



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DEPARTMENT
www.colliergov.net

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

**APPLICATION FOR PUBLIC HEARING FOR
CONDITIONAL USE EXTENSION**
LDC Section 10.08.00 & Code of Laws section 2-83 – 2-90
Ch. 3 C.2 of the Administrative Code

PROJECT NUMBER
PROJECT NAME
DATE PROCESSED

To be completed by staff

- A CONDITIONAL USE EXTENSION TO BE HEARD BY THE BOARD OF ZONING APPEALS
 A MINOR CONDITIONAL USE EXTENSION 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: _____

**BE AWARE THAT COLLIER COUNTY HAS LOBBYIST REGULATIONS. GUIDE YOURSELF ACCORDINGLY
AND ENSURE THAT YOU ARE IN COMPLIANCE WITH THESE REGULATIONS.**



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PROPERTY LOCATION

Provide a detailed legal description of the property covered by the application: (If space is inadequate, attach on separate page)

- The applicant shall submit 2 copies of a signed and sealed boundary survey (completed within the last six months, maximum 1" to 400' scale), if required to do so at the pre-application meeting; and
- The applicant is responsible for supplying the correct legal description. If questions arise concerning the legal description, an engineer's certification or sealed survey may be required.

Section/Township/Range: ____/____/____

Lot: ____ **Block:** ____ **Subdivision:** _____

Plat Book: ____ **Page #:** ____ **Property I.D. Number:** _____

Metes & Bounds Description: _____

Size of Property: ____ ft. X ____ ft. = _____ **Total Sq. Ft. Acres:** _____

Address/ General Location of Subject Property:

ADJACENT ZONING AND LAND USE

	Zoning when CU Approved	Land Use CU Approved	Current Zoning	Current Land Use
N				
S				
E				
W				

CONDITIONAL USE REQUEST DETAIL

Type of Conditional Use:

This application is requesting a conditional use extension allowed, pursuant to LDC section 2.03.00, of the _____ zoning district for _____ (type of use).



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EVALUATION CRITERIA

Pursuant to LDC section 10.08.00 and Chapter 3 C.2 of the Administrative Code, staff's recommendation to the reviewing body shall be based upon a finding that the granting of the conditional use will not adversely affect the public interest and that the specific requirements governing the individual conditional use, if any, have been met. Further, satisfactory provision and arrangement have been made concerning the following matters, where applicable.

Provide a narrative statement describing this request for conditional use and a detailed response to each of the criterion listed below. Specify how and why the request is consistent with each. If space is inadequate, attach on separate page.

- a. Describe how the project is consistent with the Collier County Land Development Code and Growth Management Plan. Include information on how the request is consistent with the applicable section or portions of the future land use element.

- b. Discuss whether any GMP amendments have been adopted since the conditional use was approved and that may affect this site.

- c. Describe any development or redevelopment that has occurred on adjacent parcels and what affect, if any, an extension of this conditional use may have on those uses.

- d. Please provide any additional information which you may feel is relevant to this request.

Previous land use petitions on the subject property: To your knowledge, has a public hearing been held on this property within the last year? If so, what was the nature of that hearing?



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:
 Conditional Use Extension
 Chapter 3 C.2 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
Cover letter briefly explaining the project	1	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application (download from website for current form)	1	<input checked="" type="checkbox"/>	
Completed Addressing Checklist	1	<input checked="" type="checkbox"/>	
Pre-Application Notes	1	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Authorization , signed and notarized	1	<input checked="" type="checkbox"/>	
Property Ownership Disclosure Form	1	<input checked="" type="checkbox"/>	
Original Application for Public Hearing for Conditional Use	1	<input type="checkbox"/>	<input type="checkbox"/>
Resolution that approved the Conditional Use	1	<input type="checkbox"/>	<input type="checkbox"/>
Warranty Deed(s)	1	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan 24" X 36" plus (one 8 ½ X 11 copy)	1	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Study (TIS), or waiver	1	<input type="checkbox"/>	<input type="checkbox"/>
Boundary Survey	1	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy of all documents and plans * Please be advised: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.	1	<input type="checkbox"/>	<input type="checkbox"/>
OTHER - _____		<input type="checkbox"/>	<input type="checkbox"/>
* If located in the Bayshore/Gateway Triangle Redevelopment Area, include an additional set of each submittal requirement			

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 Fee:** \$500.00 (This fee will be credited towards the application fee as long as the application is submitted within 9 months of the pre-application meeting.)
- Conditional Use Extension Application Fee:** \$3,000.00
- Estimated Legal Advertising Fee for the Hearing Examiner:** \$1,125.00
- Estimated Legal Advertising Fee for the BZA:** \$500.00
- Transportation Fees, if applicable:**
 - 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.

As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition.

All checks payable to: Board of County Commissioners.

The completed application, all required submittal materials, and fees shall be submitted to:

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

Agent/Owner Signature

Date

Agent/Owner Name (please print)