



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

**POST TAKE SITE PLAN APPLICATION**  
LDC subsection 9.03.07 D & Code of Laws section 2-83 – 2-90  
Chapter 6 J. of the Administrative Code

**Post Take Plan:** A plan depicting site modifications, enhancements, and/or deviations from the requirements of the Land Development Code as set forth in Section 9.03.07, where such modifications, enhancements, and/or deviations are designed to remediate, mitigate, minimize, or resolve site impacts caused by a Take to an improved property, or unimproved property where an application for Development Order has been made. A Post Take Plan may include, but is not limited to, any or all of the following: redesign or relocation of ingress/egress; replacement of all, or a portion of, lost parking spaces; redesign of internal vehicular circulation patterns; relocation or replacement of signage; redesign or relocation of stormwater retention, detention, or conveyance facilities, replacement of landscaping materials and/or irrigation fixtures; redesign or relocation of landscape buffers, preserves, or conservation area; and similar types of site related modifications or enhancements.

PROJECT NO  
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: \_\_\_\_\_



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**PROPERTY INFORMATION**

If there is pending litigation, provide the court name and case number: \_\_\_\_\_

Identify if the Post Take Plan is the result of a State or County project: \_\_\_\_\_

Project Name: \_\_\_\_\_ Property I.D. Number: \_\_\_\_\_

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

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

Address/ General Location of Subject Property:  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

**DESCRIPTION OF PROPOSED MODIFICATIONS**

On a separate sheet attached to the application, provide a narrative description addressing the following:

1. Describe Pre- and Post- acquisition site conditions noting impacts and all nonconformities created or exacerbated as a result of the acquisitions, and any proposed mitigation remedies.
2. What is the estimate of severance and business damages that will be mitigated by the proposed cure?

**PROPERTY OWNER NOTIFICATIONS**

Please refer to Chapter 6 J. of the Administrative Code for information regarding notice requirements for a Post Take Site Plan.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:  
Post Take Site Plan  
Chapter 6 J. 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)	7	<input type="checkbox"/>	<input type="checkbox"/>
Cover letter briefly explaining the project	7	<input type="checkbox"/>	<input type="checkbox"/>
Narrative description of the pre- and post-acquisition site conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Completed Addressing Checklist</a>	1	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Meeting Notes	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed and notarized	1	<input type="checkbox"/>	<input type="checkbox"/>
Signed and Sealed Boundary Survey	7	<input type="checkbox"/>	<input type="checkbox"/>
Scaled Drawing 24 in. x 36 in. in size, with one 8 ½ in. x 11. drawing, depicting the following: <ul style="list-style-type: none"> <li>• The name, address and phone number of the consulting firm(s) preparing the plans;</li> <li>• The total site acreage for both pre- and post-acquisition condition;</li> <li>• Legal description;</li> <li>• Zoning designation;</li> <li>• All existing improvements, clearly depicting those affected by the acquisition;</li> <li>• All proposed mitigating improvements and remedies;</li> <li>• The exact nature and dimensions of any requested deviations;</li> <li>• The pre- and post-acquisition configuration of the lot or lots; and</li> <li>• The dimensions from the pre- and post-acquisition property line to all affected improvements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photo – most recent available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Fee (if paid by IGC, provide memo authorizing the transfer of fees and showing the Fund, Cost Center, Commitment Code)	1	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy 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"/>
<b>Deviations other than those set forth in LDC subsection 9.03.07 D.2.a - D.2.c. require the following:</b>			
Environment Data Requirements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDROM of Post Take Site Plan in DWG, DFX or AutoCad format in State Plane NAD83	<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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**Planners: Indicate if the petition needs to be routed to the following additional reviewers:**

<input type="checkbox"/>	School District (Residential Components): Amy Heartlock	<input type="checkbox"/>	Emergency Management: Dan Summers; and/or EMS: Artie Bay
<input type="checkbox"/>	Conservancy of SWFL: Nichole Ryan	<input type="checkbox"/>	Environmental Review
<input type="checkbox"/>	City of Naples: Robin Singer, Planning Director	<input type="checkbox"/>	Utilities Engineering: Kris VanLengen
<input type="checkbox"/>	Parks and Recreation: Vicky Ahmad	<input type="checkbox"/>	Immokalee Water/Sewer District:
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	County Attorney's Office

**FEE REQUIREMENTS**

- Post Take Site Plan**
  - o Base fee \$1,000.00
  - o Resubmittal fee \$250.00 for each submittal and an additional \$3,000.00 if an objection is filed.
- 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 fees shall be submitted to:  
 Growth Management Division/Planning and Regulation  
 ATTN: Business Center  
 2800 North Horseshoe Drive  
 Naples, FL 34104

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant/Owner Name (please print)