



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DEPARTMENT  
www.colliergov.net

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

**CONDITIONAL USE RE-REVIEW**  
LDC section 10.08.00 & Code of Laws section 2-83 – 2-90  
Ch. 3 C.3 of the Administrative Code

Should the Hearing Examiner or the Board of County Commissioners approve a Conditional Use with stipulations, the Conditional Use shall be reviewed to determine whether the applicant has met the conditions of approval or whether additional/removal of the stipulations is necessary. The applicant must submit the required documents addressing the stipulations no later than 6 months prior to the date mandated by the Hearing Examiner or the Board of County Commissioners.

PROJECT NUMBER  
PROJECT NAME  
DATE PROCESSED

*To be completed by staff*

- A CONDITIONAL USE RE-REVIEW TO BE HEARD BY THE BOARD OF ZONING APPEALS  
 A MINOR CONDITIONAL USE RE-REVIEW TO BE HEARD BY THE OFFICE OF THE HEARING EXAMINER

**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(s): \_\_\_\_\_

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

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

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

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

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_ CU Resolution #: \_\_\_\_\_

Section/Township/Range \_\_\_\_/\_\_\_\_/\_\_\_\_ Folio #: \_\_\_\_\_



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

A Conditional Use Re-Review to be heard by the Board of Zoning Appeals

A Minor Conditional Use Re-Review to be heard by the Office of the Hearing Examiner

Chapter 3 C.3 of the Administrative Code

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 (download current form from County website)	1	<input checked="" type="checkbox"/>	
Letter Describing Request	1	<input type="checkbox"/>	<input type="checkbox"/>
Necessary Documents to address stipulations	1	<input type="checkbox"/>	<input type="checkbox"/>
Pre-application meeting notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Property Ownership Disclosure Form</a>	1	<input checked="" type="checkbox"/>	
Completed <a href="#">Addressing checklist</a> (no older than 6 months)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Complete, original Conditional Use Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan 24 in. x 36 in., plus one 8 ½ in. x 11 in. copy	1	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Warranty Deeds	1	<input type="checkbox"/>	<input type="checkbox"/>
Boundary Survey	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIS or waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy of all documents *Please advise: The Office of the Hearing Examiner requires all materials to be submittal 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.



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**FEE REQUIREMENTS**

- Pre-Application Meeting:** \$500.00 (to be credited towards the application fee if the application is filed within 9 months of pre-application meeting)
- Conditional Use Re-Review Application:** \$750.00
- Estimated Legal Advertising Fee for the Office of the Hearing Examiner:** \$1,125.00
- Estimated Legal Advertising Fee for BCC:** \$500.00
- Transportation Fee, if required:**
  - o Methodology Review Fee: \$500.00
  - o Minor Study Review Fee: \$750.00
  - o Major Study Review Fee: \$1,500.00

*Fire Code Plans Review Fees are collected at the time of application submission and those fees are set forth by the Authority having jurisdiction. The Land Development Code requires Neighborhood Notification mailers for Applications headed to hearing, and this fee is collected prior to hearing.*

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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