



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DEPARTMENT  
[www.colliergov.net](http://www.colliergov.net)

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
(239) 252-2400 FAX: (239) 252-6358

**APPLICATION FOR PUBLIC HEARING FOR  
PARKING EXEMPTION**

PETITION NO (PL)  
PROJECT NAME  
DATE PROCESSED

*To be completed by staff*

- Parking Exemption with a Public Hearing: LDC subsection 4.05.02 K.3, Code of Laws section 2-83 through 2-90 and Ch. 3 F. of the Administrative Code
- Administrative Parking Exemption: LDC subsection 4.05.02 K.1-2 and Ch. 6 C. of the Administrative Code

**APPLICANT CONTACT INFORMATION**

Name of Property Owner(s): \_\_\_\_\_

Name of Applicant if different than owner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**BE AWARE THAT COLLIER COUNTY HAS LOBBYIST REGULATIONS. ADDITIONALLY, THIS PETITION IS SUBJECT TO COMPLIANCE WITH CERTAIN NEIGHBORHOOD INFORMATION AND SIGN REQUIREMENTS OF THE LAND DEVELOPMENT CODE (LDC). GUIDE YOURSELF ACCORDINGLY AND ENSURE THAT YOU ARE IN COMPLIANCE WITH THESE REGULATIONS.**



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**PROPERTY INFORMATION**

**On a separate sheet attached to the application, provide a detailed legal description of the property covered by the application.**

- If the request involves changes to more than one zoning district, the applicant shall include a separate legal description for property involved in each district;
- The applicant shall submit 4 copies of a recent survey (completed within the last six months, maximum 1" to 400' scale), if required to do so at the pre-application meeting; and
- The applicant is responsible for supplying the correct legal description. If questions arise concerning the legal description, an engineer's certification or sealed survey may be required.

**PRINCIPAL SITE:**

Property I.D. Number: \_\_\_\_\_ Plat Book: \_\_\_\_\_ Page #: \_\_\_\_\_

Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Metes & Bounds Description: \_\_\_\_\_

Size of Property: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = \_\_\_\_\_ Total Sq. Ft. Acres: \_\_\_\_\_

**OFF-SITE PARKING AREA:**

Section/Township/Range \_\_\_\_/\_\_\_\_/\_\_\_\_ Plat Book \_\_\_\_\_ Page #: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Unit \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property I.D. Number(s): \_\_\_\_\_

Metes & Bounds Description: \_\_\_\_\_

Size of property: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = Total Sq. Ft. \_\_\_\_\_ Acres \_\_\_\_\_

Address/general location of subject property:

\_\_\_\_\_  
\_\_\_\_\_

**ZONING INFORMATION**

Zoning of proposed off-site parking lot: \_\_\_\_\_

Zoning of commercial tract the Parking Exemption is proposed to serve: \_\_\_\_\_

Type of land use that the parking exemption is proposed to serve: \_\_\_\_\_



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**PROJECT INFORMATION**

Total number of parking spaces required for project: \_\_\_\_\_

Number of Parking Spaces Proposed offsite: \_\_\_\_\_

Is the proposed parking lot separated from the permitted use by a collector or arterial roadway?

YES  NO

If yes, please name the roadway: \_\_\_\_\_

Does the permitted use propose to share required parking with another permitted use?

YES  NO

**ASSOCIATIONS**

**Required:** List all registered Home Owner Association(s) that could be affected by this petition. Provide additional sheets if necessary. Information can be found on the Board of County Commissioner’s website at <http://www.colliergov.net/Index.aspx?page=774>.

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

**EVALUATION CRITERIA**

**On a separate sheet attached to the application, please provide the following:** (Include any necessary backup materials and documentation)

- For an *Administrative Parking Exemption*, provide a narrative statement describing the request with specific reference to the criteria noted in LDC subsection 4.05.02 K.1-2.; or
- For a *Parking Exemption with a Public Hearing*, provide a narrative statement describing the request with specific reference to the criteria noted in LDC subsection 4.05.02 K.3.b.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:  
 Parking Exemption**

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. At time of submittal, the checklist is to be completed and submitted with the application packet. Please provide the submittal items in the exact order listed below, with cover sheets attached to each section. **Incomplete submittals will not be accepted.**

- For a Parking Exemption with a Public Hearing, see Chapter 3 F. of the Administrative Code for submittal requirements.
- For an Administrative Parking Exemption, see Chapter 6 C. of the Administrative Code for submittal requirements.

REQUIREMENTS FOR REVIEW	# OF COPIES	REQUIRED	NOT REQUIRED
Completed Application (download current form from County website)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pre-Application meeting notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed & sealed	<b>1</b>	<input checked="" type="checkbox"/>	
<a href="#">Completed Addressing Checklist</a>	<b>1</b>	<input checked="" type="checkbox"/>	
Narrative Statement (based upon LDC Evaluation Criteria)	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Property Ownership Disclosure Form</a>	<b>1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warranty Deed	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
Boundary Survey, no more than 6 months old (24 in. x 36in.)	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Site Plan measuring 24 in. x 36 in. and 8 ½ in. x 11 in	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
Location Map	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
10-Year Lease Agreement, if required by the approval criteria (see LDC subsection 4.05.02.K.2.a)	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copies of all documents & plans *Please be advised: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL REQUIREMENTS FOR THE PUBLIC HEARING PROCESS:**

- Following the completion of the review process by County review staff, the applicant shall submit all materials electronically to the designated project manager.
- Please contact the project manager to confirm the number of additional copies required.



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**FEE REQUIREMENTS**

- Parking Exemption:** \$1,500.00
  - o Additional fee for 5<sup>th</sup> and subsequent reviews, 20% of original fee
- Pre-Application Meeting, if required:** \$500.00 (Applications submitted 9 months or more after the date of the last pre-application meeting shall not be credited towards application fees; a new pre-application meeting may be required.)
- Estimated Legal Advertising Fee for HEX or Collier County Planning Commission:** \$1,125.00
- Estimated Legal Advertising Fee for Board of County Commissioners:** \$500.00
- Property Owner Notification Fees, if required:** \$1.50 Non-certified; \$3.00 Certified return receipt mail (Petitioner to pay this amount prior to advertisement of petition)

*All checks payable to: Board of County Commissioners.* The completed application, all required submittal materials, and the permit fee shall be submitted to:

Growth Management Department/Zoning Division  
ATTN: Business Center  
2800 North Horseshoe Drive  
Naples, FL 34104

As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition.

\_\_\_\_\_  
Agent/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name