



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

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

**NON-CONFORMING USE ALTERATION (NUA) PETITION**  
LDC section 9.03.00

PROJECT NO (PL)  
PROJECT NAME  
DATE PROCESSED

*To be completed by staff*

**APPLICANT CONTACT INFORMATION**

Name of Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Property I.D. Number: \_\_\_\_\_ Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Metes & Bounds Description: \_\_\_\_\_ # of Acres: \_\_\_\_\_  
Address of Subject Property: \_\_\_\_\_  
\_\_\_\_\_



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**ZONING INFORMATION**

**Current Zoning and Land use of Subject Parcel:** \_\_\_\_\_

**Adjacent Information:**

	Zoning	Land Use
N		
S		
E		
W		

**EVALUATION CRITERIA**

Pursuant to LDC section 9.03.03.B, staff’s analysis and recommendation to the Office of the Hearing Examiner shall be based upon consideration of the applicable criteria noted below. On a separate sheet attached to the application, provide a narrative statement describing the Nonconforming Use Alteration with specific reference to the criteria noted below. Include any backup materials and documentation in support of the request.

1. The alteration, expansion, or replacement will no increase the density of the parcel or lot on which the nonconforming single-family dwelling, duplex, or mobile home is located;
2. The alteration, expansion, or replacement will not exceed the building height requirements of the district most closely associated with the subject nonconforming use;
3. The alteration, expansion, or replacement will not further encroach upon any nonconforming setback;
4. The alteration, expansion, or replacement will not will not decrease or further decrease the existing parking areas for the structure;
5. The alteration, expansion, or replacement will not damage the character or quality of the neighborhood in which it is located or hinder the proper future development of the surrounding properties; and
6. The alteration, expansion, or replacement will not present a threat to the health, safety, or welfare of the community or its residents.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:  
 Non-Conforming Use Alteration**

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

REQUIREMENTS FOR REVIEW	# OF COPIES	REQUIRED	NOT REQUIRED
Completed Application	12	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application meeting notes/minutes	1	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photograph	2	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Completed Addressing Checklist</a>	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed and notarized	2	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan drawn to scale	12	<input type="checkbox"/>	<input type="checkbox"/>
Narrative statement covering the nature of petition	12	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership or interest in property, deed or contract to purchase	3	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Copies of all documents and plans *Please advise: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.	<input type="checkbox"/>	<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.

**FEE REQUIREMENTS:**

- Non-conforming Use Alteration Petition:** \$1,500.00
- Estimated Legal Advertising Fee for the Office of the Hearing Examiner:** \$925.00

*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 Division/Planning and Regulation  
 ATTN: Business Center  
 2800 North Horseshoe Drive  
 Naples, FL 34104

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

\_\_\_\_\_  
 Date

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