



**APPEAL OF AN OFFICIAL INTERPRETATION**  
**LDC subsection 1.06.01 D & Code of Laws section 2-83 – 2-90**  
**Ch. 3 A. of the Administrative Code**

Within 30 days after receipt by the applicant or affected property owner of a written official interpretation sent by certified mail return receipt requested by the County Manager or designee or building official, or within 30 days of publication of public notice of interpretation, the applicant, affected property owner, or aggrieved or adversely affected party may appeal the interpretation to the building Board of Adjustments and Appeals for matters relating to building and technical codes as shown in LDC section 1.07.00 or to Office of the Hearing Examiner for all other matters in the LDC.

**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.

The Office of the Hearing Examiner or the Building Board of Adjustments and Appeals, whichever is applicable, shall hold an advertised public hearing on the appeal and shall consider the interpretation 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, or Building Code related matters, whichever is applicable. The Office of the Hearing Examiner or the Building Board of Adjustments and Appeals, whichever is applicable, shall adopt the County official's interpretation, whichever is applicable, with or without modifications or conditions, or reject the interpretation. The Office of the Hearing Examiner or the Building Board of Adjustments and Appeals, whichever is applicable, shall not be authorized to modify or reject the County official's interpretation unless such reviewing body finds that the determination is not supported by substantial competent evidence or that the interpretation is contrary to the Growth Management Plan, the future land use map, the Land Development Code or the Official Zoning Atlas, or Building Code, whichever is applicable.

**Requests for Appeal of an Official Interpretation should be addressed to:**

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



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DIVISION  
www.colliergov.net

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

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PROJECT NUMBER  
PROJECT NAME  
DATE PROCESSED

*To be completed by staff*

**APPLICANT CONTACT INFORMATION**

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**DETAIL OF REQUEST**

Interpretation No. AR- \_\_\_\_\_  
*(Please reference the interpretation number that is being appealed)*

**Attach a narrative describing the request, the legal basis for the appeal, the relief sought, including any pertinent information, exhibits, and other backup information in support of the appeal.**

**SUBMITTAL REQUIREMENTS**

See Chapter 3 A. of the Administrative Code for submittal requirements. The following items are to be submitted with the completed application packet:

- Completed application (download current form from County website)
- Completed narrative
- Electronic copy of all documents, please advise that the Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.

**FEE REQUIREMENTS:**

- Appeal of Official Interpretation Fee: \$1,000.00**
- Estimated Legal Advertising fee for the Office of the Hearing Examiner: \$1,500.00**