and LDC

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Legal Advertisements**: Upon issuance of the interpretation, the County Manager or designee shall provide a legal advertisement that is published. The advertisement shall include at a minimum:
    a. Brief summary of interpretation;
    b. Location of affected property; and
    c. Appeal time frame.

Notice- For interpretations affecting a specific parcel of land

Notification requirements are as follows.
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Notification of affected property owner:** If an official interpretation has been requested by an affected party other than the **property owner**, Collier County shall notify the **property owner** that an official interpretation has been requested.

2. **Mailed Notice:** Upon issuance of the interpretation, the County Manager or designee shall provide written notice of the interpretation to **property owners** within 300 feet of the property lines of the land for which the interpretation is requested.
3. **Newspaper Advertisements**: Upon issuance of the interpretation, the County Manager or designee shall provide for a legal advertisement that is published in a newspaper of general circulation. The advertisement shall include at a minimum:
    a. Brief summary of interpretation;
    b. Location of affected property;
    c. Appeal time frame; and
    d. Project Location Map.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process

1. The Zoning Division shall determine whether the request is complete. If the Division determines that the request is not complete, the Division shall identify the deficiencies in a written notice to the **applicant**. The Division shall take no further action on the request for the official interpretation until the deficiencies are addressed.
2. After the request for the official interpretation is complete, the County Manager or designee shall review and evaluate the request in light of the Growth Management Plan and **LDC**, as applicable, and render an official interpretation.
3. The County Manager or designee may consult with the county attorney and other county departments before rendering an interpretation. Prior to the release of the official interpretation to the **applicant**, the official interpretation shall be reviewed by the county attorney for legal form and sufficiency.
4. The interpretation shall be in writing and shall be sent to the **applicant** by certified mail with a return receipt requested.

Timing Official interpretations shall be rendered within 45 days of issuance of a determination of completeness.

Official Record The County Manager or designee shall maintain an official record of all interpretations rendered. The official interpretations shall be available for public inspection during normal business hours.

Appeals An official interpretation may be appealed to the BZA by the **applicant**, affected **property owner**, aggrieved, or adversely affected party within 30 days from the receipt by the **applicant** or affected **property owner** of the written official interpretation or within 30 days of the newspaper publication.
⇔ *See Chapter 3 A. of the Administrative Code.*

Updated

H. Sign Permit

Reference **LDC** section 5.06.00.

Applicability This procedure applies to any construction, installation, rebuilding, reconstruction, relocation, alteration, or change in the sign, including a change in the graphics or message of any sign.

Pre-application A pre-application meeting is not required.

Initiation The **applicant** files a Sign Permit application with the Operations & Regulatory Management Division.

The submittal requirements can be downloaded from the Collier County website by following this link: https://www.collier.gov/Business-Resources/Building-Permits-Construction/Application-Requirements/PRSG

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Submittal Credentials: All drawings, plans, and specifications for pole signs, projecting signs, and any ground sign over 32 square feet or 8 feet in height shall be submitted by a Florida certified design professional.

The application must include the following:

1. **Applicant contact information.**
2. Notarized approval letter from **property owner** or management company.
3. The legal description and the street address of the property upon which the sign is to be erected.
4. The dimensions of the sign including height.
5. The graphics/message to be placed on the sign face.
6. If the sign or sign graphics/message is illuminated or electronically operated, the technical means by which this is to be accomplished.

Additional Requirements for Wall Signs In addition to the application contents mentioned above, applications for a Wall Sign must also include the following, pursuant to **LDC** section 5.06.11:

1. Two copies of the Construction Drawings, that includes:
    a. The method of attachment or Engineering;
    b. Color rendering; and
    c. Dimensions of signage.
2. Two copies of the Elevation Drawings, that demonstrates:
    a. The height and width of the unit or building;
    b. The placement of sign on elevation; and
    c. The 10 percent clear area.
3. Two copies of a floor plan showing units and placement of sign(s).

4. When more than one wall sign is applied for, two copies of a site plan showing the location and placement of the sign on the building.

Additional Requirements for Freestanding Signs

In addition to the application contents mentioned above, applications for a Freestanding Sign must also include the following, pursuant to **LDC** section 5.06.11:

1. Two copies of the Construction Drawings, including:

- **a.** Method of attachment or Engineering;
- **b.** Color rendering; and
- **c.** Dimensions of signage.

2. Two copies of the Site Plans,-showing the following:

- **a.** The location and placement of the sign;
- **b.** Setbacks from the sign to property lines; and
- **c.** Road frontage dimensions.

Completeness and Processing of Application

⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*.

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Operations and Regulatory Management Division will review the application utilizing the criteria identified in **LDC** section 5.06.00.

Permit Number Displayed

Following approval, only the current permit number shall be displayed or affixed at the base of the sign, or sign structure, and:

- **a.** Shall have the same life expectancy as the sign;
- **b.** Shall be clearly legible to a person standing five feet in front of the base of the sign; and
- **c.** Shall be at least one-half inch (½") in height.

Updated

I. Site Development Plan

I.1. Conceptual Site Plan (CSP)

Reference **LDC** section 10.02.03 C.

Applicability This procedure applies to any request for a Conceptual Site Plan, which is designed to be an informal review and approval process that may precede a Site Development Plan approval.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Application for Conceptual Site Plan (CSP)"* with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

The application must include the following:

1. **Applicant contact information.**
2. Narrative description of the project.
3. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Assigned project **planner**; and
    d. Total acreage of subject site.
4. Two site plans, drawn to scale, showing the location of proposed infrastructure and buildings, zoning and land use of subject and surrounding properties, and required perimeter landscape buffer and building setbacks, including:
    a. A table showing the required and provided setbacks and separation of structures, with a reference to the applicable ordinance from which these requirements are taken;
    b. A table showing parking calculations, and number of spaces required and provided;
    c. For residential projects, a table showing the permitted density and the number of units provided, including the minimum floor per dwelling unit required and provided; and
    d. A note on the site plan stating that: "Site geometry, parking, setbacks, and landscape buffers shall meet the Collier County **LDC** and/or applicable PUD ordinance requirements."

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** section 10.02.03 and other provisions of the **LDC**.

Updated

I.2. Site Development Plan (SDP)

Reference **LDC** section 10.02.03 and other provisions of the **LDC**.

Applicability All development is subject to this subchapter, unless it is exempt pursuant to **LDC** section 10.02.03 A.3.

Pre-Application A pre-application meeting is required unless waived by the County Manager or designee at the request of the **applicant**, pursuant to **LDC** section 10.02.03 D.

Initiation The **applicant** files an "*Application for Site Development Plan"* with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application shall include the following, if applicable:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Project title;
    b. Legal description;
    c. Property identification number;
    d. Section, township and range;
    e. Subdivision name, unit, lot and block; and
    f. Current zoning designation; and
    g. Requested or approved zoning actions.
4. Pre-application meeting notes.
5. **Electronic copies of all documents.**
6. **Proof of ownership**, including a copy of the recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly demonstrating ownership and control of the subject lot or parcel of land.
7. Owner/agent affidavit as to the correctness of the application.
8. Affidavit of Authorization.
9. Fee Calculation Worksheet and Review Fees, signed.
10. Cover letter describing in detail the proposed project or proposed changes, including any discussions with the assigned **planner** that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change, if applicable.
11. **PUD Ordinance and Development Commitment Information**.
12. PUD Monitoring Report and Schedule, if applicable.

13. Architectural Plans.

⇔ *See Chapter 4.A of the Administrative Code for Architectural Plan submittals*.

The plans shall also include:

- **a.** If proposed, dumpster enclosure details depicting height and material and color of walls and gates; and
- **b**. If proposed, light pole details depicting height and colors of pole and housing.

14. Landscape Plans.

⇔*See Chapter 4.P of the Administrative Code for Landscape Plan submittals.*

15. Lighting plans signed and sealed by a professional **engineer** licensed to practice in the State of Florida, or by the utility provider.

16. Traffic Impact Study. ⇔*See Chapter 7 B. of the Administrative Code.*

17. Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer**, with the following information, as applicable:

- **a.** For all developments, the following Stormwater related information:
  - **i.** Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
  - **ii.** Drainage calculations, 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
  - **iii.** Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and
  - **iv.** Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.
- **b.** If within Collier County Public Utilities Service Area, the following Report must also contain the following:
  - **i.** Estimated cost of utilities construction, Water and Sewer calculations;
  - **ii.** Sewer Hydraulics;
  - **iii.** Lift station hydraulics to first downstream master station;
  - **iv.** Lift station buoyancy calculations;
  - **v.** Chloramine Dissipation Report; and
  - **vi.** Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

18. Geo-technical report with soil boring results.

19. Engineering Review Checklist signed and sealed by the applicant's professional **engineer.**

20. Engineer's Opinion of probable cost (Paving, grading, and drainage).

21. For residential projects subject to the provisions of **LDC** section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.

22. Certificate of Adequate Public Facilities application, if applicable.

23. Density bonus. If a residential bonus is requested, as provided for in the Growth Management Plan, a certified survey that clearly illustrates the location and relationship of the development to the appropriate activity center and the related activity band shall be required.

24. Environmental Data Requirements, to include: ⇔ *See LDC Section 3.08.00 A.*

a. Vegetation Inventory. A generalized vegetation inventory of the property is required, as determined at the preapplication meeting indication the approximate location, densities and species of the following:

i. Upland wetland and estuarine vegetation including prohibited exotic vegetation, mapped using FLUCFCS terminology;

ii. Projects containing the following shall provide a survey identifying species and locations on a current aerial photograph or superimposed on the site plan:

- Plants specified to remain in place or to be transplanted to other locations on the property as specified in the applicable development order.
- Specimen trees designated by the BCC, pursuant to **LDC** section 3.05.09.
- Existing trees that may be credited toward the development's landscaping requirements.

b. Listed species survey;

i. State or federal rare, threatened or endangered plan species surveyed according to accepted Florida Fish and Wildlife Conservation Commission or U.S. Fish and Wildlife Service methods.

c. Results of any environmental assessments and/or audits;

d. Soil and/or groundwater sampling, as required.

e. Wellfield Risk Management Special Treatment Overlay zones and analysis, as required.

25. Preserve Management Plan, as required.

26. Completed original Conservation Easement Form signed and sealed, with reference Exhibits depicting the site, preserve area and legal descriptions, as detailed on the Checklist for Processing Conservation Easements.

27. For proposed site alteration(s) within the coastal zone as depicted on the future land use map, in addition to the foregoing requirements, the vegetation inventory shall depict the categories of impact in accordance with LDC sections 3.03.03-3.03.04.

28. Construction Plans. Detailed on-site and off-site infrastructure improvement plans and construction documents prepared in conformance with the design standards

identified in **LDC** section 10.02.04 and any current county ordinances, regulations, policies and procedures, which consist of, but are not limited to, the following items:

a. A cover sheet setting forth the development name, **applicant** name, name of Engineering firm, and vicinity map;

b. Improvements for water and sewer service as needed or as may have been specified during a site development plan review prepared in conformance with the Utilities Standards and Procedures Ordinance, 2004-31, as amended;

c. Improvements for roadway, motor vehicle and non-motorized circulation, ingress and egress, parking and other transportation needs, including traffic calming devices, required or as may have been specified during the site development plan review, prepared in conformance with the subdivision design requirements. Non-motorized circulation is defined as movement by persons on foot, bicycle, or other human-powered device. Non-motorized circulation depicting sidewalks and bicycle facilities shall be consistent with **LDC** subsection 5.05.08 A.5. Cross sections and details for improvements are required;

d. The absence of obstructions in the public right-of-way shall be demonstrated, including provisions for safe and convenient street crossing;

e. Cross sections and details for improvements required in **LDC** subsections 6.06.02 A.7 through 6.06.02 A.9;

f. Improvements for water management purposes as needed or as may have been specified during the site development plan review, prepared in conformance with subdivision design requirements and pursuant to South Florida Water Management District rules, chapter 40E-4, 40E-40 and 40E-41, Florida Administrative Code;

g. Citation to the applicable technical specifications for all infrastructure improvements to be constructed;

h. Engineering design computations and reports for water, sewer, roads, and water management facilities, as required by federal, state, and local laws and regulations.

i. Topographical map of the property including:

i. Existing features, such as, watercourses, drainage ditches, lakes, marshes.

ii. Existing contours or representative ground elevations at spot locations and a minimum of 50 feet beyond the property line.

j. Benchmark locations and elevations (to both NGVD and NAVD).

k. Site clearing plan and methods of vegetation protection.

l. Where jurisdictional wetlands occur onsite, approved wetland jurisdictional lines shall be shown on the construction plans.

29. County-Permits: All necessary permits and applications requiring County approval and other permitting and construction related items, including but not limited to the following, shall be submitted and approved with the site

development plan. These permits may include, but are not limited to the following:

a. Excavation permit;

b. A Collier County right-of-way permit;

c. Blasting permit, prior to commencement of any blasting operation;

d. Interim wastewater and/or water treatment plant construction or interim septic system and/or private well permits prior to building permit approval;

e. All other pertinent data, computations, plans, reports, and the like necessary for the proper design and construction of the development that may be submitted; and

f. All necessary performance securities required by Collier County ordinances in effect at the time of construction.

30. Non-County Permits: All Federal, State, and other local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

a. Florida Department of Environmental Protection water and sewer facilities construction permit application;

b. Notice of Intent (NOI) to issue a Florida Department of Transportation Right-of-Way permit;

c. Florida Department of Environmental Protection or South Florida Water Management District Environmental Resource Permit, if required or, Collier County general permit for water management prior to site development plan approval; and

d. Any additional state and federal permits which may be required prior to commencement of construction, addressing the impacts on jurisdictional wetlands and habitat involving protected species, such as:

i. USACOE permit and exhibits. If no USACOE permit, SFWMD permit and exhibits shall be submitted; and

ii. For the RFMUD, Agency accepted UMAM/WRAP scores.

31. Airspace obstruction review materials, if applicable. An airspace obstruction review is required for any proposed obstruction that exceeds the criteria established in **LDC** section 4.02.06 and shall be reviewed by the FAA in the form and matter prescribed in 14 CFR Part 77. See “Who Needs to File” at https://oeaaa.faa.gov/oeaaa. The following items shall be provided for review:

a. A copy of the FAA form 7460-1 ‘Notice of Proposed Construction or Alteration’, and all supporting materials, filed with the FAA;

b. A copy of the final FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) determination; and

c. A narrative statement with a detailed description/explanation of the proposed airspace obstruction and response to the applicable review criteria from **LDC** section 4.02.06 M.3.

Site Development Plan Requirements

Submittal Credentials: The engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The site development plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale.

The site plan shall include the following, if applicable:

1. A Cover Sheet with the following information:

a. The project title;

b. **Applicant contact information;**

c. Name, address and telephone number of the **property owner**;

d. Zoning designation (if zoned PUD, include PUD Ordinance number and Development Commitment Information);

e. Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and

f. Legal description; and

g. **Property identification number**(s) for the subject property.

2. On the cover sheet or following page, provide information on the Standard Building Code, type of construction, number of stories, total square footage under roof, occupancy/use and fire sprinkler intentions of all proposed structures so that a needed fire flow may be determined.

3. A narrative statement on the plan identifying the provisions of ownership and maintenance of all common areas, open space, preservation areas, private streets, and easements.

4. A site summary in chart form which shall include the following information, with development and dimensional standards based on the provisions of the **LDC** and/or applicable PUD ordinance:

a. Total site acreage;

b. Total square footage of impervious area (including all parking areas, drive-aisles, and internal streets) and its percentage of the total site area;

c. Total square footage of landscape area/open space and its percentage of the total site area.

5. For projects that include residential uses, total number of units, density, units per acre, and a unit breakdown by square footage and number of bedrooms, as well as minimum/maximum (as applicable) floor area required and floor area proposed.

6. For projects that include non-residential uses, total building footage and a square footage breakdown by use (i.e., office, retail, storage, etc.) and its percentage of the total building; for hotels and motels, the minimum/maximum (as applicable) floor area, or proposed floor area ratio, required, and floor areas.

7. A development standards table which shall include the following:
    a. All required and provided setbacks and separations between buildings and structures in matrix form; and
    b. Maximum allowed zoned and actual building height, and the provided zoned and actual building height, as defined in **LDC** section 1.08.00;.
8. Zoning and land use of the subject property and adjacent properties, including properties abutting an adjacent right-of-way or right-of-way easement.
9. North arrow, bar scale, and date.
10. A parking summary in matrix form which shall include:
    a. Type of use;
    b. Total square footage per use;
    c. Required parking ratio, number of standard spaces and handicapped spaces required by use, and number provided;
    d. Number of loading spaces required and provided, (if applicable) ; and
    e. Number of required and provided bicycle parking spaces.
11. A fire hydrant flow test report, no more than 6 months old, from the applicable fire district for the closest hydrant(s) to the project
12. Location of existing and proposed fire hydrants.
13. A recent aerial photo shall be provided at the same scale as the plan delineating the development boundaries, unless waived at the pre-application meeting.
14. Soil erosion and sediment control plan. ⇔*See Chapter 7 D. of the Administrative Code.*
15. A boundary and topographic survey, less than 6 months old and prepared by a professional surveyor, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. This survey shall be accompanied either by an attorney's Opinion of Title, or by a sworn statement from the **property owner**(s) stating that he or she has provided sufficient information to the surveyor to allow the accurate depiction of the above information on the survey.
16. Name, alignment of existing/proposed rights-of-way of all internal streets, alleys, and streets which border the development (including raised islands, striping, right/left turn lanes, nearest U turns, median cuts and nearby intersections.
17. Location and configuration of all development ingress and egress points and legal access to the site.
18. Location of all existing driveways or access points on the opposite sides of all streets which border the development, and the location of all traffic calming devices.
19. Directional movement of internal vehicular traffic and its separation from pedestrian traffic.

20. Traffic circulation, signing and marking plan, to include outside and inside radii for all turn movements using a common pivot point for both radii at each location.

21. Roadway elevations.

22. Location of emergency access lanes, fire hydrants and fire lanes.

23. Location and configuration of all parking and loading areas.

24. Location of all handicapped parking spaces.

25. Location and configuration of recreational facilities (including related buildings, golf course areas, tennis courts, pools, etc.).

26. Location and general configuration of all water and drainage retention/detention areas as well as all existing and proposed easements, and water and sewer lines intended to serve the development.

27. Location and general configuration of such natural features as preservation/conservation areas, water bodies, and wetlands.

28. Location of trash enclosures.

29. Location, height~~s~~, and material type of proposed walls or fences.

30. Location and arrangement of all proposed buildings (including existing buildings that are to remain).

31. Accurate dimensions which include the following:

- **a.** All building setbacks;
- **b.** Distance between buildings and accessory structures;
- **c.** Width of all internal streets; and
- **d.** All parking areas and drive-aisles.

32. Stormwater management information as follows:

- **a.** The South Florida Water Management District Environmental Resource Permit or General Permit number, if obtained;
- **b.** Stormwater management control structure(s) location (referenced to State Plane Coordinates, Florida East Zone, North American Datum 1983 (NAD '83), latest adjustment);
- **c.** Stormwater management control elevation(s) and overflow elevation(s) (referenced to the North American Vertical Datum, 1988 (NAVD '88), latest adjustment), and NGVD; and
- **d.** Twenty-five-year/3-day design discharge at control structure(s).

33. Any additional relevant information required by the Development Review Division.

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇔*See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Digital Submittal Requirements After the final site development plan has been approved by the County Manager or designee for compliance with the **LDC** as provided in section 10.02.03, the **applicant's** professional **engineer** shall submit:

1. Digitally created construction/site plan documents, and

2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.

Updated Resolution 2019-196

I.3. Site Improvement Plan (SIP)

Reference **LDC** section 10.02.03 E and other provisions of the **LDC**.

Applicability This procedure applies to a site improvement plan (SIP) request. A SIP must meet all of the criteria in **LDC** section 10.02.03 E.

Pre-application A pre-application meeting is required unless waived by the County Manager or designee at the request of the **applicant**, pursuant to **LDC** section 10.02.03 E.

Initiation The **applicant** files a "*Site Improvement Plan Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents and Site Plan Requirements Submittal Credentials: Pursuant to **LDC** section 10.02.03 E, the engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed **architect**, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed **landscape architect**, registered in State of Florida.

Sheet size: The site improvement plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches drawn to scale.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Project title;
    b. Legal description;
    c. **Property identification number;**
    d. Section, township and range;
    e. Subdivision name, unit, lot and block; and
    f. Scale, north arrow, and date.
4. Cover letter describing in detail the proposed project or proposed changes, including any discussions with the assigned **planner** that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change, if applicable.
5. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly demonstrating ownership and control of the subject lot or parcel of land. The **applicant** shall also present a notarized letter of authorization from the **property owners**(s) designating the applicant as the agent acting on behalf of the owner(s).

6. A Cover Sheet with the following information:

- **a.** The project title;
- **b.** **Applicant contact information;**
- **c.** Name, address and telephone number of the **property owner**;
- **d.** Zoning designation (if zoned PUD, include PUD Ordinance number and Development Commitment Information);
- **e.** Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and
- **f.** Legal description; and
- **g.** **Property identification number**(s) for the subject property.

7. The following information shall be depicted on the site plan:

- **a.** Bar scale and north arrow;
- **b.** Location, configuration, and dimensions of all building and lot improvements;
- **c.** Location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic;
- **d.** Location and dimension of access point(s) to the site;
- **e.** Parking summary in matrix form, indicating the required and provided parking for each existing and proposed use;
- **f.** Location and configuration of handicapped parking facilities and building accessibility features;
- **g.** Location, dimension, and configuration of existing water management facilities;
- **h.** All required and provided setbacks and separations between structures in matrix form;
- **i.** A site summary in chart form which shall include the following information, with development and dimensional standards based on the provisions of the **LDC** and/or applicable PUD ordinance:
  - **i.** Total site acreage;
  - **ii**. Total square footage of impervious area (including all parking areas, drive-aisles, and internal streets) and its percentage of the total site area; and
  - **iii.** Total square footage of landscape area/open space and its percentage of the total site area.
- **j.** Site clearing plan/vegetation inventory, if required.

8. Owner/agent affidavit as to the correctness of the application.

9. Architectural Plans, if required. ⇔ *See Chapter 4.A of the Administrative Code for Architectural Plan submittals.*

10. Landscape Plans, if required. ⇔ *See Chapter 4.P of the Administrative Code for Landscape Plan submittals*.

11. Boundary and topographic survey, if required.

12. Engineer's Report with Assumptions and Explanations, if required.

13 Engineer's Opinion of Probable Cost (OPC) signed and sealed, if required.

14. Affidavit of Authorization.

15. Any additional relevant information as may be required by the Development Review Division.

Completeness and Processing of Application

⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing required.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Pre-Construction Meeting

A pre-construction meeting may be required if requested by staff. Following approval of the SIP, the **Engineer** of Record (EOR) shall submit the Affidavit of Compliance to the Client Services section of the Operations and Regulatory Management Division or through the GMCD Public Portal. The Engineer's Affidavit of Compliance shall attest that the plans and documents approved by Collier County are consistent with those approved by all State and Federal agencies, and all required permits have been issued.

⇔ *See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Digital Submittal Requirements

After the final site development plan has been approved by the County Manager or designee for compliance with the **LDC** as provided in section 10.02.03, the **applicant's** professional **engineer** shall submit:

1. Digitally created construction/site plan documents, and

2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite

annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.

Updated

I.3.a. Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites-Existing Conditions Site Improvement Plan

Reference **LDC** section 2.03.07 G.6.

Applicability This procedure applies to mobile home parks or mobile home sites pursuing an existing conditions site improvement plan and which meet the criteria established in **LDC** section 2.03.07 G.6.

Pre-application A pre-application meeting is required unless waived by the County Manager or designee at the request of the **applicant**, pursuant to **LDC** section 10.02.03 E.2.

Initiation The **applicant** files an "*Existing Conditions Site Improvement Plan Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents and Site Plan Requirements Submittal Credentials: The site improvement plan, as described below, is not required to be signed and sealed by a Professional Surveyor and Mapper or a professional engineer. The specific purpose survey, as described below, shall be signed and sealed by a Professional Surveyor and Mapper.

Sheet size: The cover sheet and site improvement plan shall be prepared on a size sheet measuring 24 inches by 36 inches and drawn to scale.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Cover letter briefly explaining the project.
4. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement demonstrating ownership and/or control of the mobile home park or mobile home site or parcel of land.
5. Site improvement plan shall include:
    - **a.** Cover Sheet with the following information:
        - **i.** The project title;
        - **ii.** **Applicant contact information;**
        - **iii.** Name, address and telephone number of the **property owner**;
        - **iv.** Zoning designation of the subject property and adjacent sites;
        - **v.** Vicinity map clearly identifying the location of the development within the Immokalee Urban Overlay and its relationship to the surrounding community;
        - **vi.** **Property identification number(s)** for the subject property;
        - **vii.** Bar Scale, north arrow, and date;
        - **viii.** Acreage of site;

ix. Number of mobile home units; and

x. Number of vacant lots~~;~~.

b. Illustration of existing conditions, such as:

i. Site address of mobile home units;

ii. Location and dimension of access point(s) to the site;

iii. Directional movement of internal vehicle traffic;

iv. Location and configuration of streets;

v. Location and configuration of parking spaces and loading areas;

vi. Location of fire hydrants and fire alarms, if any;

vii. Location, dimension and configuration of existing infrastructure, such as utilities, drainage facilities for the park; and

viii. Utility connections for mobile home units.

6. Specific purpose survey shall include the following:

a. The name and contact information of the person who prepared the site improvement plan;

b. Property boundaries;

c. Location and configuration of mobile home units, vacant lots, and other structures;

d. Location and dimension of access point(s) to the site;

e. Separations between mobile home units and other structures; and

f. Easements.

7. Affidavit of Authorization.

8. Any additional relevant information as may be required by the Development Review Division.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice No notice is required.

Public Hearing No public hearing required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Digital Submittal Requirements After the existing conditions site improvement plan has been approved by the County Manager or designee for compliance with the **LDC** as provided in section 2.03.07 G.6, the **applicant** shall submit a digital copy of the site plan document.

Updated

I.4. Site Development Plan Amendment (SDPA)

Reference

LDC section 10.02.03 G and other provisions of the **LDC**.

Applicability

This process provides for amendments to a site development plan (SDP). A site development plan amendment (SDPA) shall meet the criteria identified in **LDC** section 10.02.03 G.

⇔ *See Chapter 4 I.5 of the Administrative Code for insubstantial changes to a site development plan (SDPI) or site improvement plan (SIPI).*

Pre-Application

A pre-application meeting is required.

Initiation

The **applicant** files a "*Site Development Plan Amendment Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents and Site Plan Requirements

A site development plan amendment application must include the following, in addition to the Application Contents and Requirements for site development plans, as applicable.

⇔ *See Chapter 4 I.2 of the Administrative Code.*

Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed **architect**, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed **landscape architect**, registered in State of Florida.

Sheet size: The site development plan amendment and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. Property information, including:
    - **a.** Original SDP number or AR/PL number;
    - **b.** Total area of project; and
    - **c.** Site address.
2. Description of proposed amendment.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇔*See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Digital Submittal Requirements After the final site development plan has been approved by the County Manager or designee for compliance with the **LDC** as provided in section 10.02.03, the **applicant's** professional **engineer** shall submit:

1. Digitally created construction/site plan documents, and
2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.

Updated

I.5. Insubstantial Change to a Site Development Plan (SDPI) or Site Improvement Plan (SIPI)

Reference **LDC** section 10.02.03 G.

Applicability An insubstantial change must meet the criteria established in **LDC** section 10.02.03 G.

In order to determine if a change is truly insubstantial and does not require an amendment to a SDP or SIP, the **applicant** shall contact the Development Review Division to discuss the proposed change.

Pre-Application A pre-application meeting is not required, but the **applicant** must obtain pre-submittal authorization from the Development Review Division.

Initiation The **applicant** files an *"Insubstantial Change to: Site Development Plans or Site Improvement Plans"* application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed **architect**, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed **landscape architect**, registered in State of Florida.

Sheet size: The site improvement plan or the site development plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. **Applicant contact information**.
2. Project information, including:
    a. Project Name;
    b. Assigned **Planner**;
    c. Original SDP/SIP Number; and
    d. Section, township and range.
3. **Addressing Checklist.**
4. Copy of email from the **planner** who deemed proposed change to be insubstantial.
5. Cover letter describing in detail the proposed changes, including any discussions with the assigned **planner** that may be pertinent to the review of the application.

6. Cover sheet with the following included:

- **a.** The project title;
- **b.** Reference stating the project is an Insubstantial Change to appropriate SDP, SDPA or SIP;
- **c. Applicant Contact Information;**
- **d.** Name, address and telephone number of the **property owner**;
- **e.** Zoning designation (if zoned PUD, include **PUD Ordinance and Development Commitment Information**);
- **f.** Vicinity map clearly identifying location of the development and its relationship to the surrounding community;
- **g.** Legal description; and
- **h. Property identification Number(s)** for the subject property**.**

7. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Updated

I.6. Nominal Alteration Plan (NAP)

Reference **LDC** section 10.02.03 G.3. and other provisions of the **LDC.**

Applicability This process provides for a nominal change to a site development plan (SDP), site improvement plan (SIP), or to an existing site in which there is no site development plan. A nominal alteration plan shall meet the criteria identified in **LDC** section 10.02.03 G.3.

Pre-Application A pre-application meeting is not required, but the **applicant** must obtain pre-submittal authorization from the Development Review Division.

Initiation The **applicant** files an "*Nominal Alteration Plan"* application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Project name;
    b. Most recent approved Site Plan number;
    c. Section, township, and range; and
    d. Property identification number.
3. **Addressing checklist.**
4. Determination from the County Manager or designee that confirms the requested revisions qualify for the Nominal Alteration Plan.
5. Cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application.
6. Affidavit of Authorization.
7. Proposed Nominal Alteration Plan.

Plan Requirements Sheet size: The Nominal Alteration Plan and the cover sheet (if required), shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, showing the areas affected by the change. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

1. For projects that have an existing SDP or SIP, the NAP is only required to show the plan sheets that have changed.
2. For projects that do not have an existing SDP or SIP, a cover sheet with the following information is required:
    a. The project title;

b. **Applicant contact information**;

c. Name, address, and telephone number of **property owner**;

d. Zoning designation;

e. Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and

f. Legal description; and

g. **Property identification number(s)** for the subject property.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice No notice is required.

Public Hearing No hearing is required.

Decision Maker The County Manager or designee may approve.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Updated Resolution 2020-88

J. Temporary Permits

J.1. Amplified Sound Permit

Reference

Code of Laws and Ordinances section 54-92.

Applicability

This procedure applies to a request for a one-time, site-specific, Amplified Sound Permit for any commercial business or nonresidential land use which conducts such outdoor entertainment activities within 2,500 feet of any property containing a residential use or of any residential zoning district.

⇔*See **Code of Laws and Ordinances** section 54-92 for information on how to measure the distance of the sound source to the affected residential property.*

Pre-Application

A pre-application meeting is not required.

Initiation

An **applicant** files an *"Amplified Sound Permit"* application with the Operations and Regulatory Management Division.

Application Contents

The application must include the following:

1. **Applicant contact information.**
2. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
3. Consent/authorization of owner.
4. Business or establishment information, including:
    a. Name of business/establishment;
    b. **Property identification number;**
    c. Address;
    d. Phone number; and
    e. Zoning classification.
5. A sketch and description of the area in which the event will occur on the property.
6. A narrative description of any factors which might mitigate the impact of close proximity of the activity to adjacent residential use or zoning;
7. Event information, including:
    a. Type of event (i.e. amplified, non-amplified, community event, enclosed, and/or non-enclosed);
    b. Description of event;
    c. Hours of operation;
    d. Hours of music; and
    e. Identification of sound, method and number of loudspeakers and other amplifying devices to be used.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **Code of Laws and Ordinances** section 54-92.
Updated	

J.2. Annual Beach Event Permit

Reference **LDC** section 5.04.01, 5.04.07, **LDC** section 10.02.06 F, and **LDC** Appendix G.

Applicability This procedure applies to a request for an Annual Beach Event permit.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an *"Annual Beach Events Permit"* application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Consent/authorization of owner.
3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
4. Event information, including:
    a. **Property identification number**;
    b. The effective dates of permit;
    c. Reason for event; and
    d. On-site contact information.
5. Description of proposed uses.
6. Duration of use.
7. Hours of operation.
8. Impact of proposed use on adjacent properties.
9. FDEP field permits shall be submitted prior to commencement of activity, if applicable.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.07.

Updated

J.3. Carnival/Circus Permit

Reference **Code of Laws and Ordinances** sections 10-26 to 10-33, 10-46 to 10-51 and sections 66-89 to 66-91.

Applicability This applies to any operator, sponsor, or owner of a carnival or exhibition.

This includes any activity (whether private or commercial) with the following characteristics not prohibited by state law to be open to the public for an admission or participation fee:

- **a.** Menageries;
- **b.** A circus, sideshow performances, ferris wheels and other ride activities, food and drink dispensing facilities;
- **c.** Booths for the conduct of games of skill and chance; and
- **d.** Freak and similar novelty shows.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a "*Carnival Operation Application*" with the Operations and Regulatory Management Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
3. Property information, including;
   - **a.** Legal description;
   - **b.** Address of subject site and general location; and
   - **c.** **property identification number.**
4. Current zoning of subject property.
5. A description of the nature of the application.
6. A surety bond in the penal sum of $2,500.00, issued by a company authorized to issue such bonds in Florida, conditioned upon the operator complying with each provision of this section and subject to forfeiture under the terms provided in **Code of Laws** section 10-31 and section 10-33.
7. Evidence of current public liability insurance coverage, issued by a company authorized to do business in Florida, in the minimum amount of $100,000.00 for any one person and $300,000.00 for any one incident.
8. A current occupational license issued by the Collier County Tax Collector.
9. The name and headquarters address of the carnival or exhibition company with a direct or indirect financial interest; names and addresses of any sponsoring

organizations, and the name and local address of the **applicant** representing the carnival or exhibition company.

10. A description of every activity to be conducted such as but not limited to, menageries; circus and side-show performances; amusement, merry-go-round and other ride activities; food and drink dispensing facilities; booths for conduct of games of skill or chance not prohibited by state law to be open to the public for an admission or participation fee and number of persons to operate the activities.

11. Name and identification of each person accountable for the operation of each activity.

12. A description and sketch of the site showing the location of each activity proposed, the location and number of sanitary facilities, parking facilities, and provision for lighting and public water.

13. Application for food establishment operating permit from the county health department as required by the **Code of Laws and Ordinances** section 66-89 through section 66-91.

14. The plan for refuse, garbage, debris, and sewage disposal during and after operation of the circus or exhibition.

15. Provisions for traffic control, fire safety and security precautions.

16. The date and time each activity is to be conducted and concluded.

17. Written approval from the owner of the property authorizing the use of his premised for such carnival activity.

18. An indication of whether the event has been held in Collier County in the past, and if so the location and time the event was held.

19. Individual booth and sponsor notification form for temporary events with the following included:

- **a.** Name of Event;
- **b.** Name of Booth;
- **c.** Person in Charge of booth;
- **d.** Types of Food or Beverage to be served;
- **e.** Location of advanced food preparation;
- **f.** How food will be transported to event location;
- **g.** Method of keeping food hot and/or cold at event site;
- **h.** Method of cooking food at the location;
- **i.** The method for protecting food from dust, insects, flies, coughs, and sneezes; and
- **j.** The method for providing adequate facilities and supplies for employee hand washing.

20. A signed statement that the **applicant** understands that failure to comply with applicable food service requirements in accordance with Chapter 10D-13, Florida Administrative Code, may result in enforcement action.

21. Addressing checklist.

22. Owner/agent affidavit as to the correctness of the application.

Completeness and Processing of Application

⇔*See Chapter 1 D*.5 *for the acceptance and processing of an application*.

Notice

No notice is required.

Public Hearing

The BCC shall hold at least 1 public hearing for events that have not been previously approved.

Decision Maker

1. For events that have been previously-approved, the County Manager or designee may, in their discretion, administratively approve any application for a carnival permit where the event being applied for is substantially identical to an event for which the BCC previously approved a permit application.

2. For events that have not been previously approved and cannot be administratively approved, the BCC shall act as the decision-making body following interpretation of the criteria set forth in the **Code of Laws and Ordinances** section 10-49.

Review Process

1. Except as set forth below, the Operations and Regulatory Management Division will review the application and forward one copy to the sheriff and one copy to the health department for review. The sheriff and health department will provide their comments within seven calendar days.

2. If required, the Operations and Regulatory Management Division will place the application on the agenda of the next regular meeting of the BCC for approval or denial.

3. Previously-approved events: ⇔ *See **Code of Laws and Ordinances** section 10-48 and section 10-51.*

Updated

J.4. Film Permit

Reference **LDC** section 5.04.01, 5.04.08, and **LDC** section 10.02.06 F.

Applicability This procedure applies to the request for a Film Permit for the following activities taking place, in conjunction with commercial motion picture, film, television, video, or still photography production: the use of set scenery, temporary structures or other apparatus, special effects or closure of public streets or access ways.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a *"Temporary Use Permit-Special Event"* application with the Operations and Regulatory Management Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Consent/authorization of owner.
3. A current valid Business Tax Receipt in the case of a temporary sale, when required by section F.S. § 205.13 *et seq.*
4. Locations, including the duration of use and hours of filming.
5. Description of proposed uses.
6. Impact of proposed use on adjacent properties.
7. Proof of comprehensive general liability insurance coverage in the amount of at least $1,000,000.00 combined single limit, with Collier County named as an additional insured. The **applicant** shall provide to the County Manager or designee a certificate of insurance evidencing that said insurance is in effect and certifying that Collier County be given 30 days notice prior to the expiration or cancellation of the policy.
8. Special effects to be utilized, especially incendiary or explosive devices, with proof of not less than $5,000,000.00 comprehensive general liability insurance combined single limit with Collier County listed as additional insured. In addition, the application shall list the person in charge (pyrotechnician) of such special effects, together with his qualifications and license from the applicable federal and/or state agencies, and authorization from the local fire district permitting the event.
9. The following information is required by the County Manager or designee, unless waived:
    a. A conceptual plan indicating the location of film events and parking facilities provided;
    b. Plans for construction or utilization of structures on subject site(s);
    c. Number, type and location of sanitation facilities to be provided. Plans for disposal of refuse and debris, and restoration of the site(s) to its original condition;
    d. A description of any lighting facilities that would be necessary and/or the need to disconnect any public lighting;

e. A description of any use which may encroach into environmentally sensitive areas;

f. Approximate number and type of vehicles and/or equipment to be used and any special parking requirements. The number of personnel to be on location with the production;

g. Necessity for closures of public streets or sidewalks and for what duration and location;

h. An indication of any utilization of aircraft/fixed-wing, helicopter, or balloons at the subject site(s);

i. List of county personnel or equipment requested, and an agreement to pay for extraordinary services provided by Collier County;

j. Provisions for traffic control, fire safety and security precautions;

k. If located on private property, not under the county's ownership or control, a written notarized agreement from the **property owner** to allow the filming to occur on his property; and

l. Additional information requested to assist Collier County in obtaining future film production.

10. A surety bond in an amount to be determined by Collier County and issued by a company authorized to issue bonds in Florida or cash payment in lieu of the bond may be required by the County Manager or designee to provide for cleanup and/or restoration of the subject site(s).

11. Office of the Fire Code Official's requirements, if applicable:

a. Special Event Permitting Questionnaire/Checklist; and

b. Tent Installation Notification form.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.08.

Updated

J.5. Model Homes and Model Sales Centers

Reference **LDC** sections 5.04.01, 5.04.04 and 10.02.06 F.

Applicability This procedure applies to a request for a Temporary Use permit for a model home or model sales center intended to facilitate the sale of a product similar in design as the model.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a *"Temporary Use Permit-Model Home/Model Sales Center"* application with the Operations and Regulatory Management Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Consent/authorization of owner.
3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
4. Property information, including;
    a. **Property identification number**;
    b. Subdivision/Development;
    c. Unit, lot and block;
    d. Developer/Builder information; and
    e. Address of subject site and general location.
5. Current zoning of subject property.
6. Description of proposed uses.
7. Duration of use.
8. Hours of operation.
9. Identify the impact of proposed use on adjacent properties.
10. Model homes or model sales centers to be located within a proposed single-family development prior to final plat approval require the following additional application contents:
    a. A plat and construction plans showing all required infrastructure for the lot(s) on which the model home or model sales center is to be located;
    b. A site development plan ⇔*See Chapter 4 I.2 of the Administrative Code*;
    c. A maximum of 5 models, or a number corresponding to 10% of the total number of platted lots, whichever is less, per platted, approved development shall be permitted prior to final plat approval as specified;
    d. Documentation showing all required utilities will be available to the subject site. The SDP must depict all required utilities in detail;

e. The boundaries depicted on the preliminary subdivisions plat shall be depicted on the SDP in order to ensure compliance with the applicable development standards in effect on the subject property;

f. Final lot grading and drainage conveyance shall be in conformance with the master grading plan for the project as depicted on the preliminary subdivision plat submittal documents; and

g. Confirmation that the model home has not been previously used as a residence.

11. A Model Sales Center within an existing subdivision requires the following additional application contents:

a. In the case of a permanent structure which is a dwelling unit, a site improvement plan (SIP), pursuant to **LDC** section 10.02.03 and section 5.04.04 C;

b. In the case of a permanent structure, other than a dwelling unit, a site development plan (SDP), pursuant to **LDC** section 10.02.03 and section 5.04.04 C; and

c. In the case of a temporary structure (mobile home or sales trailer), either a conceptual site plan which addresses the requirements of **LDC** section 5.04.04 C.

Completeness and Processing of Application

⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*.

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.04.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

Updated

J.6. Special Events

Reference **LDC** sections 5.04.01, 5.04.05 A, 10.02.06 F, and **Code of Laws and Ordinances** sections 118-131 to 118-155.

Applicability This procedure applies to a request for a Temporary Use Permit. Specifically, for a Special Event such as a sales and promotional event, or a sports, religious, and community event.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** shall submit a *"Temporary Use Permit-Special Event"* application with the Operations and Regulatory Management Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Consent/authorization of owner.
3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
4. Property information, including;
    a. Legal description;
    b. **Property identification number;**
    c. Shopping center;
    d. Business name; and
    e. Address of subject site and general location.
5. Current zoning of subject property.
6. Type of event proposed.
7. Description of proposed uses.
8. Duration of use.
9. Hours of operation.
10. Impact of proposed use on adjacent properties.
11. A conceptual site plan (CSP) or a site development plan (SDP) is required for special events and seasonal sales. The site plan must demonstrate that provisions will be made to adequately address each of the following:
    a. Vehicular and pedestrian traffic safety measures;
    b. Limited activity hours;
    c. Watchmen, fencing, and lighting;
    d. Fire protection and emergency access measures;
    e. Sanitary facilities; and

f. If required, a faithful performance bond to guarantee compliance with the conditions of the permit.

g. Adequate on-site or additional off-site parking areas shall be provided as follows:

i. A maximum of 10 percent of the parking required by **LDC** section 4.05.04 may be occupied or otherwise rendered unusable by the placement of temporary structures, equipment, and merchandise; and

ii. The minimum required number of handicapped parking spaces pursuant to **LDC** section 4.05.07 shall remain available for use.

12. Temporary Event Recycling Plan, pursuant to **Code of Laws and Ordinances** sections 118-131 to 118-155.

13. Office of the Fire Code Official's requirements, if applicable:

a. Special Event Permitting Questionnaire/Checklist; and

b. Tent Installation Notification form.

14. For Temporary Events in County ROW, pursuant to LDC section 5.04.05 A.5.d.

a. A Temporary Use application shall be submitted 120 days prior to the event that require Hearing Examiner or BCC approval or 60 days prior to an event that requires administrative approval.

b. A site plan and route map depicting the route of the event from beginning to end. The site plan shall include an operational plan locating the following:

i. Areas of assembly or dispersal, parking areas, temporary signs, maintenance of traffic signs, stationing of crowd managers, officers, or flag persons, temporary detours to be utilized by the public, and

ii. All temporary construction or structures such as stages, booths, water and toilet facilities, etc.

c. Placement and location of maintenance of traffic signs shall be in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended, and FDOT's Roadway and Traffic Design standard plans.

d. Number of certified crowd control managers.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice

1. Mailed Notice: None required, unless it is an event that requires the temporary use of the right-of-way of any arterial or collector roadway of which necessitates closing all or part of the County right-of way between the hours of 7:00 AM through 9:00 AM or 3:30 PM through 6:30 PM. written notice shall be sent 30 days prior to the day of the event, to property owners, neighborhood associations and business associations within one-quarter mile (2,640 feet) of the County Right-of-Way impacted by the event.

2. Legal Advertisement: For the temporary use of right-of-way, a legal advertisement shall be published at least 30 days before the Hearing Examiner or BCC public hearing date. The advertisement shall include at a minimum:

a. Clear explanation of the temporary event's purpose, use of right-of- way and affect upon the right-of-way between the actual hours of event operations.

b. Date, time, and location of the public hearing.

c. 2 in. x 3 in. map of the event's location.

Public Hearing The Hearing Examiner or BCC shall hold at least 1 advertised public hearing for an Event in County Right-of-Way.

Decision Maker For events that do not require a public hearing, the County Manager or designee, otherwise the BCC or Hearing Examiner.

Review Process The Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.05.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

Updated

J.7. Temporary Uses during Construction

Reference
LDC section 5.04.01, 5.04.03 and 10.02.06 F.

Applicability
This procedure applies to a request for a Temporary Use permit during the construction of any development for which at least a preliminary development order has been granted.

Pre-Application
A pre-application meeting is not required.

Initiation
The **applicant** files a *"Temporary Use Permit-Construction and Development"* application with the Operations and Regulatory Management Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents
The application must include the following:

1. Applicant contact information.
2. Consent/authorization of owner.
3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
4. Property information, including;
    a. Development/Subdivision;
    b. Developer;
    c. Address of subject site; and
    d. Site development plan number.
5. Description of proposed uses.
6. Duration of use.
7. Hours of operation.
8. Impact of proposed use on adjacent properties.
9. Proposed temporary structures require the submittal of a conceptual site plan. ⇔ *See Chapter 4 I.1 of the Administrative Code.*

Completeness and Processing of Application
⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice
No notice is required.

Public Hearing
No public hearing is required.

Decision Maker
The County Manager or designee.

Review Process
The Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.03.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

Updated

K. Zoning Certificate

Reference **LDC** section 10.02.06 B.1.f.

Applicability

1. A Zoning Certificate provides a statement of compliance with the **LDC** for proposed uses.
2. A Zoning Certificate is required prior to:
    a. Applying for a business license, for residential and non-residential;
    b. Prior to occupying land or a building space. This includes a subdivided building, such as a strip mall; and
    c. Prior to conducting business in all zoning districts.
3. It is recommended to obtain a Zoning Certificate prior to any building remodels.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files one of the following applications with the Operations and Regulatory Management Division:

a. *"Land Use and Zoning Certificate-Home Business,"* or
b. *"Land Use and Zoning Certificate-Non-Residential".*

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents for Non-Residential An application for a Non-Residential Zoning Certificate must include the following:

1. **Applicant contact information.**
2. Business and use information, including:
    a. Name;
    b. Phone number;
    c. Address;
    d. Owner or qualifiers name;
    e. Property owner or leasing agent name;
    f. Type of business or use;
    g. Complex name, if applicable;
    h. Type and name of business previously or presently occupying location; and
    i. The length of time the property has been vacant, if applicable.
3. Building use information, including:
    a. Proposed building use, including the square footage devoted to the use;
    b. A brief description of the building (e.g., single-occupant building, shopping center, office or business center);
    c. Total building floor area; and

d. Number of parking spaces for the building, and the number available for the proposed use.

Application Contents for a Home Business

An application for a Home Business Zoning Certificate must include the following:

1. **Applicant contact information.**
2. Business name, phone number, and address.
3. A brief description of the type of business or use.

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

After the application is complete, the Operations and Regulatory Management Division will review and evaluate the application and will issue or deny the Zoning Certificate based on the provisions of the **LDC**.

Updated

L. Zoning Verification Letters

L.1. Zoning Verification Letter – Generally

Reference **LDC** section 10.02.06 J.

Applicability A Zoning Verification Letter may be used to verify:

1. The zoning of the property according to the Collier County Zoning Map;
2. Future Land Use according to the Collier County Growth Management Plan.

The letter may provide additional information about the subject property if the **applicant** requests it. This includes:

1. Permitted uses and development standards applicable to the property under the **LDC**;
2. Zoning of the adjacent properties;
3. Confirmation of any Site Development or Improvement Plans approved for the property;
4. Confirmation of any Variances or Conditional Uses approved for the property;
5. The nonconforming status of the property (whether the lot is "buildable") will be provided if specifically requested; and
6. Additional zoning information may be provided, subject to the availability of information, and may be specifically requested.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a "*Zoning Verification Letter: General Verifications and Fence Finished Side Out*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Address of subject site; and
    b. **Property identification number**.
3. Type of verification being requested.
4. Additional materials may be requested, such as the original or amended site plan and/or survey.
5. If verification as to nonconforming status is requested, a copy of the Property Appraiser's Card shall be submitted with the application. This copy may be obtained from the Collier County Property Appraiser's Main Office located at 3950 Radio Rd., or by calling 239-252-8141.
6. Information on building permits must be obtained through the Growth Management Records Room at 239-252-2400.

7. Information on Code Enforcement cases/violations must be obtained through the Code Enforcement Division at 239-252-2440.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Zoning Division will review the application, identify whether additional materials are needed, and prepare a Zoning Verification Letter for the **applicant**.

Updated

L.2. Zoning Verification Letter – Non-residential Farm Building

Reference **LDC** section 10.02.06 J.1.b. , **Code of Laws and Ordinances** Chapter 62, and F.S. § 823.14 and F.S. § 553.73(10)(c)

Applicability A Zoning Verification Letter may be used to establish that a non-residential farm building and/or fence is exempt from the Florida Building Code.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a "*Zoning Verification Letter: Non-Residential Farm Building*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. **Property identification number**; and
    b. Address of subject site.
3. Description of the existing/proposed use of the property.
4. Description of the proposed use for non-residential farm building.
5. A survey or sketch, dawn-to-scale plan showing the building, property boundaries and dimensions and existing easements or rights-of-way, location of water bodies or jurisdictional wetlands.
6. Location of the existing and proposed buildings, identifying the separation distances between buildings and the setbacks to the proposed non-residential farm building.
7. Compliance with the Collier County Floodplain Management Ordinance standards, as may be amended from time to time, including but not limited to the proposed elevation of the lowest floor.
8. Floodplain Development permit.
9. Under Construction and Finished Construction Elevation Certificate, except manufactured homes are not required to provide an Under Construction Elevation Certificate.
10. Proof of Bona Fide Farm Operation:
    a. Farm Serial Number assigned by USDA Farm Services; or
    b. Documentation that the building has an Agricultural Exemption through the Collier County Appraiser's Office; or
    c. Description and any supporting documentation to confirm that the property is a Bona Fide Farm Operation, as defined by FS § 823.14;
11. Additional materials may be requested by the staff **planner** if necessary.

Notice No notice is required.

Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Zoning Division, in coordination with the Floodplain Coordinator, will review the application, identify whether additional materials are needed, prepare a Zoning Verification Letter for the **applicant**.
Updated	Resolution 2019-01

L.3. Zoning Verification Letter – Fence Finished Side Out Waiver

Reference	**LDC** section 5.03.02 F.5.a. and 10.02.06 J.
Applicability	A zoning verification letter may be used to waive the requirement that fences, and walls are to be constructed to present the finished side to the adjoining lot or any abutting road right-of-way.
Pre-application Initiation	A pre-application meeting is not required. The **applicant** files a "*Zoning Verification Letter (ZLTR):General Verifications and Fence Finished Side Out"* application with the Zoning Division. ⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*
Application Contents	The application must include the following: ⇔ *See Chapter 4 L.1 of the "Administrative Code- Zoning Verification Letter – Generally"* application content requirements.
Notice	No notice is required.
Public Hearing	No Public Hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Zoning Division will review the application, identify whether additional materials are needed and prepare the Zoning Verification Letter based on the criteria in **LDC** section 5.03.02 F.5.a.
Updated	

M. Stormwater Plan

Reference **LDC** section 6.05.03.

Applicability This process applies to single-family dwellings, two-family dwellings, and duplexes that meet the applicability criteria established in **LDC** section 6.05.03.

This process may also be used to demonstrate compliance with Collier County **Code of Laws and Ordinances** section 90-41(f)(8) as described in **LDC** section 6.05.03 G.

Pre-application A pre-application meeting is not required.

Initiation The **applicant** submits a Type I or Type II Stormwater Plan as part of the Building Permit application or when required by the Code Enforcement Board or Special Magistrate to demonstrate compliance with Collier County **Code of Laws and Ordinances** section 90-41(f)(8).

Application Contents Submittal Credentials: A Type I Stormwater Plan, as described below, shall be prepared by a Florida registered design professional, licensed contractor, or owner builder. A Type II Stormwater Plan, as described below, shall be prepared by a professional **engineer** licensed in the state of Florida. The name and contact information of the person who prepared the drainage plan shall be included on the document.

Type I and Type II Stormwater Plan applications must include the following:

1. **Applicant contact information.**
2. Property information, including:
    - **a.** Address of the subject property;
    - **b.** Zoning of the subject property; and
    - **c.** Description of the proposed activity.
3. The Stormwater Plan shall demonstrate the following:
    - **a.** Property boundaries;
    - **b.** Lot area;
    - **c.** Finished floor elevation of the subject property, as needed;
    - **d.** Elevation of adjacent properties at the property line and representative elevations of the subject site throughout the impacted area, as needed;
    - **e.** Location and area of all surfaces that prevent the percolation or absorption of water into the ground on the site;
    - **f.** Septic system location and dimensions, if applicable;
    - **g.** Location of existing topographical features, such as, watercourses, drainage ditches, lakes, marshes, if applicable;
    - **h.** Proposed drainage directional arrows;
    - **i.** Location and type of all drainage infrastructure, if applicable;
    - **j.** Square feet of retention or detention areas, if applicable;
    - **k.** Depth of retention or detention areas in inches, if applicable;

l. Cross-sections illustrating proposed grading and drainage infrastructure, including but not limited to: berms, walls, swales, pipes, gutters and downspouts, or other drainage facilities as needed to demonstrate compliance with **LDC** section 6.05.03; and

m. Elevation of the wet season water table in the impacted area if detention or retention is proposed;

In addition to the Stormwater Plan contents above, Type II Stormwater Plans must include an engineer's analysis that demonstrates the following:

a. Water quantity calculations required in **LDC** section 6.05.03 D.2;

b. A matrix of all required separation distances between wells, drainfield systems, and stormwater retention/detention areas. The matrix may be included as a part of the site plan or on a separate engineer's report; and

c. The wet season water table elevation.

4. Any additional information related to the subject site, impervious areas, or drainage requested by the County Manager or designee.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing required.

Decision Maker

The County Manager or designee.

Review Process

The Stormwater Plan will be reviewed by the Development Review Division as a part of the Building Permit application or a code enforcement case.

The Stormwater Plans are processed in conjunction with a Building Permit application or in order to address a code enforcement case.

Updated

N. Intent to Convert Application for Golf Course Conversions

Reference **LDC** sections 5.05.15, and **LDC** Public Notice section 10.03.06 W.

⇔ *See Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.*

Applicability This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. Approval of this application is required prior to submitting a conversion application (rezone, PUD, SRAA or Compatibility Design Review petition). This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in **LDC** section 2.03.09 A.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files an "*Intent to Convert*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Name of project.
4. The name and mailing address of all registered property owners' associations that could be affected by the application.
5. Disclosure of ownership and interest information.
6. The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the dates of the option, date the option starts and terminates, and anticipated closing date.
7. A title opinion or title commitment that identifies the current owner of the property and all encumbrances against the property.
8. Boundary survey (no more than six months old).
9. Property information, including:
    a. Legal description;
    b. Property identification number;
    c. Section, township, and range;
    d. Address of the subject site and general location;
    e. Size of property in feet and acres; and
    f. Zoning district.
10. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
    a. Legal description;
    b. Property identification number;

c. Section, township and range; and

d. Subdivision, unit, lot and block, or metes and bounds description.

11. Zoning information, including adjacent zoning and land use.

12. Existing PUD Ordinance, SRA Development Document, Site Development Plan, or Plat.

13. An exhibit identifying the following:

a. Any golf course acreage that was utilized to meet the minimum open space requirements for any previously approved project;

b. Existing preserve areas;

c. Sporadic vegetation less than ½ acre, including planted areas, that meet criteria established in **LDC** section 3.05.07 A.4; and

d. A matrix demonstrating the following as required in **LDC** section 5.05.15 G.3:

i. For conventionally zoned districts:

a) County approved preserve acreage; and

b) Any sporadic vegetation acreage used to meet the preserve requirement for the conversion project.

ii. For PUDs:

a) County approved preserve acreage; and

b) Any County approved preserve acreage in excess of the PUD required preserve acreage that is used to meet the preserve requirement for the conversion project.

14. Stormwater management requirements as required by **LDC** section 5.05.15 G.4.

15. Floodplain compensation, if required by **LDC** section 3.07.02.

16. Soil and/or groundwater sampling results, if available, as described in **LDC** sections 3.08.00 A.4.d and 5.05.15 G.6.

17. List of deviations requested, as described in **LDC** sections 5.05.15 C.4.a-b. The specific LDC sections for which the deviations are sought shall be identified. The list of deviations shall be shared with stakeholders at the **SOM** or **NIM**.

18. Electronic copies of all documents.

Application Contents Required for Presentations at SOMs

In addition to the application contents above, the following must also be submitted with the Intent to Convert application and used during **SOM** presentations:

1. The Developer's Alternatives Statement as described in **LDC** section 5.05.15 C, including:

a. A narrative clearly describing the goals and objectives for the conversion project.

b. *No Conversion Alternative*: A narrative describing the timeline of correspondence between the applicant and the property owners' associations relating to the applicant's examination of opportunities to retain

all or part of the golf course as described in **LDC** section 5.05.15 C.2.b.i, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the property owners' associations are ongoing.

c. *County Purchase Alternative*: A narrative describing the timeline of correspondence between the applicant and the County to determine if there is interest to retain all or portions of the property for public use as described in **LDC** section 5.05.15 C.2.b.ii, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the County are ongoing.

d. *Conceptual Development Plan Alternative*: A conceptual development plan consistent with **LDC** section 5.05.15 C.2.b.iii, and as described in the following section.

2. The conceptual development plan shall include all information described in **LDC** section 5.05.15 C.2.b.iii, and the following:

a. An Access Management Exhibit, identifying the location and dimension of existing and proposed access points and legal access to the site.

b. A dimensional standards table for each type of land use proposed within the plan.

i. Dimensional standards shall be based upon the established zoning district, or that which most closely resembles the development strategy, particularly the type, density, and intensity of each proposed land use.

ii. For PUDs: Any proposed deviations from dimensional standards of the established zoning district, or of the most similar zoning district, shall be clearly identified. Provide a narrative describing the justifications for any proposed deviations that are not prohibited by **LDC** section 5.05.15 C.4.

c. A plan providing the proposed location and design of the greenway (this may be included on the conceptual development plan)*:*

i. *Greenway Design:* A plan providing the proposed location and design of the greenway and illustrating the following (including any alternative designs as described in **LDC** section 5.05.15 G.2.a):

a) The proposed location of passive recreational uses;

b) Existing and proposed lakes, including lake area calculations;

c) Preserve areas;

d) Any structures or trails related to passive recreational uses;

e) Greenway widths demonstrating a minimum average width of 100 feet and no less than 75 feet shall be identified every 100 feet;

f) Locations of existing trees and understory (shrubs and groundcover) shall be located on the plan in accordance with **LDC** section 5.05.15 G.2.e;

g) A matrix identified on the plan shall demonstrate tree counts used to calculate the ratio described in **LDC** section 5.05.15 G.2.e; and

h) Location of any proposed wall or fence pursuant to **LDC** section 5.05.15 G.2.f.

d. A narrative describing how the applicant proposes to offset or minimize impacts of the golf course conversion on stakeholders' real property and provide for compatibility with existing surrounding land uses. Identify the compatibility measures on the conceptual development plan.

3. A narrative statement describing how the greenway will meet the purpose as described in **LDC** section 5.05.15 G.2 to retain open space views for stakeholders, support passive recreational uses, and support existing wildlife habitat.

4. A narrative statement describing the public outreach methods proposed for the **SOMs**, consistent with Administrative Code Chapter 8.F.

5. Web-based survey, including the following:

a. A copy of the web-based survey;

b. The user-friendly website address where the survey will be available; and

c. The dates the survey will be available.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice for the Intent to Convert Application

After the Intent to Convert application has been submitted, notice is required to inform stakeholders of a forthcoming golf course conversion application. However, no mailing is required if the applicant chooses to withdraw the Intent to Convert application.

⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice**: For the purposes of this **mailed notice**, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course. The notice shall be sent after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and **SOMs**, and at least 20 days prior to the first **SOM**. The mailed notice shall include the following:

a. Explanation of the intention to convert the golf course.

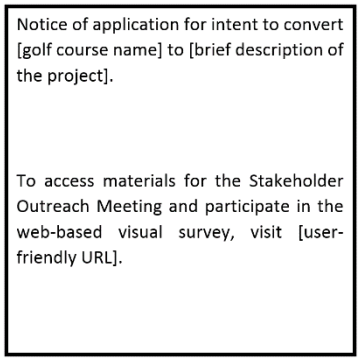
b. Indication that there will be at least two advertised **SOMs** and one web-based visual survey to solicit input from stakeholders on the proposed project. The date, time, and location of the **SOMs** does not need to be included in this mailing.

c. 2 in. x 3 in. map of the project location.

d. Applicant contact information.

2. **Sign:** (see format below) Posted after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and **SOMs**, and at least 20 days before the first **SOM**. The sign shall remain posted until all **SOMs** are complete. For the purposes of this section, signage, measuring 16 square feet,

shall clearly indicate an applicant is petitioning the county to convert the golf course to a non-golf use (e.g. residential). A user-friendly website address shall be provided on the signs directing interested parties to visit Collier County's website to access materials for the **SOM** and the web-based visual survey. The sign shall remain posted for 7 days after the last required **SOM**. The location of the signage shall be consistent with *Chapter 8 of the Administrative Code*.



Public Hearing No public hearing is required for the Intent to Convert application. Public hearings will be required for subsequent conversion applications.

Decision Maker The County Manager or designee.

Review Process The Zoning Division will review the Intent to Convert application and identify whether additional materials are needed.

Updated 2021-143

O. Boat Lift Canopy – Administrative Review

Reference **LDC** section 5.03.06 G.

Applicability A boat lift canopy application is required for a covering that is applied to a boat lift over a legally permitted dock facility.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files a "*Boat Lift Canopy Application*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The Boat Lift Canopy application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. **Property identification number;**
    b. Section, township, and range;
    c. Subdivision, unit, lot and block; and
    d. Address of subject site.
3. Current zoning and land use of subject property.
4. Survey, signed and sealed showing an existing, permitted, dock facility.
5. Canopy Detail showing all dimensions.
6. Sample of the fabric for color review.
7. **Addressing checklist.**

Notice No notice is required.

Public Hearing No hearing is required.

Decision Maker The County Manager or designee may approve.

Review Process The Development Review Division will review the application, identify whether additional materials are needed, and prepare a letter of determination utilizing the criteria identified in **LDC** section 5.03.06 G.

Updated

P. Landscape Plans

Reference **LDC** sections 4.06.00, 10.02.03, and 10.02.14.

Applicability Landscape plans are required for any development application that proposes new required landscaping or proposes to modify the existing required landscaping.

Pre-Application A pre-application meeting may be required as a component of the submittal of the Site Development Plan (SDP), Site Improvement Plan (SIP), Subdivision Construction Plans and Plat Application (PPL) process, or any insubstantial change or amendment thereof.

Initiation The **applicant** submits landscape plans to the Development Review Division as a component of a site development or subdivision application.

Application Contents Submittal Credentials: Pursuant to **LDC** section 10.02.03 D.4, landscape drawings shall be signed and sealed by a licensed **landscape architect** registered in the State of Florida.

The landscape plan must be consistent with the site development plans and contain the following, as applicable:

1. North arrow, bar scale, and title information.
2. Labeled roadways, canals, and surrounding land uses.
3. The location of all property lines.
4. The location of all proposed and existing buildings.
5. The location of all easements and utility lines.
6. The location of access points, internal streets, and parking areas.
7. The configuration of pedestrian, vehicular, and bike circulation.
8. The location of light poles and the required separation from trees.
9. Adjacent outparcels, shopping center, or subdivisions, as applicable.
10. The location of permanent vegetation protection devices, such as barricades, curbing, and tree wells.
11. Landscape legend. A landscape legend in matrix form which shall include:
    a. Graphic Symbol to indicate each type of plant material;
    b. Botanical name;
    c. Common name;
    d. Total number of each type of plant material;
    e. Height and spread of each type of plant material;
    f. Spacing of each type of plant material;
    g. Native status;
    h. Drought tolerance rating; and
    i. Type of mulch.

12. The location and dimension of all proposed landscaped areas, with appropriate graphic symbols, including existing trees that are being credited toward the development's landscaping requirements.

13. The location and configuration of all special or textured paving areas.

14. The location of the interior vehicular use area landscaping.

15 The location and width of perimeter landscape buffers.

16. The location of terminal landscape islands.

17. The location of building perimeter landscaping.

18. Required details, such as tree staking and shrub planting, per accepted industry practices and standards.

19. Specify Florida #1 or better plant material.

20. Landscaping calculations for vehicular use areas, perimeter buffers, and building foundation areas.

21. On a separate plan sheet, attached to the landscape plan, the following elements shall be provided as part of the irrigation plan:

- **a.** Location of existing vegetation;
- **b.** Location of existing and proposed buildings, and other site improvements;
- **c.** Location of parking spaces, aisles, and driveways;
- **d.** Location of the water main, valve, and pump;
- **e.** Pipe sizes and specifications;
- **f.** Location of controller and specifications;
- **g.** Location of backflow preventer, rain-sensing devices, a typical sprinkler zone plan indicating type specification, spacing, and coverage; and
- **h.** If drip irrigation or soaker hoses are proposed, their layout shall be shown.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process The Landscape Plans will be reviewed by the Development Review Division, utilizing the County's Native Tree and Plant list, as part of the Site Development Plan (SDP), Site Improvement Plan (SIP), Subdivision Construction Plans and Plat (PPL) application, or any insubstantial change or amendment thereof. Collier County's Native Tree and Plant list is available to download as an Adobe PDF file on the County's website at : https://www.collier.gov/files/assets/county/v/1/growth-management/documents/environmental/native-plant-list.pdf

Updated

Q. Non-Residential Boat Dock Construction

Reference LDC sections 5.03.06 H, and 5.03.06 I.3.

Applicability An evaluation of a non-residential dock construction is required in conjunction with a site development plan submittal when protrusions for non-residential dock facilities are beyond specified limits established in LDC section 5.03.06 E.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** submits an "*Evaluation of Non-Residential Dock Construction in Conjunction with Site Development Plan*" with the Development Review Division as part of the Site Development Plan application for compliance with **LDC** section 5.03.06.

Application Contents The submittal must include the following:

1. **Applicant/Agent** contact information.
2. Property information, including:
    a. **Property identification number**;
    b. Section, township, and range;
    c. Subdivision, unit, lot and block; and.
    e. Address of subject site.
3. Site information, including:
    a. Waterway width and where the measurement came from;
    b. Total property water frontage;
    c. Measurement of provided and required setbacks;
    d. Total protrusion of proposed facility into water;
    e. Number and length of vessels to use facility; and
    f. Additional dock facilities in close proximity of subject property and the total protrusion of each into the waterway.
4. Narrative description of the project.
5. Signed and sealed survey depicting mean high water (MHW) and mean low water (MLW), and relevant water depths (no less than 5 foot increments).
6. Pursuant to **LDC** section 5.03.06 I, a submerged resources survey, as applicable.
7. A chart, drawn to scale, of the waterway at the site, depicting the waterway width, the proximity of the proposed facility to any adjacent navigable channel, the proximity of the proposed facility to docks, if any, on the adjacent lots, and the unobstructed waterway between the proposed facility and the opposite bank or any dock facility on the opposite bank.
8. Site Plan illustrating the following:
    a. Lot dimensions;
    b. Required setbacks for the dock facility;

c. Cross section showing relation to MHW/MLW and shoreline (bank, seawall, or rip-rap revetment);

d. Configuration, location, and dimensions of existing and proposed facility;

e. Water depth where proposed dock facility is to be located;

f. Distance of the navigable channel;

g. Illustration of the contour of the property; and

h. Illustration of dock facility from both an aerial and side view.

9. Narrative response to listed criteria/questions.

10. For multi-slip dock facilities with 10 or more slips, proof of a Manatee Protection Plan (MPP) was submitted or the County has issued a MPP consistency determination.

11. Signed and notarized affidavit by **property owner** or agent.

12. Electronic copy of all documents.

Notice None.

Public Hearing None.

Decision Maker County Manager or his designee.

Review Process The Development Review Division will review the submittal, identity whether additional materials are needed, and prepare a letter of determination utilizing the criteria identified in LDC section 5.03.06 H.

Updated

R. Mobile Food Dispensing Vehicles, Permanent or Temporary Permit

Reference LDC subsections 5.05.16 and 5.04.05, F.S. § 509.013, 509.101, 509.102 and 509.241.

Applicability Mobile food dispensing vehicles are a public food service establishment and maintain a license with the Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants. This procedure applies to a request for the permanent or temporary placement of mobile food dispensing vehicles (MFDVs) also known as food trucks.

Pre-Application A pre-application meeting is required for SDP, SDPA, or SIP and/or Conditional Use applications. For a SDPI or SIPI, a pre-application is not required, but the applicant must obtain pre-submittal authorization from the Development Review Division.

Initiation The applicant files either an application for public hearing for conditional use or an application for either SDP, SIP, SDPI, SIPI approval, or application for temporary use permit for the type of special event, or a Mobile Food Dispensing Vehicle for Permanent Permit.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application*.

Application Contents The application contents shall follow the applicable submittal requirements of a Conditional Use, SDP, SDPI, SIP, SIPI, or Temporary Use Permit-Special Event (*See Chapter 4 J.6. for additional information*).

1. On a site development plan, the following information must be provided:
    a. Location of designated area for each MFDV, onsite public restrooms, and trash receptacle(s).
    b. MFDV distance from the property boundary line and any other on-site designated area for another MFDV.
    c. Required yards for the zoning district and open space, preserves, landscape buffer areas.
    d. Any public or private road rights-of way, access easements, conservation or drainage easements.
    e. Off-street parking spaces and bicycle parking spaces.
    f. Number of outdoor seats and tables, if proposed.
    g. Proposed location of temporary or permanent emergency generator(s), if proposed.

2. The current contact information, including names, addresses, phone numbers, emails, and any other information reasonably required by the County Manager or designee for the property owner, who is expected to have the contact information for each operator of the MFDVs that will visit the site.

3. For the permanent placement of a MFDV, the conditional use at a specific location must remain in effect with the property itself and not the MFDV.

4. The hours of operation of an existing separately licensed public food establishment and whether the MFDV intends to operate before or after the posted hours of operation, if applicable.
5. For a temporary use permit, the hours of operation at each specific site.
6. Evidence of compliance with NFPA's food truck safety fact sheet.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for acceptance and processing of an application*.

Notice

Notice is required for conditional use approval, otherwise none.

Public Hearing

Public hearing is required for conditional use approval. The Hearing Examiner or BZA shall hold at least 1 advertised public hearing. ⇔*See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures*.

Decision Maker

For an application that does not require a public hearing, the County Manager or designee, otherwise the Hearing Examiner or BZA.

Review Process

For the SDP or SIP application, the Development Review Division will review the application for compliance with LDC section 10.02.03. and whether additional materials are required.

For the Conditional Use application, the Zoning Division will review the application, identify whether additional materials are needed, and prepare a Staff Report or Executive Summary to present to the Decision Maker.

For the Mobile Food Dispensing Vehicles, Permanent or Temporary Use Permit, the Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in LDC section 5.05.16 or 5.04.05.

Digital Submittal Requirements

⇔*See Chapters 4.I.2 and 4.I.3 Digital Requirements for a SDP or SIP, otherwise none*.

Recording

⇔*See Chapter 3.C.1 Recording of Developer Commitments for Conditional Use*.

For all other applications not requiring a public hearing, none.

Updated

Resolution 2025-53

S. Floating Solar Facilities – Additional SDP and SIP Requirements

Reference — LDC sections 5.05.17, 10.08.00, and F.S. § 163.32051.

Applicability — Floating Solar Facilities are located on wastewater treatment ponds, abandoned limerock mine areas, stormwater treatment ponds, reclaimed water ponds, or other water storage reservoirs. This procedure applies to a request for the placement of floating solar facilities on an impounded or controlled water body.

If a Conditional Use is required, see Chapter 3, Section C of the Collier County Administrative Code for Land Development.

Pre-Application — A pre-application meeting is required for SDP, SDPA, or SIP applications and to address an environmental assessment report. For a SDPI or SIPI, a pre-application is not required, but the applicant must obtain pre-submittal authorization from the Development Review Division and address required environmental considerations.

Initiation — The applicant files an "*Application for SDP, SDPA, SDPI, SIP or SIPI*" approval with the Development Review Division.
⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application*.

Application Content — The application contents shall follow the applicable submittal requirements of the SDP, SDPA, SDPI, SIP, or SIPI.

At the time of filing the "Application for SDP, SDPA, SDPI, SIP, or SIPI," the following additional information must be provided:

1. Applicant contact information. Name, address, telephone, email address of person(s) or entity responsible for ongoing operations and maintenance.

2. Name, address, telephone, and email address of person(s) for an emergency contact.

3. Property Ownership Disclosure Form and whether direct ownership or direct lease.

4. Property information, including:

a. Type, depth, and location of the subject water body.

b. The proposed and percent of water surface coverage area (measured above the dry season water table).

c. The percent of littoral shelf area contained within the water body.

5. A predevelopment baseline water quality survey that has been implemented for one year prior to installation at the deepest point of the waterbody. This survey should include monthly in-situ readings of dissolved oxygen, pH and temperature measured at the

surface (one foot below surface), mid-point, and bottom (one-foot above bottom). Additionally, *Escherichia coli (*E. coli), chlorophyll, nitrate+nitrite (Nox), total Kjeldahl nitrogen (TKN), and total phosphorus shall be collected and analyzed monthly from the surface. Surface samples for the RCRA 8 metals, copper, zinc, total suspended solids (TSS), and total hardness shall be collected and analyzed quarterly. A Lake Vegetation Index (LVI) survey following the Florida Department of Environmental Protection's (FDEP's) standard operation procedure **"**DEP SOP LVI 1000" shall be conducted prior to installation.

6. A long-term water quality monitoring plan with reference to the original SDP, SDPA, SIP, SDPI, or SIPI number shall be implemented beginning in year one following installation and continuing annually thereafter, consisting of quarterly surface water sampling for dissolved oxygen, pH, temperature at surface, mid-point, and bottom. Quarterly surface water sampling and analysis of E. coli, chlorophyll, NOx, TKN, total phosphorus, RCRA 8 metals, copper, zinc**,** total hardness, and total suspended solids (TSS). Sediment samples will be collected and analyzed for RCRA 8 metals, copper, zinc, and microplastics annually. A Lake Vegetation Index (LVI) survey shall be conducted annually. All laboratory analyses shall be performed by a National Environmental Laboratory Accreditation Conference (NELAC) accredited laboratory using approved methodology. Method detection limits will be low enough to be below the cleanup target levels (CTLs) referenced in Chapter 62-777, Florida Administrative Code or water quality standards referenced in Chapter 62-302, Florida Administrative Code.

All field analyses will follow Chapter 62-160, Florida Administrative Code and the standard operating procedures referenced therein.

7. Written explanation of how the facility design is sited and will be constructed to have minimal impacts to the shading of habitats and species within the littoral zone or limnetic zone (such as, shading no closer than 20 feet from any structure or pipe intake), soiling from dust, biofouling (accumulation of micro-organisms, plants, algae), bird droppings (such as, installation of a bird deterrence system either by barrier or non-barrier method for wading or other birds that utilize water for foraging, nesting or reproduction), and barriers to animals in the natural habitat of the site and degradation of water quality within the site.

8. The SDP, SIP, SDPI, or SIPI must contain the following notes:

a. The owner is responsible for all aspects of the maintenance plan, routine inspection reporting, and servicing at predetermined minimum intervals (monthly for anchoring, mooring system, and biofouling; quarterly for floats, inverters, mounting structure and all other components; and annually for littoral zone health).

b. No harmful anti-vegetative paints will be used to control biological growth adhering to the floats.

c. The anchoring system, power or communication lines, battery system, transformer or inverter shall not energize the water body.

d. Power and communication lines running from the bank of land to interconnect with any building, transformer or inverter shall be buried underground.

e. The owner shall ensure that the stormwater management system which discharges to the County's MS4 or waters of the state will be maintained and comply with the State of Florida's water quality standards established by Chapter 62-302, Florida Administrative Code and when applicable Total Maximum Daily Loads (TMDLs) established by Chapter 62-304, Florida Administrative Code. This note is not required for wastewater treatment ponds.

9. Pre-application meeting notes, if applicable.

10. A statement of approval with the name and mailing address of all registered Homeowners Associations and civic associations whose members are impacted by the application, if applicable.

11. A copy of the proactive maintenance plan for the floating solar facility for County records.

Completeness and Processing of Application	⇔ *See Chapter 1 D.5 for the acceptance and processing of an application.*
Notice	None.
Public Hearing	None.
Decision Maker	For an application that does not require a public hearing, the County Manager or designee.
Review Process	For SDP, SDPA, SIP, SIPA, or SIPI applications, the Development Review Division will review the application for compliance with LDC section 10.02.03. and whether additional materials are required.
Recording of Developer Commitments	None.
Updated	Res. 2026-86

Chapter 5. Subdivision Procedures

The following applications and approvals listed in this Chapter are for subdivision procedures.

A. Lot Split

Reference **LDC** section 4.03.04 C.

Applicability This procedure applies to the division of a lot, parcel, or lot of record into no more than two parcels. This applies to all unplatted or platted lots of record in any subdivision, and to all lots in the Estates zoning district. This procedure does not apply to Lot Line Adjustments or to lots of record combined for tax purposes alone.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an application for "*Lot Split*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Submittal Credentials: The survey shall be signed and sealed by a professional surveyor and mapper registered to practice in the State of Florida.

The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description;
    b. **Property identification number**;
    c. Section, township and range;
    d. Subdivision, unit, lot and block, or metes and bounds description;
    e. Address of subject site and general location;
    f. Area of existing lot in sq. ft.;
    g. Area of proposed lots in sq. ft.; and
    h. Width of proposed lots calculated according to the LDC defined term for "lot measurement, width."
3. Property History Card, indicating the date the lot first appeared in the Property Appraiser's Records in its current configuration.
4. Recorded warranty deed to show the current ownership from the Clerk of Courts.
5. A signed and sealed boundary survey showing existing and proposed lot dimensions, easements of record, and all structures on the subject property.
6. A drawing or survey showing location of proposed access, including the location of proposed access easements.

7. **Addressing checklist**.
8. Affidavit of Authorization.
9. **Electronic copies of all documents.**

Completeness and Processing of Application

⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*.

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the lot split application and will approve, approve with conditions, or deny the application based on the criteria established in **LDC** section 4.03.04 C.

Recording

Within 12 months of approval, the **applicant** shall record the approved lot split with the Clerk of Courts in the Official Land Records of Collier County. Evidence of the approved lot split shall be provided to the Property Appraiser for their consideration and record-keeping. No development order or development permit for the property will be approved until the lot split is recorded. A copy of the recorded document shall be provided to the Growth Management Community Development Department.

Updated

B. Lot Line Adjustment

Reference **LDC** section 4.03.04 B.

Applicability A lot line adjustment between contiguous lots or parcels, which may be platted or unplatted and under the same or separate ownership, may be requested to correct an engineering or surveying error or to allow an insubstantial boundary change between adjacent parcels.

Initiation The **applicant** files a "*Lot Line Adjustment (LLA)*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is required unless waived by the County Manager or designee.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. Property information, including:
    a. Project name;
    b. Legal description of each lot;
    c. **Property identification number** of each lot;
    d. Section, township and range;
    e. Subdivision, unit, lot and block, or metes and bounds description;
    f. Address of subject site and general location; and
    g. Zoning designations of each lot.
4. A narrative describing the reason for the lot line adjustment and proposed reconfiguration.
5. An affidavit by all **property owners** that they consent to the lot line adjustment and resulting lot formation. The affidavit shall include the number of existing and resulting lots and that the lot line adjustment complies with the criteria set out in **LDC** section 4.03.04. The affidavit shall be signed by all **property owners** and include the following attachments:
    a. Drawings that clearly show the original and the proposed configuration of the lots involved including acreages;
    b. Lot width before and after, calculated according to the **LDC** definition of "lot measurement, width";
    c. Lot width provided to depth equal to that of minimum required front yard;
    d. A table and drawing showing setbacks required by the zoning district as they apply to the reconfigured lot; and
    e. Copy of signed and sealed survey by a professional surveyor and mapper showing all structures on each lot or noted as "vacant." The existing and proposed setbacks shall be included on the survey.

6. A drawing or survey showing location of proposed access, including the location of proposed access easements.
7. Quitclaim Deed(s) or warranty deed (s).
8. **Electronic copies of all documents.**
9. Affidavit of Authorization.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will approve, approve with conditions, or deny the lot line adjustment using the criteria in **LDC** section 4.03.04 B.

Recording

Within 12 months of approval, the **applicant** shall file the approved lot line adjustment affidavit, quitclaim deed(s) to complete the lot line adjustment, and exhibits with the Clerk of Courts, and record it in the Official Land Records of Collier County. The lot line adjustment shall not be effective until it is recorded. A copy of the recorded document shall be provided to the Growth Management Community Development Department.

Updated

C. Conceptual Plat with Deviations (CPD)

C.1. Conceptual Plat with Deviations – Standard

Reference **LDC** section 10.02.04 A and other provisions of the **LDC**.

Applicability The conceptual plat with deviations process is required for integrated phased developments but is otherwise an optional procedure for subdivision development. If an **applicant** chooses to submit a CPD, the **applicant** shall provide all of the submittal requirements.

The CPD application shall be submitted for the entire property to be subdivided.

Pre-application A pre-application meeting is required.

Initiation The **applicant** files a "Conceptual *Plat with Deviations Petition*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. Property information, including:
    a. Legal description;
    b. Address of subject site and general location;
    c. Metes and bounds description;
    d. Section, township and range;
    e. Size of plat in acres;
    f. Number of lots and minimum lot size;
    g. Name of development.;
    h. Zoning petition number (Rezone, Conditional Use, and Site Development Plan), if applicable; and
    i. Source of utilities.
4. Cover letter explaining the project or proposed changes.
5. PUD Monitoring Schedule, if applicable.
6. Aerial photograph(s), taken within the previous 12 months at a minimum scale of 1 in. = 200 ft., illustrating existing conditions and any site improvements.
7. Environmental Data Requirements. ⇔ *See **LDC** section 3.08.00 A.*
8. Traffic Impact Study, if applicable. ⇔ *See Chapter 7 B. of the Administrative Code.*
9. Original petition number (PUD name and ordinance, rezone, conditional use, site development plan, etc.), if applicable.

10. Owner/agent affidavit as to the correctness of the application.
11. Historical/Archeological Survey or waiver, if applicable.
12. Conditional Use application, if applicable.
13. If substitutions are requested, pursuant to LDC section 10.02.04 A.5, justification based on sound engineering principles and practices shall be provided for each substitution.
14. Generalized statement of subsurface conditions on the property, location, and results of tests made to ascertain subsurface soil conditions and groundwater depth.
15. The zoning classification of the tract and all contiguous properties.
16. For residential projects subject to the provisions of **LDC** section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.
17. **Electronic copies of all documents.**
18. Affidavit of Authorization.

Requirements for Conceptual Plat with Deviations

Submittal Credentials: The conceptual plat with deviations shall be prepared by the **applicant's engineer** and professional surveyor and mapper. The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The conceptual plat with deviations shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county with a north arrow, graphic scale, and date.
2. The name of subdivision or identifying title which shall not duplicate or closely approximate the name of any other subdivision in the incorporated or unincorporated area of Collier County.
3. Boundary survey, with bearings and distances as a written description with a reference to section corners.
4. The location and names of adjacent subdivisions and plat book and page reference, if any.
5. A land plan with the following information identified:
    a. Location, dimensions, and purpose of all existing and proposed streets, alleys, property lines, easements, and rights-of-way of record;
    b. Existing streets and alleys of record adjacent to the tract including name, right-of-way width, street or pavement width and established centerline elevation. Existing streets shall be dimensioned to the tract boundary;
    c. Location of existing and proposed sidewalks and bike paths;
    d. Location of all existing and proposed utilities and related easements;
    e. Location and purpose of existing drainage district facilities and their right-of-way requirements;

f. Location of existing and proposed watercourses, drainage ditches, bodies of water, marshes and wetlands;

g. Location of existing possible archaeological sites and other significant features;

h. The proposed layout of the lots and blocks;

i. The plan shall indicate whether the streets are to be public or private. Proposed street names shall be identified on all public and private thoroughfares;

j. Location of proposed sites for parks, recreational areas, and school sites or the like, in accordance with any existing ordinances requiring such a dedication;

k. Location of buffer areas required by **LDC** section 4.06.01 shall be illustrated and the dimensions provided, if appropriate at this time; and

l. Typical right-of-way and pavement cross sections shall be graphically illustrated on the plans and shall include but not be limited to the location of sidewalks, bike paths, and utilities.

6. Interconnectivity of local streets between developments shall be consistent with **LDC** section 6.06.01 B and GMP Objective 9.

7. Access Management Plan. All access provisions to the nearest public street(s) shall be identified, including all existing and proposed driveways.

8. Water Management Plan. The master water management plan shall outline the existing and proposed surface watercourses and their principal tributary drainage facilities needed for proper drainage, water management, and development of the subdivision. All existing drainage district facilities and their ultimate right-of-way requirements as they affect the property to be subdivided shall be identified on the plan. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer** shall include drainage data, assumed criteria, and hydraulic calculations, consistent with the criteria and design method established by the SFWMD in addition to the following information:

a. For all developments, the following Stormwater related information:

i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;

ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;

iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and

iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.

b. If within Collier County Public Utilities Service Area, the Report must also contain the following:

i. Estimated cost of utilities construction, Water and Sewer calculations;

ii. Sewer Hydraulics;

iii. Lift station hydraulics to first downstream master station;

iv. Lift station buoyancy calculations;

v. Chloramine Dissipation Report; and

vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

9. Lot configurations. Typical lot configurations shall be illustrated and the minimum area of the lots required by the approved zoning classification shall be referenced by note.

a. For fee-simple residential lots, the illustration shall portray the type of unit identified by **LDC** definition and developer's description to be placed on each lot (i.e., Lots 1-20, single-family attached (patio home), and show a typical unit on typical interior and corner lots, depicting setbacks (including preserve setbacks, if applicable) and/or separation of structures. In addition, for fee simple residential lots the illustration shall portray the location of typical units on atypical lots, such as cul-de-sac, hammerhead, and all irregular lots.

b. For non-residential lots (i.e., multi-family amenity lots or parcels, commercial/industrial lots), the illustration shall portray setbacks and building envelope. Setbacks required by the approved zoning classification shall be provided verbatim on the plan in matrix form.

c. A table shall be provided showing lot area and lot width for each irregular lot. Regular corner and interior lots may show only typical width and area.

d. Where there is more than one type of dwelling unit proposed (i.e., single-family detached, single-family attached, zero lot line), lots must be linked to the type, or types of unit which they are intended to accommodate.

10. Master utilities. Utilities such as telephone, power, water, sewer, gas, and the like, on or adjacent to the tract including existing or proposed water and sewage treatment plants.

a. The plans shall contain a statement that all utility services shall be available and have been coordinated with all required utilities.

b. Evidence of such utility availability shall be provided in writing from each utility proposed to service the subdivision.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application based on the criteria in **LDC** section 10.02.04 A and other provisions of the **LDC** and shall approve, approve with conditions, or deny the conceptual plat with deviations.

Updated Resolution 2024-173

C2. Conceptual Plat with Deviations Amendment (CPDA)

Reference
LDC section 10.02.04 A.4 and other provisions of the **LDC**.

Applicability
This process applies to an amendment to an approved conceptual plat with deviations.

Initiation
The **applicant** files an "*Amendment to Conceptual Plat With Deviations (CPDA)*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application
A pre-application meeting is not required.

Application Contents and Requirements for Conceptual Plat with Deviations Amendments
A conceptual plat with deviations amendment application must include the following, in addition to the Application Contents and Requirements for Preliminary Subdivision Plan, as applicable.

⇔*See Chapter 5 C.1 of the Administrative Code.*

Submittal Credentials: The preliminary subdivision plat amendment shall be prepared by the **applicant's engineer** and professional surveyor and mapper. The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The conceptual plat with deviations amendment shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. Name of development.
4. Amendment to CPD Number (original CPD number).
5. Cover letter describing the proposed changes.

Completeness and Processing of Application
⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice
No notice is required.

Public Hearing
No public hearing is required.

Decision Maker
The County Manager or designee.

Review Process
The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** section 10.02.04 A.4 and shall approve, approve with conditions, or deny the amendment to the conceptual plat with deviations.

Updated
Resolution 2024-173

D. Construction Plan and Final Subdivision Plat (PPL)

D.1. Construction Plans and Final Subdivision Plat - Standard

Reference **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Applicability The procedure applies to Construction Plans and Final Subdivision Plats (PPL) which is a required process prior to development and recording of a subdivision where improvements are required.

⇔ *See Chapter 5 F. of the Administrative Code to submit a Minor Final Plat (FP) – when improvements are not required.*

⇔ *See Chapter 5 E. of the Administrative Code to submit Construction Plans (CNSTR) – when there are only improvements and no platting or recording is required.*

Pre-Application Meeting A pre-application meeting is required for a Construction Plans and Final Subdivision Plat application. The following information is beneficial to bring for discussion at the pre-application meeting:

Written and mapped information describing:

1. A brief description of the land subject to the application and existing conditions.
2. Existing and proposed zoning classifications.
3. The proposed development – include the property subject to the application and any future phases.
4. Existing covenants or restrictions.
5. Location of utility facilities, public facilities, and anticipated utility sources.
6. Water retention areas.
7. Public areas.
8. General soil characteristics.
9. Proposed number of parcels, lots, or tracts.
10. Typical lot or other parcel configuration.
11. Current aerial photograph with a clear film overlay with the proposed subdivision configuration superimposed on the aerial photograph. Aerials and overlay information must be legible at the scale provided.
12. Any other information needed to prepare and review of the application.
13. A map, at a scale of at least 1 in. =200 ft., identifying the following:
    a. Location of the subject property and identification of adjacent lands;
    b. Approximate acreage;
    c. Date of map;
    d. North arrow and scale;

e. Natural features such as native habitat identified by vegetative cover and depicted in aerial imagery; low or swampy areas; water bodies, streams, lakes, canals or the like;

f. Streets and layout of all adjoining streets;

g. General lot and block layout;

h. Zoning classification of the property subject to the application and adjacent properties;

i. Location of existing improvements; and

j. Any other significant features.

Initiation

The **applicant** files a "*Subdivision Construction Plans and Plat Application*" with Development Review Division.

Pursuant to **LDC** 10.02.04 B.6, site development plans may be submitted for review once the first review comments of the construction plans and final subdivision plat are posted. No site development plans may be approved until the final subdivision plat is approved by the County Manager or designee.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents

The application must include the following:

1. **Applicant contact information**.
2. **Addressing checklist.**
3. Property information, including:
    a. Zoning district;
    b. **Property identification number**;
    c. Project name;
    d. Section, township and range;
    e. Subdivision, unit, lot and block; and
    f. General location and cross streets.
4. Zoning designation of subject property.
5. PUD Monitoring Schedule and Report, if applicable.
6. Digital file of conditional use or PUD application, if applicable.
7. Cover letter explaining the project.
8. **PUD Ordinance and Development Commitment Information**, as applicable.
9. Affidavit of Authorization.
10. Opinion of title.
11. Letter of intent as to the timeline for construction and platting.
12. Home Owner Association documents, if applicable.

13. An aerial photograph. All information must be legible at the scale provided.

14. Certificate of Public Facility Adequacy application.

15. Fire Flow test.

16. Zoning Data Sheet, including:

- **a.** Name of Plat (and PUD, if applicable);
- **b.** Development Standards per **LDC** or PUD;
- **c.** Overall subdivision layout;
- **d.** Table showing lot area and lot width for regular, interior and irregular lots;
- **e.** Density, as allowed by zoning district;
- **f.** For Residential lots:
  - **i.** Type of unit identified by **LDC** definition and description of what is permitted on each lot;
  - **ii.** Drawing of typical unit or typical interior and corner lots, showing setbacks, including preserve setbacks) and separation from structures; and
  - **iii.** Lot layout and setbacks, particularly for the unique lots.
  - **iv.** For projects with a plat per F.S. 177.073, include the number and percentages of proposed homes to be permitted prior to plat recording.
- **g.** For Non-Residential lots:
  - **i.** Identification of setbacks and building envelopes.

17. Historical/Archeological Survey or waiver, if applicable.

18. Environmental Data Requirements. ⇔*See **LDC** section 3.08.00 A.*

19. Traffic Impact Study. ⇔*See Chapter 7 B. of the Administrative Code.*

20. School Impact Analysis, for residential projects only.

21. Information and data relating to previous zoning actions affecting the project site.

22. Utility letters of availability and plat easement approval letter for utility easements, if applicable.

23. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer** shall include the following:

- **a.** For all developments, the following Stormwater related information:
  - **i.** Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
  - **ii.** Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
  - **iii.** Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and

iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.

b. If within Collier County Public Utilities Service Area, the Report must also contain the following:

i. Estimated cost of utilities construction, Water and Sewer calculations;

ii. Sewer Hydraulics;

iii. Lift station hydraulics to first downstream master station;

iv. Lift station buoyancy calculations;

v. Chloramine Dissipation Report; and

vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

24. Vegetation Removal and Site Filling permit (VRSFP), if requested.

a. Provide separate acreage calculations for each phase of clearing requested;

b. If clearing or filling lots and building sites, with or without stockpiling, a separate VRSFP application shall be submitted, pursuant to **LDC** section 4.06.04.A.2; and

c. A site clearing plan. ⇔*See Requirements for Construction Plans for more information.*

25. Property Ownership Disclosure Form.

26. Permits: All Federal, State and local permits, including but not limited to the following, shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

a. SFWMD Permit, Permit Modification, or waiver, including staff report exhibits;

b. DEP utility installation permits, water/sewer; and

c. US Army Corps of Engineers permit and exhibit, if applicable.

27. Electronic copies of all documents.

28. For projects with a plat per F.S. 177.073, proposing homes to receive building permits prior to plat recording:

a. Provide the number or percentage of proposed homes to be permitted prior to plat recording;

b. Construction and Maintenance Agreement; and

c. Performance bond in accordance with **LDC** section 10.02.04 F.3.e.

Requirements for Construction Plans

Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The following are required to identify and provide on the construction plans:

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county. The map shall include a north arrow, graphic scale, and date.
2. Construction plans with specifications detailing/showing:
    a. Complete configurations of all required improvements including, but not limited to, all water, sewer, roads, water management systems, and all appurtenant facilities, public or private;
    b. Complete calculations used to design these facilities shall be included with the plans; and
    c. If the development is phased, each phase boundary shall be clearly delineated.
3. Soil Erosion and Sediment Control Plan. ⇔ *See Chapter 7 D. of the Administrative Code*.
4. Additional plans included in the construction plans packet:
    a. Streetlight plans signed and sealed by a professional **engineer** licensed to practice in the State of Florida or the utility provider; and
    b. Landscape plans.

    ⇔*See Chapter 4.P of the Administrative Code for Landscape Plan submittals.*
5. Preserve Management Plan, including a Native Vegetation Retention/Mitigation Plan, if requested by **applicant**.
6. Boundary and topographic survey, less than six months old.
7. Site Clearing Plan, including a vegetation inventory.

    Areas where improvements are to be constructed with a maximum limit of 10 feet beyond any approved rights-of-way line or 5 feet beyond any easement line.
8. Design sections, i.e., cross sections of roads, lakes, berms, and lots.
9. Construction details showing compliance with applicable federal, state, and local standards.
10. For required improvements which will be constructed within an existing easement, the existing easement and facilities and the proposed easement and facilities shall be illustrated.

    The **applicant** shall provide copies of the plans to the holder of the easement(s) simultaneously with its submission of the application to the county.
11. Plan and profile sheets, showing roads, water, sewer, conflict crossings, drainage, utilities, sidewalks, bike paths, and any unique situations.
12. Benchmark, based on NOAA datum NAVD.
13. Locations of test borings of the subsurface condition of the tract to be developed.
14. The construction plans and attachments shall address special conditions pertaining to the subdivision in note form on the construction plans, including statements indicating:

a. Compliance with federal, state, and local standards as currently adopted;

b. Source of water and sewer service; and

c. Required installation of subsurface construction such as water lines, sewer lines, public utilities and storm drainage prior to compaction of subgrade and roadway construction.

Requirements for Water Management for Construction Plans

Submittal Credentials: The water management plans and specifications in report form shall be signed and sealed by the applicant's professional engineer licensed to practice in the State of Florida The Water Management plans and specifications shall include, but not be limited to, the following:

1. A topographic map of the land development related to NAVD with sufficient spot elevations to accurately delineate the site topography, prepared by a professional surveyor.

2. A drainage map of the entire basins within which the development or subdivision lies. This map may be combined with the above topographic data in a manner acceptable to the County Manager or designee. All ridges lying within the basins and the area of the basins stated in acres, of all the existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration.

3. Flow paths shall be indicated throughout including final outfalls from the development and basins, existing water elevations, all connected and isolated wetlands, recurring high water elevations, proposed design water elevations, and other related hydrologic data.

4. Drainage data, assumed criteria and hydraulic calculations, consistent with the criteria and design method established by the SFWMD. This includes routings for the 10-yr, 25-yr and 100 -yr storm events.

5. Pipe sizing calculations for the site.

6. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures, roads and curbs, and other proposed development construction.

7. Plans and profiles of all proposed roads. Where proposed roads intersect existing roads, elevations and other pertinent details shall be shown for existing roads. Where additional ditches, canals or other watercourses are required to accommodate contributory surface waters, sufficient right-of-way shall be provided by the developer or subdivider to accommodate these and future needs.

8. For projects that require a construction permit to be issued by the SFWMD, work shall not commence until the **applicant** has provided the County Manager or designee a copy of the permit.

9. The master drainage plan shall include the drainage plans and details for all lots. The master drainage plan shall show proposed finished grade elevations at all lot corners and breaks in grade. The **engineer** shall state on the water management calculations the basis for wet season water table selection.

10. Construction plans for all subdivisions shall include a general note stating that all off-site drainage improvements associated with the current phase of development, including perimeter berms, swales, stormwater outfall systems and on-site perimeter

swales shall be completed and operational prior to commencement of construction of on-site improvement.

a. This requirement shall be established at the mandatory pre-construction meeting. Failure to comply with completion of the required offsite improvements will result in a stop work order being issued until such time as the project is brought into compliance with this requirement; and

b. The **Engineer** of record prior to final acceptance shall provide documentation from the stormwater maintenance entity that it has been provided information on how the stormwater system works and their responsibility to maintain the system.

Requirements for Final Subdivision Plats

Submittal Credentials: The final subdivision plat shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets of mylar or other approved material in conformance with F.S. Ch. 177, drawn to scale.

The final subdivision plat shall include at a minimum the following requirements:

1. The final plat shall be prepared in accordance with the provisions of F.S. Chapter 177, as may be amended.

2. The plat shall be clearly and legibly drawn with black permanent drawing ink or a photographic silver emulsion mylar to a scale of not smaller than 1 inch equals 100 feet.

3. Name of subdivision. The plat shall have a title or name acceptable to the County Manager or designee. When the plat is a new subdivision, the name of the subdivision shall not duplicate or be phonetically similar to the name of any existing subdivision. When the plat is an additional unit or section by the same developer or successor in title to a recorded subdivision, it shall carry the same name as the existing subdivision and as necessary a sequential numeric or alphabetic symbol to denote and identify the new plat from the original plat. A note shall be added to the plat cover sheet which identifies the zoning action name and ordinance number which approved such action.

4. Title. The plat shall have a title printed in bold legible letters on each sheet containing the name of the subdivision. The subtitle shall include the name of the county and state; the section, township and range as applicable or if in a land grant, so stated; and if the plat is a replat, amendment or addition to an existing subdivision, it shall include the words "section," "unit," "replat," "amendment," or the like.

5. Description. There shall be lettered or printed upon the plat a full and detailed description of the land embraced in the plat. The description shall show the section, township and range in which the lands are situated or if a land grant, so stated, and shall be so complete that from it without reference to the map the starting point can be determined and the boundaries identified.

6. Index. The plat shall contain a sheet index on page 1, showing the entire subdivision on the sheet indexing the area shown on each succeeding sheet and each sheet shall contain an index delineating that portion of the subdivision shown on that sheet in relation to the entire subdivision. When more than 1 sheet shall be used to accurately portray the lands subdivided, each sheet shall show the particular number of that

sheet and the total number of sheets included as well as clearly labeled match lines to each sheet.

7. Survey data. The final plat shall comply with F.S. Ch. 177, and shall show the length of all arcs together with central angles, radii, chord bearing, chord length and points of curvature. Sufficient survey data shall be shown to positively describe the boundary of each lot, block, right-of-way, easement, required conservation or preserve area and all other like or similar areas shown on the plat or within the boundary of the plat as shown in the description. The survey data contained on the plat shall also include:

- **a.** The cover sheet or first page of the plat shall show a location plan, showing the subdivision's location in reference to other areas of the county;
- **b.** The scale, both stated and graphically illustrated, on each graphic sheet;
- **c.** A north arrow shall be drawn on each sheet that shows the geometric layout and the configuration of the property to be platted. The north direction shall be at the top or left margin of the map where practicable;
- **d.** The minimum size for any letter or numeral shall be 1/10 inch;
- **e.** The points of beginning and the commencement shall be boldly shown for any metes and bounds description;
- **f.** All intersecting street right-of-way lines shall be joined by a curve with a minimum radius of 25 feet;
- **g.** All adjoining property shall be identified by a subdivision title, plat book and page or if unplatted, the land shall be so designated;
- **h.** Permanent reference monuments shall be shown in the manner prescribed by F.S. Ch. 177, as amended, and shall be installed prior to recording of the final plat;
- **i.** There shall be reserved a space in the upper right-hand corner of each sheet for the words "Plat Book _____" and "Page _____" with the minimum letter size of ¼ inch. On the line directly below, a space for "Sheet _____ of _____.";
- **j.** The map shall mathematically close and when practical shall be tied to all section, township and range lines occurring within the subdivision by distance and bearing where applicable; and
- **k.** All line and curve tables are to be shown on the same sheet as the graphic drawing they relate to. When possible, dimensions shall be shown directly on the map.

8. Lot and block identification. Each lot, block, or other like or similar parcel, however described, shall be numbered or lettered. All lots shall be numbered or lettered by progressive numbers or letters individually throughout the subdivision or progressively numbered or lettered in each block, not necessarily starting with the number "1" or letter "A." Parcels and blocks in each incremental plat shall be numbered or lettered consecutively throughout a subdivision.

9. Protected/Preserve easements. All parcels which constitute a protected/preserve area shall be labeled as an easement or tract. All protected/preserve area easements or tracts shall be dedicated on the final subdivision plat to Collier County without the

responsibility for maintenance and to a **property owners'** association or similar entity with maintenance responsibilities.

10. Street names. The plat shall contain the name of each street shown on the plat in conformance with the design requirements of this section.

11. Utilities. The construction plans for required improvements which will be constructed within an existing easement must illustrate the existing easement and existing facilities, and the proposed easement and the proposed facilities.

Copies of the construction plans shall be provided by the **applicant** to the holder of the easement(s) simultaneously with its submission to the county.

12. Outparcels. All interior excepted parcels shall be clearly indicated and labeled "Not a Part of this Plat."

13. Rights-of-way and easements. All right-of-way and easement widths and dimensions shall be shown on the plat. All lots must have frontage on a public or private right-of-way in conformance with the **LDC**. Exceptions to lot frontage requirements are identified in **LDC** section 4.03.04.

14. Restrictions, reservations, and restrictive covenants. Restrictions pertaining to the type and use of water supply, type and use of sanitary facilities; use, responsibility of maintenance and benefits of water or water management areas, canals, preserve and conservation areas, and other open spaces; odd-shaped and substandard parcels; restrictions controlling building lines; establishment and maintenance of buffer strips and walls; and restrictions of similar nature shall require the establishment of restrictive covenants and the existence of such covenants shall be noted on the plat by reference to official record book and page numbers in the public records of Collier County. Documents pertaining to restrictive covenants shall be submitted with the final plat.

15. Location. The name of the section, township, range, and if applicable city, town, village, county and state in which the land being platted is situated shall appear under the name of the plat on each sheet. If the subdivision platted is a resubdivision of a part or the whole of a previously recorded subdivision, the fact of its being a resubdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat.

16. Basis of bearings. The basis of bearings must be clearly stated, i.e., whether to "True North," "Grid North" as established by the National Oceanic Society (NOS), "Assumed North," etc., and must be based on a well-defined line.

17. Existing or recorded streets. The plat shall show the name, location, and width of all existing or recorded streets intersecting or contiguous to the boundary of the plat, accurately tied to the boundary of the plat by bearings and distances.

18. Private streets and related facilities. All streets and their related facilities designed to serve more than 1 **property owner** shall be dedicated to the public use; however private streets shall be permitted within property under single ownership or control of a property Home Owners' Association a condominium or cooperative association or other like or similar entity. Where private streets are permitted, ownership and maintenance association documents shall be submitted with the final plat and the dedication contained on the plat shall clearly dedicate the roads and maintenance responsibility to the association without responsibility to the county or any other public agency. The rights-of-way and related facilities shall be identified as tracts for roads and other purposes under specific ownership. All private streets shall be

constructed in the same manner as public streets and the submission of construction plans with required information shall apply equally to private streets.

19. Preserve Setbacks. The required preserve principal structure setback line and the accessory structure setback lines shall be clearly indicated and labeled on the final plat where applicable. The boundaries of all required easements shall be dimensioned on the final subdivision plat. Required protected/preserve areas shall be identified as separate tracts or easements having access to them from a platted right-of-way. No individual residential or commercial lot or parcel lines may project into them when platted as a tract. If the protected/preserve area is determined to be jurisdictional in nature, verification must be provided which documents the approval of the boundary limits from the appropriate local, state or federal agencies having jurisdiction and when applicable pursuant to the requirements and provisions of the Growth Management Plan. ⇔*See **LDC** section 6.01.02 for further information.*

20. Certification and approvals. The plat shall contain, except as otherwise allowed below, on the first page (unless otherwise approved by the County Manager or Designee and office of the county attorney prior to submittal) the following certifications and approvals, acknowledged if required by law, all being in substantially the form set forth in Appendix C to the **LDC**. The geometric layout and configuration of the property to be platted shall not be shown on the page(s) containing the certifications, approvals and other textual data associated with the plat when practical.

a. Dedications. The purpose of all dedicated or reserved areas shown on the plat shall be defined in the dedication on the plat. All areas dedicated for use by the residents of the subdivision shall be so designated and all areas dedicated for public use, such as parks, rights-of-way, easements for drainage and conservation purposes and any other area, however designated, shall be dedicated by the owner of the land at the time the plat is recorded. Such dedication and the responsibility for their maintenance shall require a separate acceptance by resolution of the Board of County Commissioners. No dedication items shall be included in the general note for the plat;

b. Mortgagee's consent and approval. Identification of all mortgages and appropriate recording information together with all mortgagees' consents and approvals of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signature(s) of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged in the same manner as deeds are required to be witnessed and acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president, vice-president or chief executive officer. At the **applicant's** option, mortgagee's consents do not have to be included on the plat to be recorded, so long as they are provided as fully executed and acknowledged separate instruments along with the plat recording submittal;

c. Certification of surveyor. The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat was prepared under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all of the requirements of F.S. ch. 177, part I, as amended. The certification shall also state that permanent reference monuments (P.R.M.), have been set in compliance

with F.S. chapter 177, part I, as amended, and this section, and that permanent control points (P.C.P.s) and lot corners will be set under the direction and supervision of the surveyor prior to final acceptance of required improvements. Upon installation of the P.C.P.s, the surveyor must submit to the County Manager or designee written certification that the installation work has been properly completed. When required improvements have been completed prior to the recording of a plat, the certification shall state the P.C.P.s and lot corners have been set in compliance with the laws of the State of Florida and ordinances of Collier County. When plats are recorded and improvements are to be accomplished under performance security posted as provided for by this section, the required improvements and performance guarantee shall include P.C.P.s;

d. Surveyor's seal. The surveyor of record shall sign and seal copies of the plat submitted for approval;

e. Signature block for county attorney. The plat shall contain the approval and signature block for the county attorney;

f. Signature block for Board of County Commissioners and clerk of circuit court. The plat shall contain the approval and signature block for the Board of County Commissioners and the acknowledgement and signature block of the clerk of circuit court;

g. Evidence of title. A title certification or opinion of title complying with section 177.041, F.S., must be submitted with the plat. The evidence of title provided must state or describe: (1) that the lands as described and shown on the plat are in the name, and record title is held by the person, persons or organization executing the dedication, (2) that all taxes due and payable at the time of final plat recording have been paid on said lands, (3) all mortgages on the land and indicate the official record book and page number of each mortgage. The evidence of title may, at the **applicant's** discretion, be included on the first page of the plat, so long as the information required by section 177.041, F.S., and this paragraph is clearly stated, an effective date is provided, and the statement is properly signed; and

h. Instrument prepared by. The name, street and mailing address of the natural person who prepared the plat shall be shown on each sheet. The name and address shall be in statement form consisting of the words, "This instrument was prepared by (name), (address)."

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

The County Manager or designee shall send written notice in response to the application submittal within seven days. acknowledging receipt, identifying missing documents or information required to process the application for final subdivision plat or replat.

Public Hearing

None.

Decision Maker

The Administrative Official per Resolution 2025-131.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The Administrative Official will approve, approve with conditions, or deny the final subdivision plat.

For **applicants** requesting building permits before plat recording, the county will stamp the final plat as "Preliminary Plat for Building Permit Issuance" after administrative approval of the plat and receipt of the fully executed construction and maintenance agreement and performance security after County Attorney approval.

Pre-Construction Meeting

A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇦ *See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Re-submittal of Construction Plans and Final Subdivision Plats

Upon re-submittal of construction plans and final subdivision plat, the **engineer** shall identify all revisions to the construction plans by lettering or numbering; the surveyor shall identify all revisions to the plat by highlighting the current revisions. The **applicant** shall also provide a written response to the county's comments, responding to each comment individually.

Digital Submittal Requirements

After the construction plans and final subdivision plat has been approved by the County Manager or designee for compliance, the **applicant** shall submit the following:

1. The **applicant's** professional **engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process The final subdivision plat shall be recorded pursuant to **LDC** section 10.02.04 F.

⇔*See Chapter 5 G. of the Administrative Code.*

Updated Resolutions 2025-131 and 2026-85

D. 2 Construction Plans and Final Subdivision Plat Amendment (PPLA)

Reference

LDC section 10.02.04 B and other provisions of the **LDC**.

Applicability

This process applies to amendments to a Board approved Construction Plans and Final Subdivision Plat, but prior to the recordation.

Initiation

The **applicant** files a "*Subdivision Construction Plans and Plat Amendment (PPLA)*" application with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application

A pre-application meeting is required.

Application Contents and Requirements for Construction Plans and Final Subdivision Plat Amendments

A Construction Plans and Final Subdivision Plat Amendment application must include the following, in addition to the Application Contents and Requirements for Construction Plans and Final Subdivision Plat, as applicable. ⇔*See Chapter 5 D.1 of the Administrative Code.*

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. Name of development.
4. Amendment to PPL Number (original PPL number).
5. Cover letter describing the proposed changes.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application..*

Notice

The County Manager or designee shall send written notice in response to the application submittal within five days acknowledging receipt, identifying missing documents or information required to process the application for final subdivision plat amendment.

Public Hearing

None.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat amendment application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will approve, approve with conditions, or deny the final subdivision plat.

Pre-Construction Meeting

A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇦ *See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Re-submittal of Construction Plans and Final Subdivision Plat Amendments

Upon re-submittal of construction plans and final subdivision plat, the **engineer** shall identify all revisions to the construction plans by lettering or numbering; the surveyor shall identify all revisions to the plat by highlighting the current revisions. The **applicant** shall also provide a written response to the county's comments, responding to each comment individually.

Digital Submittal Requirements

After the construction plans and final subdivision plat has been approved by the County Manager or designee for compliance, the **applicant** shall submit the following:

1. The **applicant's** professional **engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process

The final subdivision plat shall be recorded pursuant to **LDC** section 10.02.04 F.

⇦*See Chapter 5 G. of the Administrative Code.*

Updated

Resolutions 2025-131 and 2026-85

D.3. Final Subdivision Plat- For Townhouse Fee Simple Development

Reference **LDC** sections 10.02.04.B and 10.02.04 C and other provisions of the **LDC**.

Applicability For final subdivision plat incorporating a townhouse development on fee simple lots, the additional application contents identified below shall be provided with the final subdivision plat application.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Subdivision Construction Plans and Plat Application*" with Development Review Division.

Pursuant to **LDC** section 10.02.04 B.6, site development plans may be submitted for review once the first review comments of the construction plans and final subdivision plat are posted. No site development plans may be approved until the final subdivision plat is approved by the County Manager or designee.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents A Townhouse Fee Simple Development application must include the following, in addition to the Application Contents and Requirements for construction plans and final subdivision plat.

⇔ *See Chapter 5 D.1 of the Administrative Code.*

Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. The final subdivision plat shall be prepared by a professional surveyor and mapper registered in the State of Florida. The landscape plans shall be signed and sealed by a **landscape architect** registered in the State of Florida.

Sheet size: The construction plans and final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

1. A coversheet which includes:
    a. **Applicant contact information;**
    b. The name of the development;
    c. The zoning district;
    d. **PUD Ordinance and Development Commitment information**;
    e. Legal description of the subject property; and
    f. A location map, showing the location of the tract in reference to other areas of the county. The map shall include a north arrow, graphic scale, and date.
2. The following information in table format:
    a. Total site acreage;
    b. Total square footage of impervious area, including all parking areas, drive aisles, internal streets, and the percentage of impervious area of the total site area;

c. Total number of units, units per acre, and a unit breakdown by square footage and number of bedrooms, as well as minimum/maximum (as applicable) floor area required and floor area proposed;

d. All required and provided setbacks and separations between principal and accessory structures;

e. Maximum building height allowed by zoning district and height proposed;

f. Zoning and land use of the subject property and adjacent properties, including properties abutting an adjacent right-of-way or right-of-way easement;

g. A parking summary, showing number of spaces required, and number of spaces provided; and

h. Preserve area required and provided~~;~~.

3. A Site Plan illustrating the following:

a. Name and alignment of existing/proposed rights-of-way of all streets bordering the development;

b. Name and alignment of existing/proposed rights-of-way for all internal streets and alleys;

c. Location of all existing driveways or access points of the opposite sides of all streets bordering the development;

d. Location of all traffic calming devices;

e. Location and configuration of all development ingress and egress points;

f. Location and arrangements of all proposed principal and accessory structures;

g. Directional movement of internal vehicular traffic and its separation from pedestrian traffic;

h. Location of emergency access lanes, fire hydrants and fire lanes;

i. Location of all handicapped parking spaces;

j. Location of trash enclosures or compactors, if applicable;

k. Location and proposed heights of proposed walls or fences;

l. Location of sidewalks and pathways designed in accordance with **LDC** section 6.06.02;

m. Location of residential off-street parking in accordance with **LDC** section 4.05.04 D.1;

n. Location of all required preserves with area in square feet; and

o. Any additional relevant information as may be required by the County Manager or designee.

4. Property Ownership Disclosure form.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice The County Manager or designee shall send written notice in response to the application submittal within five days acknowledging receipt, identifying missing documents or information required to process the application for final subdivision plat.

Public Hearing None.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the townhouse construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will approve, approve with conditions, or deny the final subdivision plat.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇦ *See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Digital Submittal Requirements After the final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process The Townhouse Construction Plans and Final Subdivision Plats shall be recorded pursuant to **LDC** section 10.02.04 F.

⇔*See Chapter 5 G. of the Administrative Code.*

Updated Resolutions 2025-131 and 2026-85

E. Construction Plans (CNSTR)

E.1. Construction Plans - Standard

Reference
LDC section 10.02.04 E.

Applicability
This procedure applies to construction improvements which do not require platting or recordation of land.

Pre-application
A pre-application meeting is required.

Initiation
The **applicant** files an "*Application for Construction Plans (CNSTR)*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents
The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
    a. Legal description;
    b. **Property identification number**;
    c. Section, township and range;
    d. Subdivision, unit, lot and block;
    e. Project name; and
    f. General location.
4. Cover letter, briefly describing the project.
5. Streetlight plans, signed and sealed by a professional Engineer, licensed to practice in the State of Florida.
6. Landscape plans.

    ⇔*See Chapter 4.P of the Administrative Code for Landscape Plan submittals.*
7. Professional engineer's report.
8. Construction Plans.
9. Professional **engineer's** opinion of the probable construction.
10. **Electronic copies of all documents.**

Requirements for Construction Plans
⇔*See Chapter 5 D.1 - Construction Plans and Final Subdivision Plat section of the Administrative Code for the construction plans and water management plan requirements.*
Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. The landscape plans shall be signed and sealed by a **landscape architect** registered in the State of Florida. The streetlight plans shall be signed and sealed by a professional engineer registered in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** section 10.02.04 E and shall approve or deny the application.
Once submitted for review, the construction plans application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

Pre-Construction Meeting

A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇔*See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*

Digital Submittal Requirements

Following approval by the County Manager or designee, the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Updated

E.2. Insubstantial Change to Construction Plans (ICP)

Reference **LDC** sections 10.02.04 B.5 and 10.02.05 A.5

Applicability Approved construction plans may request minor or insubstantial changes due to site inspections and/or unexpected conditions that warrant changes to the plans. All changes must be noted on the record drawings.

No changes to the final subdivision plat are permitted.

Pre-application A pre-application meeting is required unless waived by the County Manager or designee.

Initiation The **applicant** files an "*Application for Insubstantial Change to Construction Plans*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Submittal Credentials: Construction plans for all of the improvements required shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. Project information, including:
    a. Assigned **Planner**;
    b. Project name;
    c. Original CNSTR/PPL number; and
    d. Section, township and range.
4. Determination (i.e. email correspondence) from the County Manager or designee that confirms the proposed revisions to PPL or CNSTR, are consistent with the insubstantial change criteria; and
5. Cover letter describing in detail the requested changes and identification of the sheet number and the plans affected by the requested change. The cover sheet shall be signed and sealed and include the following information:
    a. Project Title;

b. Reference the project is an Insubstantial Change for PPL or CNSTR;

c. Zoning Designation;

d. Vicinity map clearly identifying the location of the development; and

e. Property information, including:

i. Legal description; and

ii. Property identification number.

6. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer** shall include the following:

a. For all developments, the following Stormwater related information:

i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;

ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;

iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and

iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.

b. If within Collier County Public Utilities Service Area, the Report must also contain the following:

i. Estimated cost of utilities construction, Water and Sewer calculations;

ii. Sewer Hydraulics;

iii. Lift station hydraulics to first downstream master station;

iv. Lift station buoyancy calculations;

v. Chloramine Dissipation Report; and

vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee shall send written notice in response to the application submittal within five days acknowledging receipt, identifying missing documents or information required to process the application for final subdivision plat
Review Process	The Development Review Division will review the application and identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 and 10.02.05 and any other applicable **LDC** sections. Once submitted for review, the insubstantial change application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.
Pre-Construction Meeting	A pre-construction meeting shall have occurred with the Development Review Division prior to the initial commencement of construction. ⇳ *See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.*
Updated	

F. Minor Final Subdivision Plat (FP)

Reference **LDC** section 10.02.04 D.

Applicability This procedure applies to a minor final subdivision plat. A minor final subdivision plat generally does not require improvements, a construction maintenance agreement, a security performance bond, or phasing.

Pre-application A pre-application meeting is required unless waived by the County Manager or designee.

Initiation The **applicant** files a "*Minor Subdivision Plat Application"* with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist**.
3. **PUD Ordinance and Development Commitment Information**.
4. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Project name;
    d. Section, township and range;
    e. Subdivision, unit, lot and block; and
    f. Total acreage.
5. Current zoning designation of subject property.
6. Cover letter briefly explaining the project.
7. PUD Monitoring Schedule, if applicable.
8. Owner/agent affidavit as to the correctness of the application.
9. Signed and sealed Plat, less than 6 months old.
10. Signed and sealed boundary survey, less than 6 months old.
11. Affidavit of Authorization.
12. Zoning Data Sheet.

13. Certificate of Adequate Public Facilities application, if applicable.

14. School Impact Analysis application, if applicable.

15. Property Ownership Disclosure Form.

16. For projects with a plat per F.S. 177.073, proposing homes to receive building permits prior to plat recording:

a. Provide the number or percentage of proposed homes to be permitted prior to plat recording;

b. Construction and Maintenance Agreement; and

c. Performance bond in accordance with **LDC** section 10.02.04 F.3.e.

Final Subdivision Plat Requirements

⇔*See Chapter 5 D.1 - "Requirements for Final Subdivision Plat" within the Construction Plans and Final Subdivision Plat section of the Administrative Code.*

Submittal Credentials: Minor final plats shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

The County Manager or designee shall send written notice in response to the application submittal within five days acknowledging receipt, identifying missing documents or information required to process the application for minor final subdivision plat.

Public Hearing

None.

Decision Maker

The County Manager or designee.

Review Process

The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with and shall approve, approve with conditions, or deny the minor final subdivision plat.

Once submitted for review, the minor final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will approve, approve with conditions, or deny the minor final subdivision plat.

Digital Submittal Requirements

After the minor final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process

The minor final subdivision plat shall be recorded pursuant to **LDC** section 10.02.04 F.

⇔*See Chapter 5 G. of the Administrative Code*.

Updated

Resolution 2025-131

G. Plat Recording

Reference **LDC** section 10.02.04 F.

Applicability This procedure is to ensure proper legal description, identification, documentation, and recording of real estate boundaries. This procedure occurs after approval of the final subdivision plat by the BCC.

No building permit for habitable structures shall be issued prior to approval by the BCC and recordation of the final subdivision plat, except as identified in **LDC** sections 5.04.04, 10.02.04 B.6, and 10.02.04 B.4.

Pre-Application A pre-application meeting will have occurred at the time of submittal of the construction plans and final subdivision plat or minor final subdivision plat.

Initiation The **applicant** files an "*Application for Plat Recording (PR)*" with the Development Review Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Original PPL number.
3. Construction and Maintenance Agreement.
4. Original sepia mylar of the final subdivision plat, with surveyor's certification that the mylar contains no revisions from the most recent submittal of the final subdivision plat to the Development Review Division.
5. Pursuant to **LDC** section 10.02.04 F.3, an original title opinion from an attorney licensed to practice in the State of Florida, which contains the following:
    a. A legal description of at least the lands being platted;
    b. A statement that the attorney is licensed to practice in the State of Florida and that the attorney has examined title to the subject real property, if a title opinion is being provided;
    c. Identification of the exact name of any person who is the record owner of the subject real property and a specific citation to the official records book and page, where each record legal owner obtained title to the subject real property. The title information shall have attached thereto a copy of said instrument(s) of conveyance; and
    d. Identification of liens, encumbrances, easements, or matters shown or that should be shown as exclusions to coverage on a title insurance policy. As may be applicable, the title information shall include in a neatly bound fashion, and make citation to the recording information of, all referenced liens, encumbrances, easements, or exclusions. The title information shall have attached thereto a copy of any such instruments.
6. Joinder and consent of mortgagee, if applicable.
7. If any dedications, grants, conveyances, easements, consents (including mortgagee consents), reservations, covenants, or other like instruments are to be recorded

simultaneously with the final subdivision plat, appropriate fees and original documentation must be provided to the County Manager or designee for processing and recording by the Clerk of Courts prior to, or simultaneously with, the recording of the final subdivision plat.

8. Home Owner Association Documents, if applicable.
9. Affidavit by surveyor.

Supporting "gap" title information

1. Pursuant to **LDC** section 10.02.04 F.3, within 60 days of recordation of the final subdivision plat the **applicant** shall submit to the County Manager or designee final supporting "gap" title information.
2. The final supporting title information must meet all of the requirements in the above (Plat Recording – Application Contents).
3. The effective date of the supporting "gap" title information must be through the date of recordation of the final subdivision plat and must, at a minimum, cover the "gap" between the time the effective date of the information required above (Plat Recording – Application Contents) and the date and time of recording of the final plat.
4. The title information must identify and provide copies of any recorded documentation of the holders of any estates, liens, encumbrances, or easements not properly included or joined in the dedication or consents on the final subdivision plat. The supporting "gap" title information must have attached a copy of any required instruments not previously provided in connection with submittals for the final plat's recording.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

No notice is required.

Public Hearing

No public hearing is required.

Decision Maker

The County Manager or Designee.

Review Process

The Development Review Division will review the application and identify whether additional materials are needed pursuant to **LDC** section 10.02.04 F.

The Development Review Division will submit the final subdivision plat materials to the Collier County Clerk of Courts for recording.

Digital Submittal Requirements

After the final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming

conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Updated Resolution 2024-173

H. Vacation of Subdivision Plats

Reference ⇔*See F.S. § 177.101, as amended, Resolution 2013-166, and* ***LDC*** *section 10.02.04 G.*

Updated

I. Easement Use Agreement

Reference

Board directed on January 14, 2020, Agenda Item 16 A.25.

Applicability

This procedure applies to a request to use and construct or install a minor structure in a utility, drainage, or any similar easement dedicated to the County for residential single and two-family dwelling unit properties with fee simple ownership. Roof overhangs and requests to replace (or change out) an existing minor structure which was previously approved by a building permit are exempt from this requirement, provided the minor structure in the easement does not damage or impair the prescribed function of the easement, nor hinder routine maintenance access to existing facilities.

For the purpose of this requirement, minor structure shall mean a fence, air conditioning equipment/concrete pad, pool equipment/concrete pad, generator, sidewalk, and other minor structure, that does not impact any County infrastructure and the function of the County's easement, as determined by the Growth Management Community Development Department. A determination of whether a minor structure is incompatible with the established use of the easement shall be made by the Growth Management Community Development Department and/or appropriate regulating agency.

Structures in easements for multi-family and commercial properties shall be processed as part of the application for SDP pursuant to LDC section 10.02.03.

Initiation

The applicant files an "Application for Easement Use Agreement" with the Growth Management Community Development Department.

Pre-Application

A pre-application meeting is not required.

Application Contents

The application must include the following:

1. Applicant contact information.

2. Property information, including:

- **a.** Legal description and section, township and range.
- **b**. Address of subject property and property identification number.
- **c**. Current Zoning.

3. Submittal requirements:

- **a**. Type of easement proposed improvement will encroach.
- **b**. Property ownership disclosure and deed in fee simple.
- **c.** Boundary survey or site plan.
- **d.** Letters of no objection from easement holder(s) who could be affected by the application.

4. Easement Use Agreement and copy of warranty deed.

5. Electronic copies of all documents.

Completeness and Processing of Application

⇔*See Chapter 1 D. for information regarding the completeness and processing steps of the application.*

Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The County Manager or designee will review and approve, approve with conditions, or deny the application. If the Easement Use Agreement is approved, the applicant shall provide a recorded copy to the Growth Management Community Development Department.
Recording	The applicant shall file the approved Easement Use Agreement with the Clerk of Courts and provide a recorded copy to the Growth Management Community Development Department.
Updated	

Chapter 6. Waivers, Exemptions, and Reductions

The following applications and approvals listed in this Chapter provide waivers, exemptions, and reductions from the standards identified in the **LDC**. Some petitions require a public hearing for approval.

A. Administrative Fence/Wall Waiver (AFW)

Reference **LDC** sections 5.03.02 D.2 and 5.03.02 H.4.a.

Applicability This procedure applies to a request to administratively approve the following:

1. A variance from the height limitations of fences and walls in commercial and industrial zoning districts; or
2. An alternative to the fence or wall design requirements between residential and nonresidential development, where there is a local street that lies contiguous to the rear of a residence or some other physical separation exists between the residential development and the nonresidential development.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Administrative Fence Waiver/Variance*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including;
    a. Section, township and range;
    b. Subdivision, unit, lot and block; and
    c. Address of subject site.
3. A narrative description of the site and a detailed explanation of the alternative proposal to meet the intent of the **LDC**.
4. Illustrations, landscape plans, photos, and other illustrative materials that support the **applicant's** proposal.
5. Affidavit of Authorization.
6. **Electronic copies of all documents.**

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process	The Zoning Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the Administrative Fence/Wall Waiver.
Updated	

B. Administrative Parking Reduction (APR)

Reference **LDC** section 4.05.04 F.4.

Applicability This procedure applies to the process where the County Manager or designee may determine the minimum parking requirements for a use which is not specifically identified in the **LDC** or for which an **applicant** has provided evidence that a specific use is of such a unique nature that the applicable minimum parking ratio listed in the **LDC** should not be applied.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Administrative Parking Reduction*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Property information, including:
    a. Section, township and range;
    b. Subdivision, lot and block; and
    c. Address of subject site.
3. Type of business.
4. Hours of operation.
5. Signed and sealed survey.
6. **Addressing checklist**.
7. To determine the minimum parking requirements for a use which is not specifically identified in the **LDC** or for which an **applicant** has provided evidence that a specific use is of such a unique nature that the applicable minimum parking ratio listed in the **LDC** should not be applied, then the **applicant** may be required to submit the following:
    a. Parking generation studies;
    b. Evidence of parking ratios applied by other counties and municipalities for the specific use;
    c. Reserved parking pursuant to **LDC** section 4.05.05; and
    d. Other conditions and safeguards deemed to be appropriate to protect the public health, safety and welfare.
8. Affidavit of Authorization.
9. Copy of most current approved SDP or SIP, if applicable.
10. Copy of approved Zoning Certificate, if applicable.

Completeness and Processing of Application	⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*
Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Zoning Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 4.05.04 F.4.
Updated	

C. Administrative Parking Exemption

Reference **LDC** sections 4.05.02 K.1-2.

Applicability This procedure applies to a request for relief from various requirements of the minimum parking requirements established by the **LDC**, including:

1. Allowing off-site parking on non-contiguous lots under the same ownership, and/or
2. Allowing off-site parking on contiguous lots under different ownership (shared parking).

Pre-Application A pre-application meeting is not required but may be requested to determine if the exemption request may be fulfilled administratively.

Initiation The **applicant** files an "*Application for Public Hearing for Parking Exemption*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description; and
    b. Principal site property information and off-site parking area information, with the following included:
        i. Property identification number;
        ii. Section, township and range;
        iii. Subdivision, unit, lot and block, or metes and bounds description;
        iv. Address of subject site and general location; and
        v. Size of property in feet and acres.
3. The name and mailing address of all registered Home Owners Association's that could be affected by the application.
4. Property Ownership Disclosure Form.
5. Project information, including:
    a. Zoning classification of proposed off-site parking lot;
    b. Zoning and type of land use of the property that the Parking Exemption is proposed to serve;
    c. Total number of parking spaces required for the project;
    d. Number of parking spaces proposed to be located off-site;
    e. Whether the proposed parking lot is separated from the permitted use by a collector or arterial roadway, and the roadway name; and

f. Whether the permitted use is proposed to share required parking with another permitted use.

6. A narrative statement describing the request with specific reference to the criteria noted in **LDC** section 4.05.02 K.1.-2., and any backup materials or documentation.

7. Pre-application meeting notes, if applicable.

8. **Addressing checklist**.

9. If required, a Boundary Survey (completed within the last six months, maximum 1 in. to 400 ft. scale) that is abstracted, signed, sealed and prepared by a Florida registered land surveyor. The boundary survey must include the following:

a. The location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public; and

b. An Attorney's Opinion of Title or by a sworn statement from the **property owners** stating that they have provided sufficient information to the surveyor to allow the accurate depiction of the information on the survey.

10. A conceptual site plan drawn to a maximum 1 in. to 400 ft. scale. The plan must measure 24 in. x 36 in. along with a reduced 8½ in. x 11 in. copy. The site plan shall show the following information:

a. All existing and proposed structures and their dimensions;

b. Provisions for existing and/or proposed ingress and egress (including pedestrian ingress and egress to the site and the structure(s) on site);

c. All existing and/or proposed parking and loading areas (including a matrix that indicates required and provided parking and loading, including required parking for the disabled);

d. Required yards, open space and preserve areas; and

e. Proposed and/or existing landscaping and buffering as may be required by the County.

11. Owner/agent affidavit as to the correctness of the application.

12. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly

13. Map of Property Location.

14. 10-Year Lease Agreement, if required by the approval criteria.

15. **Electronic copies of all documents.**

16. Affidavit of Authorization.

Completeness and Processing of Application ⇔*See Chapter 1 D.*5 *for the acceptance and processing of an application*.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process	The Zoning Division will review the application and approve, approve with conditions, or deny the applications utilizing the criteria identified in **LDC** section 4.05.02 K.1 or K.2.
Updated	

D. Administrative Variance (AVA)

Reference **LDC** section 9.04.04.

Applicability This procedure applies to a request for an administrative approval for minor after-the-fact yard encroachments for principal and accessory structures, pursuant to the specific classifications outlined in **LDC** section 9.04.04.

Pre-Application A pre-application meeting is not required.

Initiation The **applicant** files an "*Administrative Variance for Minor After-The-Fact Yard Encroachments*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Disclosure of ownership.
3. Property information, including:
    a. Legal description;
    b. Section, township and range;
    c. Subdivision, unit, lot and block; and
    d. Address of subject site and general location.
4. Details of variance request, including the following information:
    a. Statement of what is requested and where on the site;
    b. Location and extent of encroachment, measured in tenths of feet;
    c. When the encroachment was discovered;
    d. How the encroachment was discovered; and
    e. Building permit numbers of encroaching structures.
5. A signed and sealed survey identifying the encroachment.
6. Affidavit of Authorization.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Zoning Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application based on the criteria in **LDC** section 9.04.04.

Updated

E. Alcohol Beverage Distance Waiver

Reference **LDC** section 5.05.01 A.6, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 U.

Applicability This procedure provides for waiver of part or all of the minimum separation distance required between establishments whose primary function is the sale of alcoholic beverages for on-site consumption.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Waiver from Separation Requirements for Businesses Selling Alcoholic Beverages for On-Premise Consumption*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township and range;
    d. Subdivision, unit, lot and block, or metes and bounds description; and
    e. Address of subject site.
3. Zoning information, including:
    a. Current zoning of subject property; and
    b. Adjacent zoning and land use.
4. A statement describing the extent of the waiver requested, in linear feet, from the required 500-foot separation.
5. A description of all proposed uses for the subject site/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** section 5.05.01 A.6.a.- c.
6. A signed and sealed survey or boundary sketch to scale, including reduced 8½ in. x 11 in. copies.
7. **Addressing checklist.**
8. Owner/agent affidavit as to the correctness of the application.

9. Affidavit of Authorization.
10. **Agent Letter** Review. Following the initial staff review comments and prior to the resubmittal, the following **Agent Letter** materials shall be submitted to the assigned **Planner** for review and approval:
    a. A list of the names and addresses of **property owners** to receive the **Agent Letter**; and
    b. A draft of the **Agent Letter**.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Agent Letter**: An **Agent Letter** shall be sent to property owners within 150 feet of the subject property following the initial staff review comments and prior to the resubmittal. See Application Contents for review and approval of letter materials.
2. **Newspaper Advertisements**: The legal advertisement shall be published at least 15 days before the advertised hearing in a newspaper of general circulation. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. Description of the proposed land uses.

Public Hearing

The Hearing Examiner or BZA shall hold at least 1 advertised public hearing.

⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker

The Hearing Examiner or BZA may grant a waiver of part or the entire minimum distance requirement.

Review Process

The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 5.05.01 A.6, to present to the Decision Maker.

Updated

F. Alternative Architectural Design

Reference **LDC** section 5.05.08 G.

Applicability This section establishes a process to request deviations from the architectural and site design standards in **LDC** section 5.05.08. Any modification to an approved design requires re-review and approval by the County Manager or designee.

The buildings and uses which qualify for an administrative deviation are identified in **LDC** section 5.05.08 G.4

Pre-Application A pre-application meeting may be required as a component of the submittal of the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, or Building Permit application, as applicable.

Initiation The **applicant** files an "*Alternative Architectural Design*" application with the Development Review Division in conjunction with the associated site plan.

Application Contents In addition to the submittal requirements for Architectural Plans ⇔*See Chapter 4 A. of the Administrative Code*, the application must include the following:

1. **Applicant contact information.**
2. The project name, zoning, building type, square footage and number of stories of the buildings to which the Alternative Architectural Design requirements would apply.
3. The plans shall be clearly labeled as "Alternative Architectural Standards Design."
4. The plans must identify the section numbers from the **LDC** section 5.05.08 from which the deviation is being requested.
5. A narrative statement that specifically identifies all standards of **LDC** section 5.05.08 from which the deviations are requested, and the justification for the request. This statement must also include a description of how the alternative plan accomplishes the purpose and intent of **LDC** section 5.05.08, without specifically complying with those standards identified.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker

1. The County Manager or designee may administratively approve, approve with conditions, or deny the request for the Alternative Architectural Design plan(s) and corresponding site plan, in whole or in part, for a plan meeting the standards of **LDC** section 5.05.08.
2. Approved deviations are allowed only as to the specific design and plan reviewed. Any modification to an approved design shall necessitate re-review and approval by the County Manager or designee.
3. The County Manager or designee may seek the assistance of the Architectural Arbitration Board in rendering a decision.

Review Process The County Manager or designee shall review the Alternative Architectural Design plan(s) and corresponding site plan in accordance with the review criteria identified in **LDC** section 5.05.08 G.

Appeals Pursuant to **LDC** section 5.05.08 G., the **applicant** may appeal the administrative decision to the Architectural Arbitration Board by making a written request to the Development Review Division.

Updated

G. Facilities with Fuel Pumps Waiver

Reference **LDC** section 5.05.05 B, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 U.

Applicability This establishes a process to waive part or all of the minimum separation requirements for facilities with fuel pumps from other facilities with fuel pumps. This process is also known as the Automobile Service Station Waiver.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Petition for Waiver from Separation Requirements for Automobile Service Stations*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Section, township and range;
    d. Subdivision, unit, lot and block, or metes and bounds description; and
    e. Address of subject site.
3. Zoning information, including:
    a. Current zoning of subject property; and
    b. Adjacent zoning and land use.
4. The extent of the waiver being requested (in linear feet) from the required separation.
5. A narrative that describes why the waiver complies with the waiver criteria, pursuant to **LDC** section 5.05.05 B.1, and that addresses the factors to be considered by the Hearing Examiner or BZA.
6. A site plan (measuring no larger than 24 in. x 36 in.) along with a conceptual site plan measuring 8½ in. x 11 in., that indicates the following:
    a. The dimensions of the subject property;
    b. All vehicular points of ingress and egress and their relationship to the parking area and site circulation;
    c. Demonstration of compliance with all requirements of the **LDC** including the location of the structures on site, landscaping, off-street parking, site circulation, architectural design guidelines, and signage;
    d. The location of all proposed buffer areas and their dimensions; and
    e. The layout of road(s) on which the proposed station fronts or to which access is provided, including the type of road(s), the number of lanes, and the

location of intersections and turn lanes, median locations and median widths, for a 500 foot distance from the subject parcel.

7. A written market study analysis which justifies a need for the additional Facility with Fuel Pumps in the desired location.
8. Environmental Data Requirements. ⇔*See LDC section 3.08.00 A.*
9. An Aerial photograph (taken within the previous 12 months at a minimum scale of 1 in. = 200 ft.), showing FLUFCS Codes, legend, and project boundary.
10. **Addressing checklist**.
11. Pre-application meeting notes.
12. Warranty Deed.
13. Letter of no objection from the United States Postal Service.
14. Owner/agent affidavit as to the correctness of the application.
15. **Electronic copy of all documents**.
16. Affidavit of Authorization.
17. **Agent Letter** Review. Following the initial staff review comments and prior to resubmittal, the following **Agent Letter** materials shall be submitted to the assigned **Planner** for review and approval:
    a. A list of the names and addresses of **property owners** to receive the **Agent Letter**; and
    b. A draft of the **Agent Letter**.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows:

⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Agent Letter**: An **Agent Letter** shall be sent to property owners within 150 feet of the subject property following the initial staff review comments and prior to the resubmittal. See Application Contents for review and approval of letter materials.
2. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before the advertised hearing. The advertisement shall include at a minimum:
    a. Date, time, and location of the hearing; and
    b. Description of the proposed land uses.

Public Hearing

The Hearing Examiner or BZA shall hold at least 1 advertised public hearing.

⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker

The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 5.05.05, to present to the Decision Maker.

Updated

H. Nonconforming Use Change (NUC)

Reference **LDC** section 9.03.02 D, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 V.

Applicability This process applies to a request to change a nonconforming use to another nonconforming use of the same character or a more restricted nonconforming use. New structures or additions to existing structures shall only be allowed for permitted or accessory uses on the site.

Pre-Application A pre-application meeting is required.

Initiation The **applicant** files a "*Non-Conforming Use Change (NUC) Petition*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents The application must include the following:

1. **Applicant contact information**.
2. Property information, including:
    a. Legal description;
    b. **Property identification number;**
    c. Address of subject property;
    d. Section, township and range;
    e. Subdivision name, unit, block and lot number; and
    f. Size of subject property, in acres.
3. Zoning information, including:
    a. Current zoning and land use of subject property; and
    b. Adjacent zoning and land uses.
4. Total number of parking spaces that exist on the site.
5. **Proof of ownership** or interest in the property, such as a deed or contract to purchase.
6. If the request proposes a number of possible nonconforming uses, list all of the proposed nonconforming uses and identify the following for each use:
    a. Total number of parking required for the proposed nonconforming use;
    b. Hours of operation for proposed nonconforming use; and
    c. Total square footage for the proposed nonconforming use building(s) and structure(s).
7. If the request proposes a number of possible permitted and/or accessory uses, list all of the proposed uses and identify the following for each use:
    a. Total square footage of the new or existing structures for the permitted and/or accessory uses;

b. Total number of parking required for the permitted and/or accessory uses; and
c. Hours of operation for proposed for the permitted and/or accessory uses.

8. A narrative statement identifying how the nonconforming use change complies with the standards in **LDC** section 9.03.02 D., including:

a. How the proposed nonconforming use is equally or more appropriate to the zoning district than the existing nonconforming use;

b. The relation of the structure to surrounding properties, showing that adverse effect(s) on occupants and neighboring properties will not be greater than if the existing nonconforming use is continued; and

c. Any additional information supporting the proposed nonconforming use change.

9. A copy of the pre-application meeting notes.

10. Aerial photograph(s), taken within the previous 12 months at a minimum scale of 1 in. = 200 ft., showing FLUCCS codes, legend and project boundaries.

11. A site plan drawn to scale depicting:

a. North arrow, date, and scale of drawing;

b. Property boundaries and dimensions;

c. Current and proposed uses for each structure;

d. If permitted or accessory uses are proposed for the site, all setbacks and building heights shall be identified for any existing structures, proposed new structures, or proposed additions;

e. Parking areas and driveways; and

f. Location Map that includes the project location and major roadways in project vicinity.

12. Notarized owner/agent affidavit as to the correctness of the application.

13. Affidavit of Authorization.

14. Property Ownership Disclosure Form.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows:
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.
2. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before each advertised hearing. The advertisement shall include at a minimum:

a. Date, time, and location of the hearing; and

b. Clear explanation of the nonconforming use change.

3. **Sign:** Posted at least 15 days before the first advertised hearing date.
   ⇳ *See Chapter 8.E of the Administrative Code for sign template.*

Public Hearing The Hearing Examiner or BZA shall hold at least 1 advertised public hearing.

⇳ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 9.03.02 D, to present to the Decision Maker.

Updated

I. Site Plan with Deviations for Redevelopment Projects (-DR)

Reference

LDC section 10.02.03 F and **LDC** Public Notice section 10.03.06 R.

Applicability

A site plan with deviations for redevelopment shall provide a means for a redevelopment project to seek dimensional deviations, excluding height, architectural deviations, and deviations from site features, such as but not limited to, landscaping, parking, and buffers, from the standards established in the **LDC** when the passing of time has rendered certain existing buildings, structures or site features nonconforming.

A site plan with deviations may be requested for the redevelopment of a site which meets the criteria for a site development plan, site development plan amendment or a site improvement plan as established in **LDC** section 10.02.03. Except for the requested deviations, the site plan shall comply with **LDC** section 10.02.03.

In accordance with **LDC** section 10.02.03 F, "Redevelopment" shall mean the renovation, restoration, or remodeling of a building or structure, or required infrastructure, in whole or in part, where the existing buildings, structures or infrastructure were legally built and installed.

Initiation

The **applicant** files a "*Site Plan with Deviations for Redevelopment*" application with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application

A pre-application meeting is required.

Application Contents

A site plan with deviations application must include the following, in addition to the Application Contents and Requirements for a site development plan, site development plan amendment or a site improvement plan. ⇔ *See Chapter 4 I.2 – I.4 of the Administrative Code.*

Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering and construction plans shall be signed and sealed by the applicant's professional engineer licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed architect, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed landscape architect, registered in State of Florida. The survey shall be signed and sealed by a Florida registered surveyor and mapper.

Sheet size: The site improvement plan and the coversheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. A narrative of the redevelopment project and how it is consistent with the standards for approval, **LDC** section 10.02.03 F.8.

2. Description of each requested deviation and justification for each request. The justification shall state how the passing of time has rendered the building, structure, or features nonconforming. Requested deviations shall be clearly delineated in the petition. The **LDC** section for which the deviation seeks relief from shall be identified.
3. Project enhancements to offset or minimize the deviations shall be clearly identified.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows. ⇔ See *Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.
2. **Legal Advertisement:** The legal advertisement shall be published at least 15 days before each advertised hearing. The legal advertisement shall include at a minimum:
    a. Date, time, and location of the hearing;
    b. Application number and project name;
    c. 2 in. x 3 in. map of project location;
    d. Requested deviations and proposed project enhancements; and
    e. Description of location..

Public Hearing

The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing.

⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

If the petition is heard by the Planning Commission, one BZA hearing is required.

Decision Maker

The Hearing Examiner or BZA.

Review Process

The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 10.02.03 F, to present to the Decision Maker.

Updated

J. Post Take Plan

Reference **LDC** section 9.03.07 D, **LDC** section 8.10.00, and **LDC** Public Notice section 10.03.06 S.

Applicability An **applicant** may request a Post Take Plan in order to mitigate and/or eliminate the impacts, such as loss of parking, nonconforming setbacks and buffers which exceed the allowance under **LDC** sections 9.03.07 and 9.03.07 D.2, resulting from the public acquisition of a real property for public purposes.

The Post Take Plan is not a SDP. However, changes requested by the **applicant** that do not result from the public acquisition will require an SDPA or SIP. For example, a building expansion unrelated to public acquisition would result in a SDPA or SIP.

Initiation The **applicant** files a "*Post Take Site Plan Application*" with the Zoning Division.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is required.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. **Electronic copy of all documents.**
4. The project name.
5. Pre-application meeting notes.
6. Property information, including:
    - **a.** Legal description;
    - **b.** **Property identification number;**
    - **c.** Project name;
    - **d.** Section, township and range;
    - **e.** Subdivision, unit, lot and block, or metes and bounds description; and
    - **f.** Address of subject site and general location.
7. Zoning Information, including current zoning and land use of subject property.
8. The name of the existing circuit court case and number, if applicable.
9. Scaled drawing 24 in. x 36 in. in size, with one 8 ½ in. x 11 in. drawing depicting the following:
    - **a.** The name, address and phone number of the consulting firm(s) preparing the plans;
    - **b.** The total site acreage for both pre- and post-acquisition condition;
    - **c.** Legal description;

d. Zoning designation;

e. All existing improvements, clearly depicting those affected by the acquisition;

f. All proposed mitigating improvements and remedies;

g. The exact nature and dimension of any requested deviations;

h. The pre- and post-acquisition configuration of the lot or lots; and

i. The dimensions from the pre- and post-acquisition property line to all affected improvements.

10. A narrative description of the pre- and post-acquisition site conditions, noting impacts and all nonconformities created or exacerbated as a result of the acquisition, and any proposed mitigation and remedies.

11. A signed and sealed boundary or special purpose survey to ascertain or verify existing conditions. Pursuant to **LDC** section 9.03.07 D.1, the boundary or special purpose survey shall be prepared by a surveyor licensed to practice in the State of Florida.

12. The most recent available aerial of the site.

13. Owner/agent affidavit as to the correctness of the application.

14. Affidavit of Authorization.

15. Property Ownership Disclosure Form.

Completeness and Processing of Application

⇔*See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. Mailed Notice: Written notice shall be sent to **property owners in the notification area** within 60 days of the date of the submittal of the application. The mailed notice shall include the following information:

a. List of requested deviations;

b. A brief narrative with justification for the deviations; and

c. A copy of the Post Take Plan, in either an 11 in. x 17 in. or 8 ½ in. x 11 in. format.

Additional Notice- If Written Objection is Received

If a written objection is received from an abutting **property owner** within 30 days from the date in which the first **mailed notice** was sent, then the Post Take Plan shall go before the CCPC or BZA, if appealed.

The notice requirements for the public hearing are as follows:
⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. Mailed Notice: Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.

a. List of requested deviations;

b. A brief narrative with justification for the deviations; and

c. A copy of the Post Take Plan, in either an 11 in. x 17 in. or 8 ½ in x 11 in. format.

2. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before the advertised hearing. The advertisement shall include at a minimum:

a. Date, time and location of the hearing;

b. Description of the proposed land uses; and

c. 2 in. x 3 in. map of the project location.

Public Hearing If a written objection has been received from an abutting **property owner**, then the CCPC or BZA shall hold at least 1 advertised public hearing.

Decision Maker The County Manager or designee, if no written objection is received. If the county receives written objection within 30 days of mailed notice, the CCPC or BZA.

Review Process

1. If a written objection has not been received from a notified **property owner** within 30 days from the date of the public notice, then the Zoning Division may approve the Post Take Plan.

2. If a written objection has been received from a notified **property owner**, then the Zoning Division will prepare a Staff Report to present to the Decision Maker for a decision.

Updated

K. Vested Rights Determination

Reference ⇔ *See **LDC** section 9.02.00.*

Updated

L. Administrative Appeal of Preliminary Substantial Damage Determination

Reference **Florida Building Code** and **Code of Laws and Ordinances** Chapter 62.

Applicability This procedure allows a property owner to administratively appeal a preliminary substantial damage determination through the building permit process.

Pre-Application A pre-application meeting is not required; however, a consultation with the Floodplain Management Section is recommended. Please contact: FloodInfoRequest@colliercountyfl.gov or the Flood Information Hotline at: 239-252-2942

Initiation The **applicant** files a building permit application along with the materials noted below.

⇔*See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.*

Application Contents Application materials can be found on the Collier County Building Plan Review and Inspection application forms and submittal requirements webpage.

The application must include the following:

1. Building Permit application, to include in the Description of Work, all repair work, and other improvements to the structure.
2. Owner-Builder Affidavit, if applicable.
3. Construction plans of the structure (hand drawn is sufficient), with notes identifying the areas to be repaired, and the materials to be used.
4. Removal, Replacement and Repair of Mobile/Manufactured Homes Post Event form.
5. Substantial Improvement or Repair of Substantial Damage Packet and Cost Estimate Worksheet found on the Growth Management Building website, noted above.
    a. The Affidavits must be signed by the property owner and notarized.
    b. The Cost Estimate worksheet must include all repair work, other improvements, and any open building permit applications or issued building permits.
    c. Please note: The property owner is responsible for collecting all subcontractor bids and quotes and compiling them for one cost estimate worksheet. Incremental repair work is not permitted; all repairs must be permitted and calculated under one permit.

Completeness and Processing of Application ⇔*See Chapter 1 D.5 for the acceptance and processing of an application*.

Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Building Plan Review and Inspection Division will review the application, identify whether additional materials are needed, and review the application for compliance with the Florida Building Code and **Code of Laws and Ordinances** Chapter 62.
Updated	Resolution 2019-01

M. Deviation Requests for Projects in the Golden Gate Parkway Overlay District (DR-GGPOD)

Reference LDC sections 2.03.07 F., 4.02.26 E., and LDC Public Notice section 10.03.06 R.

Applicability Property owners in the GGPOD may request deviations from certain standards, as established in LDC section 4.02.26 E.2., to allow for flexibility in building and site design, and to support and initiate incentives for new development on vacant property or redevelopment on existing sites.

Deviations in the GGPOD may be requested for new development or redevelopment projects requiring an SDP, SDPA, or SIP, as established in LDC section 10.02.03, or a building permit in the case of a sign deviation, as established in LDC sections 5.06.11. Deviations may also be requested in connection with a PPL for townhouses developed on fee simple lots under individual ownership, as established in LDC section 10.02.04.

Initiation The applicant files a "*Deviations for Projects in Golden Gate Parkway Overlay District*" application with the Zoning Division.

⇔ *See Chapter 1.D. for additional information regarding the procedural steps for initiating an application.*

Pre-Application A pre-application meeting is required.

Application Contents A deviation made in connection with an SDP, SDPA, or SIP must include the necessary information and drawing(s) required with the Application Contents and Requirements for a site development plan, site development plan amendment, or a site improvement plan. ⇔ *See Chapter 4 I.2 – I.4 of the Administrative Code.*

A deviation requires in connection with a sign permit must include the necessary information and drawing(s) required with the Application Contents and Requirements for a sign permit. ⇔ *See Chapter 4 I.2 – I.4 of the Administrative Code.*

Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering plans shall be signed and sealed by the applicant's professional engineer licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, the architectural drawings, shall be signed and sealed by a licensed architect, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed landscape architect, registered in State of Florida.

Sheet size: The site improvement plan and the coversheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. A narrative of the project and how it is consistent with the evaluation criteria identified in **LDC** section 4.02.26 E.4.

2. Description of each requested deviation and justification for each request. Requested deviations shall be clearly delineated in the petition. The **LDC** section for which the deviation seeks relief from shall be identified.
3. Project enhancements to offset or minimize the deviations shall be clearly identified.
4. Exceptions to the required Application Contents. A deviation requires made in connection with townhouses developed on fee simple lots under individual ownership must include all items listed under Application Contents for Construction Plans and Final Subdivision Plats in Chapter 5.D.1. of the Administrative Code, except for the following:
    a. Fire Flow Test.
    b. Environmental Data Requirements.
    c. Traffic Impact Analysis.
    d. Engineer's Report.
    e. Permits.

Notice Notification requirements are as follows. ⇔ See *Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.
2. **Legal Advertisement:** The legal advertisement shall be published at least 15 days before each advertised hearing. The legal advertisement shall include at minimum:
    a. Date, time, and location of the hearing;
    b. Application number and project name;
    c. 2 in. x 3 in. map of project location;
    d. Requested deviations and proposed project enhancements; and
    e. Description of location
3. **Sign:** Posted at least 15 days before the first advertised hearing date.

⇔ *See Chapter 8.E of the Administrative Code for sign template.*

Public Hearing The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing.
⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*
If the petition is heard by the Planning Commission, one BZA hearing is required.

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report or Executive Summary, utilizing the criteria established in **LDC** section 4.02.26 E.4, to present to the decision maker.

Updated 2021-48

N. Limited Density Bonus Pool Allocation (LDBPA)

Reference LDC section 4.02.16 C. and LDC section 10.03.06 R.

Applicability Property Owners in the Bayshore Zoning Overlay District (BZO) and Gateway Triangle Zoning Overlay District (GTZO), which are zoned as either multi-family or mixed use, 2 contiguous acres or less are allowed to add 2 units per acre when satisfying the criteria of LDC section 4.02.16.C.10.

Initiation The applicant files a "*Limited Density Bonus Pool*" application with the Planning & Zoning Division.

Pre-Application A pre-application meeting is required.

Application Contents A limited density pool application must include the following, in addition to the Application Contents and Requirements for an SDP, SDPA, or SIP. ⇔ See Chapter 4 I.2 – I.4 of the Administrative Code.

Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering plans shall be signed and sealed by the applicant's professional engineer licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed architect, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed landscape architect, registered in State of Florida.

Sheet size: The site improvement plan and the coversheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. A narrative of the redevelopment project and how it is consistent with the standards for approval, **LDC** section 4.02.16 C.10.
2. Submittal of a Traffic Impact Statement.
3. Demonstrated compliance with the County's access management policies.

Notice Notification requirements are as follows:
⇔ See *Chapter 8 of the Administrative Code for additional notice information.*

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the first advertised hearing.
2. **Legal Advertisement:** The legal advertisement shall be published at least 15 days before each advertised hearing. The advertisement shall include at a minimum:
    - **a.** Date, time, and location of the hearing;
    - **b.** Application number and project name;

c. 2 in. x 3 in. map of project location; and

d. Description of location.

Public Hearing The Hearing Examiner or Planning Commission shall hold at least 1 advertised public hearing. If the petition is heard by the Planning Commission, one BZA hearing is required.

⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

Decision Maker The Hearing Examiner or BZA.

Review Process The Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report utilizing the criteria established in **LDC** section 4.02.16 C.13.d. to present to the decision maker.

Updated Resolution 2022-36

Chapter 7. Supplementary Submittal Requirements for Land Use Applications

The following are supplemental submittal requirements which may be requested for the submission of a land use application.

A. Environmental Data Requirements for PUD Zoning and Conditional Uses

Reference

LDC section 3.08.00.

Code of Laws and Ordinances Chapter 2, Article VIII, Division 23 (Environmental Advisory Council)

Conservation and Coastal Management Element (CCME) GMP Policy 6.1.8.

Applicability

The Environmental Impact Statement (EIS) shall consist of the Environmental Data Requirements identified in **LDC** section 3.08.00 and shall be submitted for PUD Zoning and Conditional Use petitions.

Pursuant to **LDC** section 3.08.00, the environmental data shall be prepared by an individual with academic credentials and experience in the area of environmental sciences or natural resource management. Academic credentials and experience shall be a bachelor's or higher degree in one of the biological sciences with at least two years of ecological or biological professional experience in the State of Florida.

Application Contents

Applicants shall collate and package applicable Environmental Data into a single EIS packet, prior to the public hearings and after all applicable staff reviews are complete. Copies of the Environmental Impact Statement shall be provided to the County Manager or designee prior to public hearings.

Notice

N/A

Public Hearing

N/A

Decision Maker

N/A

Review Process

The EIS shall consist of previously reviewed environmental data materials. The County Manager or designee may require additional data or information necessary to evaluate the project's compliance with **LDC** and GMP requirements.

Updated

B. Traffic Impact Study (TIS)

Reference
LDC section 6.02.03 and Collier County Resolution 2006-299
⇔*For the TIS Guidelines and Procedures, refer to:*
https://www.collier.gov/files/assets/county/v/1/transportation/documents/planning-studies/tis_guidelines-current-version.pdf

Applicability
A Traffic Impact Study (TIS) is required for any rezoning, conditional use, or where it is listed in the Application Contents for a specific process in the Administrative Code or **LDC**.

The Capital Project Planning, Impact Fees, and Program Management Division may waive the TIS requirement at the pre-application meeting if it determines that the proposed development's traffic impacts are not significant.

Application Contents
⇔*See the TIS Guidelines, referenced above.*

Notice
N/A

Public Hearing
N/A

Decision Maker
The County Manager or designee.

Review Process
The Capital Project Planning, Impact Fees, and Program Management Division shall review the TIS as part of the land use petition application based on the criteria in the TIS Guidelines and Resolution 2006-299.

Updated

C. PUD Annual Monitoring Report

Reference **LDC** section 10.02.13 F.

Applicability This procedure applies to PUDs to ensure that the approved project densities, intensities, and commitments are consistent with the development's approved Ordinance and Traffic Impact Study.

Pre-Application A pre-application meeting is not required.

Initiation If the PUD is active, the **applicant** files a PUD Monitoring report with the Development Review Division on an annual basis, on or before each anniversary date of the PUD approval by the BCC.

⇔ *See **LDC** section 10.02.13 F.1.a for PUD tracts or parcels that are built out.*

⇔ *See **LDC** section 10.02.13 F.7 for Traffic Count Monitoring requirements.*

Application Contents The monitoring report must include the following:

1. **Applicant contact information**.
2. Number of units, by residential type; square footage commercial and other permitted uses which are approved and complete and any on-site or off-site commitments completed and approved as of the due date of the monitoring report.
3. Current PUD master plan showing infrastructure, projects/developments, plats, parcels, and other pertinent information, including on-site or off-site commitments.
4. Copies of all required monitoring reports completed in past year (i.e., traffic, wellfield, etc.).
5. Status of commitments in PUD document, including projected completion dates if then established.
6. Other information as may be required by County Manager or designee.
7. Owner/agent affidavit as to the correctness of the application.

Updated

D. Soil Erosion and Sediment Control Plan

Reference **LDC** section 6.01.05

Applicability A Soil Erosion and Sediment Control Plan is required, for new and existing development and construction, such as Site Development Plans and Final Subdivision Plats.

Plan Contents Each plan shall be prepared in accordance with the following standards:

1. The most recent edition of the State of Florida Erosion and Sediment Control Designer and Reviewer Manual.
2. Turbidity values surrounding discharge from projects shall not violate water quality criteria contained in 62-302.530(69) Florida Administrative Code.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division shall review the Soil Erosion and Sediment Control Plan concurrent with all applicable land use applications.

Updated

Chapter 8. Public Notice

A. Generally

Many land use decisions in the County require public notice to the general community and/or the surrounding neighborhoods regarding an **applicant's** development plans. Each Administrative Code section describes the types of notice required, if any, for a petition or a permit. This section identifies the different types of public notice procedures and specific information necessary to fulfill the notice requirement.

The following are the types of public notice that may be required:

1. **Neighborhood Information Meeting** (**NIM**)
2. **Mailed Written Notice**
3. **Legal Advertisement**
4. Posting of a **Sign**
5. **Stakeholder Outreach Meeting for Golf Course Conversions (SOM**)
6. **Agent Letter**

B. Neighborhood Information Meeting

Purpose and Intent

The purpose and intent of a **Neighborhood Information Meeting** ("**NIM**") is to provide the public with notice of an impending zoning application and to foster communication between the petitioner and the public**.**

Applicability

1. A **NIM** shall be conducted when:

    a. The initial staff review and comment period on the application have been completed; and

    b. At least 15 days before the first public hearing is held, whether it is the Planning Commission, Hearing Examiner, the BCC, or the BZA.

2. In addition to the above, the following shall also apply for small-scale amendments and other site-specific comprehensive plan amendments:

    a. The **NIM** is required before the Planning Commission transmittal hearing.

    b. A second **NIM** is required if the County Manager or designee determines that a substantial change has occurred to a proposed site-specific comprehensive plan amendment following the BCC's transmittal hearing. The **applicant** must hold the second **NIM** before the Planning Commission adoption hearing.

3. If the **applicant's** petition activity extends beyond 1 year from the date of the first **NIM**, a second **NIM** will be required and shall be noticed in accordance with this chapter.

Notice Requirements

The **NIM** shall be noticed as follows:

1. **Mailed Notice:** Written notice shall be sent to **property owners in notification area** at least 15 days before the **NIM** meeting.

    a. The **applicant** shall also provide written notice of the **NIM** to **property owners**, condominium, and civic associations whose members may be affected by the proposed land use change and who have formally requested the County to be notified. Each mailed notice shall contain the following:

    "The purpose and intent of this Neighborhood Information Meeting is to provide the public with notice of an impending zoning application and to foster communication between the applicant and the public. The expectation is that all attendees will conduct themselves in such a manner that their presence will not interfere with the orderly progress of the meeting."

2. **Legal Advertisement**: The legal advertisement shall be published at least 15 days before the **NIM** meeting. The advertisement shall include at a minimum:

    a. Date, time, and location of the **NIM** meeting;

    b. Petition name, number and **applicant** contact info;

    c. Purpose of the **NIM** meeting;

    d. Description of the proposed land uses; and

    e. 2 in. x 3 in. map of the project location.

f. Date on which the advertisement or public notice was first published.

Location

The **applicant** must arrange the location of the meeting. To promote increased participation and convenience to the interested members of the public, all **NIM**s shall be conducted at a physical location, to allow for in-person attendance, and virtually, utilizing videoconferencing technology. The in-person location must be reasonably convenient to the **property owners** who receive the required notice. The facilities must be of sufficient size to accommodate the expected attendance.

Conduct of Meeting and Decorum

1. Conduct of Meeting**:** A Collier County staff **planner** or designee shall attend the **NIM** and record all commitments made by the **applicant** during the meeting while remaining neutral and providing clarification regarding the next steps the petition must follow in the review process, including the anticipated future public hearings that are associated with the petition. The **applicant** shall make a presentation of how they intend to develop the subject property. The **applicant** is required to record the **NIM** proceedings and provide an audible audio/video copy to the Zoning Division, including a written summary. When video conferencing is used, it must have the capability to capture the written comments from the attendees. These written comments will be included in the written summary of the **NIM**.

The **applicant** must provide the following at the **NIM** for review and comment, including but not limited to:

a. The proposed uses and density/intensity of the project;

b. The proposed Master Plan, when applicable; and

c. The current **LDC** zoning district uses and development regulations.

2. Decorum**:** The expectation is that all **NIM** attendees will conduct themselves in such manner that their presence will not interfere with the orderly progress of the meeting. For in-person meetings, the applicant is encouraged to provide a licensed and qualified security detail, which will be at the **applicant**'s expense. If the **applicant** or staff **planner** determines the **NIM** cannot be completed due to the disorderly conduct of the members of the public, the **applicant** shall have the right to adjourn the **NIM** but be required to conduct another duly advertised **NIM**, either in-person or via videoconferencing technology, or both, at the **applicant**'s discretion.

Meeting Follow-Up

1. After a **NIM** is completed, the **applicant** will submit a written summary of the **NIM** and any commitments that have been made to the assigned **planner**. These commitments will:

a. Become part of the record of the proceedings;

b. Be included in the staff report for any subsequent review and approval bodies; and

c. Be considered for inclusion in the conditions of approval of any applicable development order.

2. The County staff **planner** or designee shall promptly post the written summary and audio/video recording of the **NIM** to the County's website for public inspection.

Updated Resolution 2025-180

C. Mailed Notice

Applicability

For applicable land use petitions, a **mailed notice** shall be as follows.

Notice Requirements

Mailed written notices shall be sent by regular mail to **property owners in the notification area** listed below. Names and addresses of **property owners** shall be those listed on the latest ad valorem tax rolls of the County. The **mailed notice** must be sent out at least 15 days before the hearing for all applications, except as identified otherwise in the Administrative Code.

The **applicant** must provide a copy of the list of all parties noticed by the required notification deadline to the Zoning Division staff.

The written notice must include:

a. Date, time, and location of the **NIM** meeting or public hearing;

b. Description of the proposed land uses; and

c. 2 in. x 3 in. map of the project location.

For a conditional use, rezoning, PUD, PUD extension, or variance, the notice must also include:

a. A clear description of the proposed land uses;

b. A clear description of the applicable development standards;

c. Intensity or density in terms of total floor area of commercial or industrial space and dwelling units per acre for residential projects;

d. A clear description of the institutional or recreational uses when part of the development strategy; and

e. The substance of the proposed ordinance or resolution (rezoning only).

For a site plan with deviations for redevelopment projects, the notice must also include the type of deviation sought.

The Clerk to the BCC will make a copy of all notices available for public inspection during regular business hours.

Recipients of Mailed Written Notice

Property owners in the notification area are described below and shall be based on the latest tax rolls of Collier County and any other persons or entities who have formally requested notification from the County:

→ Urban designated area of the future land use element of the growth management plan

The notification area includes:

1. All property owners within 500 feet of the property lines of the subject property.

For a site-specific GMP amendment, rezoning, or a conditional use request on Rural Agricultural zoned lands, all property owners within one mile of the property lines of the subject property.

2. If any of the land in the area listed in paragraph 1 is owned by the same person or entity who owns the subject property, the

500-foot or one mile distance is measured from the boundaries of the entire ownership or PUD.

3. The maximum notification area is ½ mile (2,640 feet) from the subject property except for areas designated in the Urban Golden Gate Estates Sub-Element of the Golden Gate Estates Master Plan and a site-specific request for GMP amendment, rezoning, or Conditional Use on Rural Agricultural zoned lands.

→ **All other areas** The notification area includes:

1. All property owners within 1,000 feet of the property lines of the subject property. However, for areas designated in the Urban and Rural Golden Gate Estates Sub-Element of the Golden Gate Area Master Plan or a site-specific request for GMP amendment, rezoning, or Conditional Use on Rural Agricultural zoned land, notices shall be sent to all property owners within one mile of the property lines of the subject property, except for Estates (E) zoned variance applications, which shall remain at 1,000 feet of the subject property.
2. If any of the land in the area listed in paragraph 1 is owned by the same person or entity who owns the subject property, the 1,000-foot or one mile distance is measured from the boundaries of the entire ownership or PUD.
3. The maximum notification area is ½ mile (2,640 feet) from the subject property, except for areas designated in the Urban and Rural Golden Gate Estates Sub-Element of the Golden Gate Area Master Plan or a site-specific request for GMP amendment, rezoning, or Conditional Use on Rural Agricultural zoned lands.

→**Associations** Notification shall also be sent to **property owners** and condominium and civic associations whose members are impacted by the proposed land use changes and who have formally requested the County to be notified. A list of such organizations shall be provided and maintained by the County, but the **applicant** must bear the responsibility of ensuring all parties are notified.

Updated Resolution 2021-143

D. Legal Advertisement

Applicability

For applicable land use petitions, the legal **advertisement** shall be as follows.

A copy of the **legal advertisement** shall be kept available for public inspection during regular business hours of the Office of Clerk to the Board of County Commissioners. The notice of proposed enactment shall include where the proposed ordinance or resolution may be inspected by the public. The notice shall also advise that interested parties may appear at the meeting and be heard with respect to the proposed ordinance or resolution.

Placement and Content

The **legal advertisement** shall be published at least 15 days before each advertised public hearing or on the official website of Collier County, as prescribed in F.S. section 50.011. The advertisement shall include at a minimum:

- **a.** Date, time, and location of the hearing;
- **b.** Petition name, number and **applicant** contact info;
- **c.** Description of the proposed land uses; and
- **d.** 2 in. x 3 in. map of the project location, as applicable.
- **e.** Date on which the advertisement or public notice was first published.

Updated

Resolution 2025-180

E. Posting of a Sign

Applicability For applicable land use petitions, the posting of a sign shall be as follows.

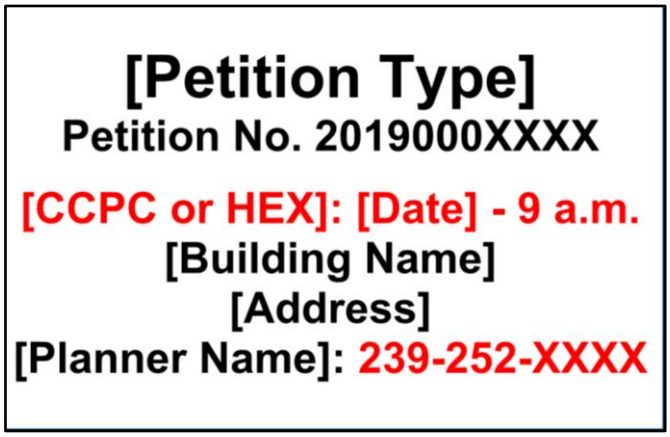
Timing The sign shall be posted at least 15 days before the Hearing Examiner, Planning Commission, or the BCC acting as the BZA hearing and be removed within 10 business days after the final date of public hearing.

Sign Requirements The sign copy must occupy the total area of the sign. The requirements for the size, location, and proof of posting and removal of the sign are as follows:

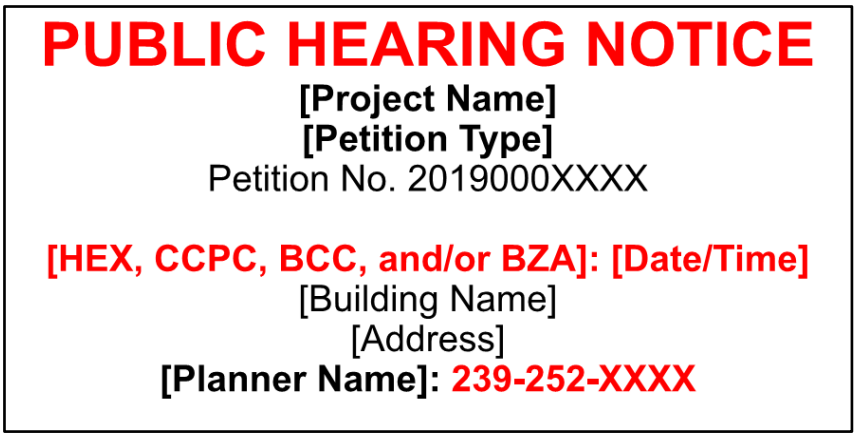
1. Properties less than or equal to 1 acre: The sign shall measure at least 1 and ½ square feet in area. The sign is erected by the Zoning Division on behalf of the **applicant**.
2. Properties greater than 1 acre: The sign shall measure at least 32 square feet in area. The sign is erected by the **applicant**. At least 1 sign is placed on each external boundary that fronts a street. If the external boundaries along a street exceed 1,320 linear feet, signs are placed equidistant from one another with a maximum spacing of 1,000 linear feet. However, the number of signs along an exterior boundary fronting a street cannot exceed 4 signs.
3. All properties:
    a. The sign must be located in full view of the public on each street side of the subject property.
    b. Where the subject property is landlocked or for some other reason the signs cannot be posted directly on the subject property, then the sign or signs are erected along the nearest street right-of-way, with an attached notation indicating generally the distance and direction to the subject property.
    c. The **applicant** must provide evidence to the Zoning Division that the sign(s) were erected by furnishing photographs of the sign(s) that show the date of their erection at least 10 days before the scheduled public hearing.

Sign Template Unless otherwise specified, the sign must adhere to the following templates:

1. Properties less than or equal to 1 acre:

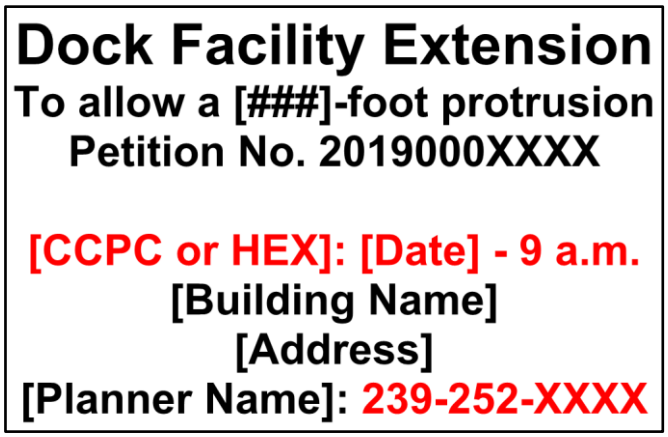


2. Properties greater than 1 acre:



3. For Dock Facility Extensions:

a. Properties less than or equal to 1 acre:



b. Properties greater than 1 acre:

PUBLIC HEARING NOTICE
[Project Name] Dock Facility Extension
To allow a [###]-foot protrusion
Petition No. 2019000XXXX

[CCPC or HEX]: [Date] - 9:00 a.m.
[Building Name]
[Address]
[Planner Name]: 239-252-XXXX

Removal of Sign The signs shall remain in place until any of the following occur:

1. Final action is taken on the application; or

2. The Zoning Division receives written notification that the **applicant** is withdrawing or indefinitely continuing the application.

Updated

F. Stakeholder Outreach Meeting for Golf Course Conversions (SOM)

Reference **LDC** sections 5.05.15 and **LDC** Public Notice section 10.03.06.

⇔ *See Chapter 4.N for Intent to Convert Applications for the Application Contents Required for Presentations at SOMs.*

Purpose Stakeholder Outreach Meetings (SOMs) are intended to engage stakeholders early in the design of a golf course conversion project and to encourage collaboration and consensus between the applicant and the stakeholders on the proposed conversion.

Applicability This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. A minimum of two in-person meetings and one web-based visual survey are required. This section shall be used in connection with **LDC** section 5.05.15.

Initiation The SOMs may be held after the *"Intent to Convert"* application has been received by the County and deemed sufficient by staff to proceed. It is encouraged that SOMs take place in a timely manner so as to support stakeholder involvement.

SOM Notice Requirements Each SOM shall be noticed as follows:

1. **Legal Advertisements**: The legal advertisement shall be published at least 15 days before the SOM. The advertisement shall include at a minimum:
    - **a.** Date, time, and location of the SOM;
    - **b.** Petition name, number and applicant contact info;
    - **c.** Notice of the intention to convert the golf course to a non-golf course use;
    - **d.** Brief description of the proposed uses; and
    - **e.** 2 in. x 3 in. map of the project location.
2. **Mailed Notice**: For the purposes of this **mailed notice** requirement, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days before the first SOM. The mailed notice shall include the following:
    - **a.** Date, time, and location of each SOM included in the **mailed notice**;
    - **b.** Petition name, number and applicant contact info;
    - **c.** Notice of the intention to convert the golf course to another use;
    - **d.** A brief description of the proposed uses;
    - **e.** A statement describing that the applicant is seeking input through a stakeholder outreach process;
    - **f.** The user-friendly web address where the meeting materials, such as the Developers Alternatives Statement, can be accessed;
    - **g.** A brief description of the visual survey and the user-friendly web address where the survey can be accessed; and
    - **h.** The dates that the web-based visual survey will be available online.

Location The **applicant** must arrange the location of the meeting. The location must be reasonably convenient to the **property owners** who receive the required notice. The facilities must be of sufficient size to accommodate expected attendance.

Timeframe SOMs must be held between November 1st and April 1st.

Conduct of SOMs A minimum of two SOMs shall be conducted in accordance with the following:

a. An assigned County **planner** shall attend the SOMs and observe the process. The **planner** shall note any commitment made by the applicant during the meetings.

b. Meeting Conduct: The applicant shall conduct the meetings as follows:

i. Use at least one public outreach method during the in-person meetings as described below; and

ii. The applicant shall facilitate dialogue and encourage input on the conceptual development plan from the stakeholders regarding the types of development the stakeholders consider compatible with the neighborhood, and the types of land uses they would support to be added to the neighborhood.

c. Presentation: The **applicant** must provide the following at the **SOM** for review and comment:

i. The current **LDC** zoning district uses and development regulations;

ii. Information about the purpose of the meeting, including the goals and objectives of the conversion project;

iii. A copy of the Developer's Alternatives Statement shall be made available at the SOM, as described in **LDC** section 5.05.15 C.2;

iv. Visuals depicting the conceptual development plan(s) and the greenway; and

v. The list of deviations requested, as described in **LDC** section 5.05.15 C.4.a-b.

d. Public Outreach Methods: The **applicant** shall use one or more of the following at the Stakeholder Outreach Meetings to engage stakeholders:

i. Charrette. This public outreach method is a collaborative design and planning workshop that occurs over multiple days. Through a charrette, the **applicant** designs the conceptual development plan and greenway with stakeholders' input. During a charrette, stakeholders are given the opportunity to identify values, needs, and desired outcomes regarding the project. Through a series of engagement activities the conceptual development plan and greenway are designed and refined. Throughout the sessions, stakeholders have an opportunity to analyze the project, address and resolve issues, and comment on multiple iterations of the project.

ii. Participatory Mapping. This public outreach method produces maps using stakeholder knowledge and input. To start, the applicant hosts a workshop and shares information about the project through exhibits such as poster boards, written or electronic materials, etc. Participants are then given sticky dots, markers, or other tactile/visualization tools in conjunction with maps of the conceptual development plan and greenway to identify options to address compatibility, adverse impacts, or types of desirable usable open space for the project. For example: stakeholders are asked to place red dots on the map where there is a perceived pedestrian hazard and place a green dot where they support additional tree plantings in the greenway.

iii. Group Polling. This public outreach method polls participants at the meeting and provides instant results. The poll can include a wide range of topics about the project, such as density, greenway uses, vehicle/pedestrian transportation networks, etc. The **applicant** provides sticky dots or uses electronic devices to conduct the polling.

iv. Visioning Exercise. This public outreach method invites stakeholders to describe their core values and vision for their community. In a workshop setting, the **applicant** presents a wide variety of reports, maps, photos, and other information about the project. The **applicant** then poses questions to the participants, such as, but not limited to the following:

1) "What do people want to preserve in the community?"

2) "What do people want to create in the community?"

3) "What do people want to change in the community?"

The applicant collects the responses and works with the participants to create a vision statement for the project that incorporates the goals, concerns, and values of the community.

Web-based Visual Survey Requirements

The web-based visual survey is intended to increase engagement with stakeholders. The survey should engage the stakeholders in the design of the project and assist in determining what stakeholders find important to the neighborhood, what is considered compatible with the neighborhood, and what types of land uses they support adding to the neighborhood.

a. The survey shall provide visual representations of the proposed development, in particular the types of land uses proposed, streetscapes, public spaces, design characteristics, and depictions of the greenway design;

b. The survey questions shall be worded so as to elicit responses to the stakeholders' preferences or support for the visual representations.

c. The survey shall allow for additional comment(s) to be made by the stakeholders.

SOM Report

After the SOMs and the web-based survey are complete, the **applicant** will submit a report of the **SOM** to the County, including the following information:

a. A list of attendees, a description of the public outreach methods used, photos from the meetings demonstrating the outreach process, results from outreach methods described above;

b. Copies of the materials used during the meeting, including any materials created at the meeting, such as any participatory mapping or related documents;

c. A verbatim transcript of the meetings and an audio (mp3 or WAV format) or video recording in a format accessible or viewable by the County;

d. A point-counterpoint list, identifying the input from the stakeholders and how and why it was or was not incorporated into the application. Input from stakeholders may be categorized by topic and the applicant may provide a single response to each topic in narrative format; and

e. The report shall be organized such that the issues and ideas provided by the stakeholders that are incorporated in the application are clearly labeled in the point-counterpoint list and in the conversion application.

Meeting Follow-up

After each **SOM** is completed and prior to the submittal of a conversion application, the applicant will submit to the assigned **planner** a written summary of the **SOM** and any commitment that has been made. Any commitment made during the meeting will:

a. Become part of the record of the proceedings;

b. Be included in the staff report for any subsequent conversion application; and

c. Be considered for inclusion into the conditions of approval of any subsequent development order.

Updated

G. Agent Letter

Applicability For applicable land use petitions, an **Agent Letter** shall be as follows.

Agent Letter Review Following the initial staff review comments, and prior to resubmittal, the following **Agent Letter** materials shall be submitted to the assigned **planner** for review and approval:

a. A list of the names and addresses of property owners to receive the **Agent Letter**; and

b. A draft of the **Agent Letter** that includes information pertaining to the type of application submitted to the County, a location description of the project site, and a description of the nature of the application.

Recipients of Agent Letter An **Agent Letter** shall be sent to property owners and associations within 150 feet of the subject property.

Timing The **Agent Letter** shall be mailed out following approval from the assigned **planner**.

(continued to next page)

Letter Template

The following sample **Agent Letter** is intended to serve as an example to applicants, additional information may be requested by the assigned **planner**.

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 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]

Updated

Chapter 9. Office of the Hearing Examiner – Procedures

Reference **LDC** section 8.10.00, **Code of Laws and Ordinances** section 2-83 through 2-90, and Ordinance No. 2013-25, as amended.

Applicability The Hearing Examiner hears and makes final decisions pursuant to the **Code of Laws and Ordinances** section 2-83 through 2-90, and Ordinance No. 2013-25, as amended.

A minor conditional use is one which does not require environmental review under Section 2-1191 *et seq*. of the **Code of Laws and Ordinances** and which is not a case of great public interest or concern as determined in the discretion of the Hearing Examiner or as requested by a member of the Board of County Commissioners. The Commissioner of the District in which the proposed minor conditional use is located may direct that the minor conditional use be heard by the CCPC in an advisory capacity and then the Board of Zoning Appeals or Board of County Commissioners for final action.

If the Hearing Examiner recuses, disqualifies him or herself, or does not otherwise hear a particular case where the Hearing Examiner makes the final decision, these cases shall be heard by the Planning Commission in an advisory capacity and then forwarded to the Board of County Commissioners sitting as the BCC or Board of Zoning Appeals for the final decision.

Assignment Once the application is submitted to the County and deemed complete pursuant to Chapters 1 through 7 of the Administrative Code, as applicable, the following petitions shall be assigned to the Hearing Examiner:

1. Administrative Type III Appeal.
2. Alcohol Distance Waiver.
3. Appeal of an Official Interpretation of the **LDC**.
4. Facilities with Fuel Pumps Waiver.
5. Boat Dock Facility Extension, including Boat Lift Canopy Deviations and Boathouse Establishment.
6. Minor Conditional Use.
7. Minor Conditional Use Re-Review.
8. Minor Conditional Use Extension.
9. Limited Density Pool Allocation.
10. Non-Conforming Use Change and Non-Conforming Use Alteration.
11. Parking Exemption with a Public Hearing.
12. Post Take Plan, if applicable.
13. PUD Insubstantial Changes, including Minor Text Changes.
14. PUD Minor Change to Remove an Affordable Housing Contribution.
15. Sign Variance.
16. Site Plan with Deviations for Redevelopment Projects.

17. Stewardship Receiving Area (SRA) Insubstantial Changes, including Minor Text Changes.

18. Variance.

19. PUD Comparable Use Determination.

Hearing Examiner Review

Upon completion of the staff report by the assigned **planner** pursuant to Chapters 1 through 7 of the Administrative Code, as applicable, one copy of the staff report and application materials shall be forwarded to the Hearing Examiner for all matters assigned to the Hearing Examiner.

Pre-Hearing Conference

The Hearing Examiner may have ex parte communications with any party or person.

Motions for Disqualification

Unless good cause is shown, all motions for disqualification of the Hearing Examiner shall be filed no later than ten (10) working days prior to the scheduled public hearing before the Hearing Examiner. The motion shall be accompanied by an affidavit stating particular grounds, which shall be limited to those for which a judge may be disqualified. The affidavit must state facts sufficient to show that the movant has a well-founded fear that the movant will not receive a fair and impartial hearing. Unless denied as untimely, the motion shall be ruled on by the Hearing Examiner before whom the case is pending. If the motion and affidavit are found legally sufficient, the Hearing Examiner shall disqualify him or herself after which the matter will be set for hearing as provided for in the Land Development Code for such particular action. The Hearing Examiner may also recuse or disqualify him or herself at any time in accordance with Ord. 2013-25, as amended.

Notice

Public notice is required for all Hearing Examiner hearings.

⇔ *See the specific Administrative Code section for the public notice requirements necessary for the petition.*

⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

Public Hearing – Parties and Participants

The parties before the Hearing Examiner shall be the applicant and Collier County. The public, including any proponents and opponents, are participants.

Public Hearing – Rules of Procedure

1. Due Process. For hearings, basic due process requires that the parties have notice of the hearing and an opportunity to be heard. Parties must be able to present evidence and be informed of all the facts upon which the County acts. The term “parties” to any proceeding are the Applicant and the County (or their representatives) and does not include public participants or their representatives.

2. Evidence. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. Any part of the evidence may be received in written form, and all testimony shall be under oath. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but it shall not be sufficient, in itself, to support a finding by the Hearing Examiner unless it would be admissible over objections in a civil action.

3. Application of rules. The Hearing Examiner is responsible for ensuring these rules are applied equally and consistently to all evidence and testimony presented by the parties and public participants.

4. Burden of Proof. The applicant has the burden of proof to show by competent and substantial evidence that the proposed request conforms to the **LDC** and the **GMP**.
5. Expert Witness. A witness may be qualified by the Hearing Examiner as an expert through specialized knowledge, training, experience or education, which is not limited to academic, scientific or technical knowledge.

Public Hearing – Order of Proceedings

1. Hearings will be conducted in an informal but courteous and professional manner. To the extent possible and at the Hearing Examiner's discretion, the order of proceedings will be as follows:
    a. Hearing Examiner's explanation of rights and responsibilities of all interested persons as well as an explanation of future proceedings that may occur in relation to the matter to be heard.
    b. The announcement of the matter to be heard and if applicable, Hearing Examiner discloses all ex parte communications.
    c. Under oath, the swearing in of expert witnesses and all participants prior to the hearing.
    d. Presentation of County's position.
    e. Presentation of request or appeal by applicant, appellant, or representative.
    f. Public participation and comment.
    g. Rebuttal and closing statement by applicant, appellant or representative. Rebuttal testimony may not be used to provide new information. Only parties may engage in direct or cross examination of witnesses.
2. Questioning shall be confined as closely as possible to the scope of direct testimony. The Hearing Examiner may call and question witnesses as necessary and appropriate. The Hearing Examiner shall decide all questions of procedure and will raise questions and provide comments at any time during the hearing.

Public Hearing – Matters to be considered by the Hearing Examiner

The Hearing Examiner shall not be limited to the evidence presented by Applicant or County at the hearing. The Hearing Examiner may consider any additional relevant evidence based on the record, including, but not limited to, any of the following:

1. The history of the subject parcel.
2. Applicable regulations and development standards promulgated.
3. Applicable goals, objectives, and policies contained in the Comprehensive Plan.
4. Reports and recommendations filed by reviewing agencies.
5. Physical characteristics of the subject parcel and surrounding lands.
6. Impact on the surrounding transportation network.
7. Availability and capacity of public services.
8. Nature of and impacts on surrounding land use.
9. Environmental impact of the proposed development activity.
10. Application of criteria in **LDC** relating to the requested petition.
11. Site visit.

12. All such additional relevant evidence shall be made part of the record at the hearing.

Public Hearing – Findings and Decision of the Hearing Examiner

1. The decision of the Hearing Examiner shall be in writing and include:

- **a.** Summary of proposed development activity and the evidence presented.
- **b.** Findings of fact and conclusions of law, including compliance or noncompliance of the proposed development activity with applicable provisions of the **Growth Management Plan (GMP)** and the **Land Development Code (LDC).**
- **c.** A decision to grant, grant with conditions or deny the application with reasons therefore specified, including any recommended conditions.

2. Persons wishing to receive a copy of the decision by mail may supply County staff with their name, address and a stamped, self-addressed envelope for that purpose.

Public Hearing – Record of Hearing before the Hearing Examiner

1. A verbatim transcript of all public hearings before the Hearing Examiner shall be recorded by the Clerk of the Board and also transcribed by an official court reporter. Any person may request and obtain a transcript of the record from the court reporter at their own expense.

2. The record of the hearing before the Hearing Examiner shall consist of:

- **a.** The application and accompanying documents.
- **b.** Staff reports, written submissions and recommendations.
- **c.** All exhibits and documentary evidence.
- **d.** The decision of the Hearing Examiner.
- **e.** Verbatim transcript of the proceedings.

Public Hearing – Decision of the Hearing Examiner

A copy of the decision of the Hearing Examiner is required to be filed with the Clerk of the Board within 30 working days after the conclusion of the public hearing before the Hearing Examiner. The Hearing Examiner will deliver all decisions by electronic mail or regular mail. An amendment to the decision can occur for scrivener errors.

Public Hearing – Decisions to Notated on Zoning Map

Decisions of the Hearing Examiner shall be noted for information purposes on the zoning map for variances, conditional uses, and boat dock extensions.

Public Hearing – Reconsideration of Matter by the Hearing Examiner

1. On motion by a party, the Hearing Examiner may grant a rehearing on an application for the following reasons:

- **a.** Mistake, inadvertence or excusable neglect;
- **b.** Newly discovered evidence which by due diligence could not have been discovered in time for the original hearing; or
- **c.** Fraud, misrepresentation or other misconduct of an adverse party.

2. The motion for reconsideration by a party shall be made prior to the deadline for filing an appeal. The filing of such a motion tolls the time for filing an appeal. The time for filing an appeal shall begin anew in full upon the Hearing Examiner's denial of such a motion.

3. Upon the Hearing Examiner's approval of such a motion, the County will schedule the public hearing before the Hearing Examiner and provide public notice to the parties

and record participants. The reconsideration hearing shall be conducted in accordance with the aforementioned rules of procedures and order of proceedings.

Public Hearing – Continuance(s)

Continuance(s) of the public hearing shall be permitted for good cause as determined by the Hearing Examiner on the date of the scheduled hearing. If the continuance of the public hearing is to a specific date and time, then re-advertisement of the hearing shall not be required.

Public Hearing – Appeal of the Decision by the Hearing Examiner

1. Within 30 days after the Hearing Examiner's written determination has been rendered, either the County or the landowner may appeal the determination to the Board of Zoning Appeals. Any additional fee for a landowner-initiated appeal must accompany the appeal. At the public hearing, the Board of Zoning Appeals will review the record created by the Hearing Examiner's proceedings, but the Board may by majority vote accept evidence not presented to the Hearing Examiner.

2. The Board of County Commissioners may:

a. Affirm the Hearing Examiner's determination, with or without modifications or conditions; or

b. Reject the Hearing Examiner's determination, except that the Board may not modify the determination or impose conditions, or reject the Hearing Examiner's determination unless the Board expressly finds that one or more of the Hearing Examiner's findings of fact or conclusions of law is not supported by competent substantial evidence in the official record, or that the Hearing Examiner's determination otherwise specifically failed to properly apply one or more of the criterion in the **LDC** or GMP.

3. Any appeal of the Hearing Examiner's decision by a non-party , shall be heard by the circuit court.

Updated

Chapter 10. Where to Find Current Information

This Administrative Code references a number of documents that are important to the development process. All of these documents are available at the Development Services offices, or online at the references listed below. These documents include:

Document	Description	Reference
Collier County Growth Management Plan ("GMP")	The GMP establishes the County's official policies for land development. All land development regulations and permits must be consistent with the GMP.	Online at: https://www.collier.gov/County-Development/Land-Development/Codes-Regulations/Comprehensive-Plan
Collier County **Land Development Code** (**LDC**)	The **LDC** includes the regulations that implement the GMP. The processes in the Administrative Code are based on the LDC.	Online at: https://library.municode.com/fl/collier_county/codes/land_development_code *(see discussion below)*
Zoning Map	The Zoning Map shows the boundaries of the County's zoning districts.	Online at: https://www.collier.gov/County-Development/Land-Development/Planning-and-Zoning-Maps
Code of Laws and Ordinances of Collier County, Florida ("**Code of Laws**")	The **Code of Laws** consolidates the County's laws – its general and permanent ordinances. Several provisions of the **Code of Laws** are implemented by procedures in the Administrative Code.	Online at: https://library.municode.com/fl/collier_county/codes/code_of_ordinances
Florida Statutes	These include the state constitution and state laws. The Administrative Code includes various references to the state statutes.	Online at: http://www.leg.state.fl.us/Statutes/index.cfm
Growth Management Community Development Department-Land Development website	A website that includes hyperlinks to GMCD public hearings, meetings, advisory boards, applications, planning and zoning resources, maps, Right-of Way and Building and Construction Permits, and other resources and information relating to land development in Collier County.	Online at: https://www.collier.gov/County-Development/Land-Development

		You can download Planning, Zoning, Land Use and Development Review Application forms at: https://www.colliercountyfl.gov/government/growth-management/divisions/planning-and-zoning-division/land-use-applications
Growth Management Community Development Department (GMCD) Fee Schedule	These are the fees that an **applicant** must pay when filing an application under the Administrative Code. The fees offset the cost of administering the **LDC**. The County will not accept an application unless the required fee is paid.	Online at: http://www.collier.gov/GMCDFeeSchedule **Applicant**s should check the website before filing an application, because the fees change from time to time.

The **Land Development Code (LDC)** is codified on the Municipal Code Corporation's website at www.municode.com. Click "Code Library," then click "Florida," then click "Collier County," and then click the "Collier County **Land Development Code**." The codified ordinance may not be current. To find ordinances that have amended the **LDC** since its most recent codification, go the Collier County Clerk's website at https://collierclerk.com/records-search/search-board-records/click "Board Minutes and Records", then "Validated Ordinances" and then click the year of the ordinance. Members of the general public may find it difficult to search through the minutes to locate an **LDC** provision they are interested in. A member of the Zoning Division staff can assist you with finding the most current ordinances that affect development in your neighborhood or of your property.

General descriptions and the amended LDC section for each ordinance can be searched by clicking on the County's Land Development Code website at the following hyperlink: https://www.collier.gov/County-Development/Land-Development/Codes-Regulations/Land-Development-Code.

Printed copies of the **LDC**, Growth Management Plan, and forms are available for purchase at the Growth Management Community Development Department building, located at 2800 N. Horseshoe Drive, Naples, FL.

Chapter 11. Contact Information

Contact information is available on the County website. When an application is filed with the applicable division, the appropriate staff member is assigned to the application. Staff will conduct a Completeness and Processing and will contact the **applicant** about whether the filing is in order. The **applicant** can contact the assigned staff member throughout the various steps of each process.

Chapter 12. Acronyms

A – Rural Agricultural Zoning District
AAB – Architectural Arbitration Board
ACOE – Army Corps of Engineers
ACP – Agricultural Clearing Permit
ACSC – Area of Critical State Concern
ADT – Average Daily Trips
AFW – Administrative Fence Waiver
APR – Administrative Parking Waiver
ASI – Area of Significant Influence
AVA – Administrative Variance
BCC – Board of Collier County Commissioners
BD – Boat Dock Petition
BMUD – Bayshore Drive Mixed Used District
BOAA – Building Board of Adjustment and Appeals
BP – Business Park District
BZA – Board of Zoning Appeals
C-1 – Commercial Professional General Office District
C-2 – Commercial Convenience District
C-3 – Commercial Intermediate District
C-4 – General Commercial District
C-5 – Heavy Commercial District
CCME – Conservation and Coastal Management Element
CCPC – Collier County Planning Commission
CCSL(P) – Coastal Construction Setback Line (Permit)
CDD – Community Development District
CEB – Code Enforcement Board
CF – Community Facility
CIE – Capital Improvement Element
CIP – Capital Improvement Program
CMO – Corridor Management Overlay
CNSTR – Construction Plans
C.O. – Certificate of Occupancy
COA – Certificate of Public Facility Adequacy
CON – Conservation Zoning District
CPD – Conceptual Plat with Deviations
CPDA – Conceptual Plat with Deviations Amendment
CRD – Compact Rural Development
CSP – Conceptual Site Plan
CU – Conditional Use
DBH – Diameter at Breast Height
DC – Department of Commerce
D.O. – Development Order
DRI – Development of Regional Impact
DSWT – Dry Season Water Table
E – Estates Zoning District
EAC – Environmental Advisory Council
EIS – Environmental Impact Statement
EPA – Environmental Protection Agency
EWA – Early Work Authorization
EXP – Excavation Permit
FAC – Florida Administrative Code
FDEP – Florida Department of Environmental Protection
FDOT – Florida Department of Transportation
FFWCC – Florida Fish & Wildlife Conservation Commission
FIAM – Financial Impact Analysis Module
FIHS – Florida Interstate Highway System
FLUCFCS - Land Use Cover and Forms Classification System
FLUE – Future Land Use Element
FLUM – Future Land Use Map
FP – Minor Final Plat
FS – Florida Statutes
FSA – Flow way Stewardship Area
GC – Golf Course
GGAMP – Golden Gate Area Master Plan
GGPPOCO – Golden Gate Pkwy Professional Office Commercial Overlay District
GMCD – Growth Management Community Development Department
GMP – Growth Management Plan
GPCD – Gallons Per Capita per Day
GT – Gopher Tortoise
GWP – Ground Water Protection Zone
GZO – Goodland Zoning Overlay
HAPB – Historic Archaeological Preservation Board
HSA – Habitat Stewardship Area
I – Industrial Zoning District
ICBSD – Immokalee Central Business Subdistrict
LDC – Land Development Code
LOS – Level of Service
LPA – Local Planning Agency
LDBPA- Limited Density Bonus Pool Allocation
LSPA – Littoral Shelf Planting Area
M/F – Multi-family Use or Zoning
MH – Mobile Home
MHO – Mobile Home Overlay
MLW – Mean Low Water
MPP – Manatee Protection Plan
MUP – Mixed Use Project
NBMO – North Belle Meade Overlay
NC – Neighborhood Commercial District
NIM – Neighborhood Information Meeting
NRPA – Natural Resource Protection Area
NAVD – North American Vertical Datum
NGVD – National Geodetic Vertical Datum

O.C. – On Center
P – Public Use District
PDI- PUD Insubstantial Change
PPL – Plans and Plat
PSI – Pounds Per Square Inch
PUD – Planned Unit Development
RSF – Residential Single-Family Districts
RCW – Red Cockaded Woodpecker
RFMU – Rural Fringe Mixed Use District
RLS – Request for Legal Service
RLSA(O) – Rural Lands Stewardship Area (Overlay)
RMF – Residential Multi-Family Districts
RNC – Residential Neighborhood Commercial Subdistrict
R.O.W. – Right of Way
RSF – Residential Single-Family
SBCO – Santa Barbara Commercial Overlay District
SBR – School Board Review
SDP – Site Development Plan
SDPA – Site Development Plan Amendment
SDPI – Site Development Plan Insubstantial Change
S/F – Single Family Use/Zoning
SFWMD – South Florida Water Management District
SIP – Site Improvement Plan
SIPI – Site Improvement Plan Insubstantial Change
SLR – Sound Level Reduction
SRA – Stewardship Receiving Area
SSA – Stewardship Sending Area
ST – Special Treatment Zoning Overlay
ST-NAR – Special Treatment-Natural Aquifer Recharge
SWFRPC – Southwest Florida Regional Planning Council
TCEA – Transportation Concurrency Exception Areas
TCMA – Transportation Concurrency Management Areas
TDR – Transfer of Development Rights
TP – Turtle Permit
TTRVC – Travel Trailer Recreational Vehicle Campground
UMAM – Uniform Mitigation Assessment Method
USFWS – United States Fish & Wildlife Service
USACOE – United States Army Corps of Engineers
VOB – Vehicle on the Beach Permit
VR – Village Residential Zoning District
VRP – Vegetation Removal Permit
VRSFP – Vegetation Removal & Site Fill Permit
W – Waterfront District
WRA – Water Retention Area (within RLSA)
WRAP – Wetland Rapid Assessment Procedure

Chapter 13. Glossary

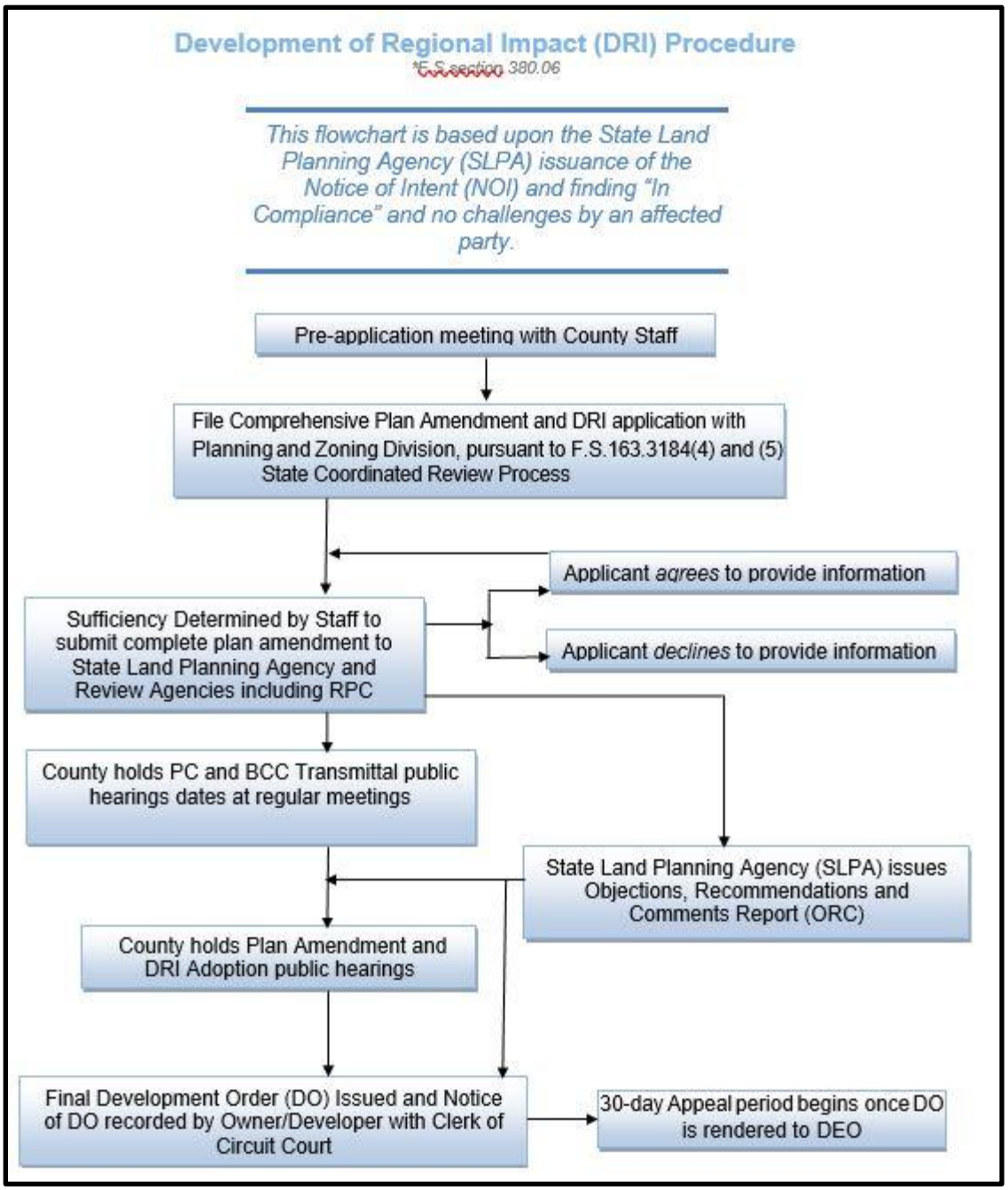
Addressing Checklist	An **addressing checklist** is a form that indicates the petition type, the legal description, folio/**property identification number**, the street address, location information, and a survey for unplatted properties. The **addressing checklist** form can be found on the Collier County website, on the Zoning and Land Use Application page.
Applicant	A person or entity who files an application with the Growth Management Community Development Department, including their representative or agent.
Applicant Contact Information	The **applicant contact information** should include, but not limited to the following: • Applicant/owner or agent's: o Name; o Address; o Phone number; o Email address; and o The name of the firm where the agent is employed, if applicable.
Architect	A natural person who is licensed under F.S. Chapter 481, Part I to engage in the practice of architecture.
Engineer	A person who is licensed to engage in the practice of engineering under F.S. Chapter 471, and who practices principally in the design and construction of public works or infrastructure.
Collier County Code of Laws & Ordinances	The general codification of the general and permanent ordinances of Collier County, Florida. The **Code of Laws and Ordinances** is available online at www.municode.com.
Electronic Copies of all Documents	An electronic version of all plans and documents, in PDF or Word format, on a CDROM as part of the submittal package.
Landscape Architect	A person who holds a license to practice landscape architecture in the State of Florida under the authority of F.S. Chapter 481, Part II.
Land Development Code (LDC)	The Collier County Land Development Code 2004-41. The **LDC** is available online at www.municode.com.
Mailed Notice	⇔ See ***LDC*** *section 10.03.05 B.*
NIM	⇔ See ***LDC*** *section 10.03.05 A.*
Legal Advertisement	⇔ See ***LDC*** *section 10.03.05 C, and in accordance with F.S. section 125.66 and F.S. section 50.11.*

Official Zoning Atlas	The map that shows the location and boundaries of the zoning districts established by the **LDC** section 2.02.01.
Planner	A person who is certified by the American Institute of Certified Planners (AICP).
Proof of Ownership	A copy of the recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly demonstrating ownership and control of the subject lot or parcel of land. The application shall also present a notarized letter of authorization from the property owner(s) designating the applicant as the agent acting on behalf of the owner(s).
Property Identification Number	The folio number that identifies a property or the parcels that are assigned by the Collier County Property Appraiser.
Property Owner	The owner of the property that is subject to an application for development approval, or the designated agent or attorney.
Property Owners in the Notification Area	Persons or entities who own property in the area that are subject to a mailed written notice of a hearing, pursuant to **LDC** section 10.03.05 B., ⇔ See *Chapter 8 of the Administrative Code for additional information.*
PUD Ordinance and Development Commitment Information	The following list of documents and materials shall be provided for the following land use applications, including, but not limited to: SDPs, SDPAs, PPLs, and PUDAs. The Zoning Division shall review the PUD materials concurrent with all applicable land use applications. **1.** PUD ordinance and any amendments. **2.** A copy of the latest approved agreements. **3.** An itemized list of all commitments identified within the agreement/ordinance and a corresponding detailed status report of the commitments. **4.** Notarized affidavit from the owner/authorized agent that certifies all commitments within the agreements or PUD are compliant or not applicable at this time, or that work identified in the application being submitted fulfills the outstanding commitments. **5.** An up to date site drawing illustrating (except for DRIs): **a.** All on-site and off-site infrastructure identified as commitments which have been completed or are pending such as turn lanes, entrance lighting signalization, right-of-way dedication, water management, well fields, conservation easements, sidewalks, interconnections, etc. **b.** Other information as may be required by the County Manager or designee that is consistent with the monitoring of agreements and PUD ordinances.
Sign	⇔ See ***LDC*** *section 10.03.05 D.*
SOM	⇔ See ***LDC*** *section 10.03.05 W and X.*

Chapter 14. Appendices

Appendix A.

The following is a flow chart identifying the State, Regional and Local Review Procedure:



Appendix B

The following is the Hearing Examiner's Review Process Flowchart:

