



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DIVISION/  
PLANNING AND REGULATION

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
(239) 252-2400 FAX (239) 252-6358  
[www.colliergov.net](http://www.colliergov.net)

**APPEAL OF ADMINISTRATIVE DECISION OF  
ADMINISTRATIVE OFFICIAL  
Section 250-58**

**Sec. 250-58. Appeal from decision of administrative official.**

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

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

**An affected property owner** is defined as an owner of property located within 300 feet of the property lines of the land for which the interpretation is effective.

**An aggrieved or affected party** is defined as any person or group of persons which will suffer an adverse effect to an interest protected or furthered by the Collier County Growth Management Plan, Land Development Code, or Building Code(s). The alleged adverse interest may be shared in common with other members of the community at large, but shall exceed in degree the general interest in community good shared by all persons.

A request for appeal shall be filed in writing. Such request shall state the basis for the appeal and shall include any pertinent information, exhibits and other backup information in support of the appeal. In accordance with Resolution No. 2007-160, the fee for the application and processing of an appeal is \$1,000.00 and shall be paid by the applicant at the time the request is submitted.

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

**Requests for Appeal of Administrative Decision should be addressed to:**

Growth Management Division/Planning and Regulation  
Attn: Business Center  
2800 North Horseshoe Drive  
Naples, Florida 34104



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PROJECT NUMBER  
PROJECT NAME  
DATE PROCESSED

*To be completed by staff*

**APPLICANT INFORMATION**

NAME OF OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ FAX # \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

NAME OF AGENT/APPLICANT \_\_\_\_\_  
FIRM \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ FAX # \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**REQUEST DETAIL**

Appeal of Application No. AR/PL-\_\_\_\_\_  
*(Please reference the application number that is being appealed)*

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

**Submit required application fee in the amount of \$1,000.00 made payable to the Board of County Commissioners.**