



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

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

**MINOR CHANGE TO PUD MASTER PLAN OR MINOR TEXT CHANGES (PMC)**  
LDC subsection 10.02.13 E. & Code of Laws section 2-83 – 2-90  
Ch. 3 G.4 of the Administrative Code

Minor changes to the PUD Master Plan and minor text changes may be allowed during its subdivision improvements plan or site development plan process to accommodate topography, vegetation, and other site conditions not identified or accounted for during its original submittal and review. The said changes determined to be compatible with adjacent land uses, have no impacts external to the site, existing or proposed, and otherwise consistent with the provisions of the LDC and Growth Management Plan.

The County Manager or designee shall be authorized to make minor text changes to remove affordable housing commitments to pay an affordable housing contribution in PUDs, Development Agreements, and Settlement Agreements under LDC subsection 10.02.13.E.3.c.

<b>PETITION NO</b>	<i>To be completed by staff</i>
<b>PROJECT NAME</b>	
<b>DATE PROCESSED</b>	

**PUD NAME:** \_\_\_\_\_ **ORDINANCE NUMBER:** \_\_\_\_\_

**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:** \_\_\_\_\_

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

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

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

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



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**PROPERTY INFORMATION**

**For a Minor Change to a PUD Master Plan:**

1. Provide a legal (if PUD is recorded) or graphic description of area of amendment (this may be graphically illustrated on Amended PUD Master Plan). If applying for a portion of the PUD, provide a legal description for subject portion.
2. Attach on a separate sheet, a written description of map change.
3. Does amendment comply with the Growth Management Plan?     Yes     No  
If no, please explain: \_\_\_\_\_
4. Has a public hearing been held on this property within the last year?  Yes     No  
If yes, please provide the petition name and number: \_\_\_\_\_
5. Has any portion of the PUD been  SOLD and/or  DEVELOPED?
  - a. Are any changes proposed for the area sold and/or developed?  Yes     No
  - b. If yes, please describe on an attached separate sheet.

**For a minor text change to remove affordable housing contribution commitments:**

1. Please note that the applicant/agent is required to notify property owners and any other persons or entities that have made a formal request of the County to be notified. Please complete the draft letter ("Exhibit A") that is attached and provide the executed affidavit of compliance and the list of property owners.



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**SUBMITTAL REQUIREMENTS CHECKLIST**

See Chapter 3 G.4 of the Administrative Code for submittal requirements. This completed checklist is to be submitted with application packet 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"/>	
Project Narrative including a detailed description of the proposed changes and why the amendment is necessary	1	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Meeting notes	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization signed &amp; notarized</a>	1	<input checked="" type="checkbox"/>	
<a href="#">Completed Addressing Checklist</a>	1	<input checked="" type="checkbox"/>	
<a href="#">Property Ownership Disclosure Form</a> (for Minor Change Parcel only)	1	<input checked="" type="checkbox"/>	
Copy of 8 ½ in. x 11 in. graphic location map of site	1	<input type="checkbox"/>	<input type="checkbox"/>
Current Master Plan & 1 Reduced Copy (For item 'A' under Property Info.)	1	<input checked="" type="checkbox"/>	
Revised Master Plan & 1 Reduced Copy (For item 'A' under Property Info.)	1	<input checked="" type="checkbox"/>	
Copy of current PUD Ordinance	1		
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"/>
<b>*If located in Immokalee or seeking affordable housing, include an additional set of each submittal requirement</b>			

**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.

**PLEASE ROUTE ALL APPLICATIONS TO THE FOLLOWING PERSONS:** County Attorney and Fire Code Review Office.



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**FEE REQUIREMENTS**

- PUD Minor Change (PMC): \$1,000.00**
- Estimated Legal Advertising Fee for the Office of the Hearing Examiner: \$1,125.00**

*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

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

**EXHIBIT A**



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On the following page is a sample letter for a Minor Change to Remove Affordable Housing Contribution Commitments to be sent to Property Owners and Associations in compliance with LDC subsection 10.03.06 R. Please use your standard letterhead and/or include a contact person providing the following information:

- Mailing Address;
- Phone Number;
- FAX #, if available; and
- Email Address.

{Date}

{Name}

{Address}

{City, State ZIP}

RE: Affordable Housing Commitment in *{Ordinance # \_\_\_\_\_, the \_\_\_\_\_ Planned Unit Development/Development Agreement/Settlement Agreement}*

Dear Property Owner.

Please be advised that the sender has made a formal application to Collier County for approval of a minor change to a *{PUD Ordinance/Development Agreement/Settlement Agreement}* to remove affordable housing contribution commitments as described in the Land Development Code (LDC) section 10.02.13 E.3.c.

The affordable housing commitment provides *{insert the text from the document}*.

The commitment applies to the following described property:

*{Description: distance from nearest intersection, fronting street or access road. Verify with planner}*

The afore-cited LDC section requires an applicant to provide written notice to property owners within a prescribed distance from the subject property. You are located within the prescribed distance. If not written objection is received, the request to remove commitments will be deemed approved. If a property owner who receives notice submits a written objection within 30 days of the mailing of the notice, the matter shall be scheduled for public hearing before the Office of the Hearing Examiner. If you have an objection please send your written objections to *{insert staff member's contact information}*.

If you have any questions, you may call or email *{insert staff member's contact information}*.

Sincerely,

*{Applicant's/agent's name, title}*

Cc: *{county staff planner's contact information}*.