



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

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

**APPLICATION FOR COMPATIBILITY DESIGN REVIEW**  
LDC Section 5.05.15  
Chapter 3 K of the Administrative Code

PETITION NO (PL)  
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: \_\_\_\_\_

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



**DISCLOSURE OF INTEREST INFORMATION**

Please complete the following, use additional sheets if necessary.

- a. If the property is owned fee simple by an INDIVIDUAL, tenancy by the entirety, tenancy in common, or joint tenancy, list all parties with an ownership interest as well as the percentage of such interest:

Name and Address	% of Ownership

- b. If the property is owned by a CORPORATION, list the officers and stockholders and the percentage of stock owned by each:

Name and Address	% of Ownership

- c. If the property is in the name of a TRUSTEE, list the beneficiaries of the trust with the percentage of interest:

Name and Address	% of Ownership

- d. If the property is in the name of a GENERAL or LIMITED PARTNERSHIP, list the name of the general and/or limited partners:

Name and Address	% of Ownership



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- e. If there is a CONTRACT FOR PURCHASE, with an individual or individuals, a Corporation, Trustee, or a Partnership, list the names of the contract purchasers below, including the officers, stockholders, beneficiaries, or partners:

Name and Address	% of Ownership

**Date of Contract:** \_\_\_\_\_

- f. If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust:

Name and Address

- g. Date subject property acquired \_\_\_\_\_

**Leased: Term of lease** \_\_\_\_\_ **years /months**

If, Petitioner has option to buy, indicate the following:

**Date of option:** \_\_\_\_\_

**Date option terminates:** \_\_\_\_\_, or

**Anticipated closing date:** \_\_\_\_\_

- h. Should any changes of ownership or changes in contracts for purchase occur subsequent to the date of application, but prior to the date of the final public hearing, it is the responsibility of the applicant, or agent on his behalf, to submit a supplemental disclosure of interest form.



**ASSOCIATIONS**

Complete the following for all registered association(s) that could be affected by this petition. Provide additional sheets if necessary. Information can be found on the Board of County Commissioner's website at <http://www.colliergov.net/Index.aspx?page=774>.

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

Name of Homeowner Association: \_\_\_\_\_

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

**PROPERTY INFORMATION**

**On separate page, labeled as Exhibit A, provide a detailed legal description of the property covered by the application:**

- If the request involves changes to more than one zoning district, the applicant shall include separate legal description for property involved in each district;
- The applicant shall submit 4 copies of a recent 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.

Property I.D. Number: \_\_\_\_\_ Plat Book: \_\_\_\_\_ Page #: \_\_\_\_\_

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

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

Metes & Bounds Description: \_\_\_\_\_

Size of Property: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = \_\_\_\_\_ Total Sq. Ft. Acres: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Project Name: \_\_\_\_\_



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**ADJACENT ZONING AND LAND USE**

	Zoning	Land Use
N		
S		
E		
W		

If the owner of the subject property owns contiguous property please provide a detailed legal description of the entire contiguous property (if space is inadequate, attach on a separate page):

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

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

Plat Book: \_\_\_\_ Page #: \_\_\_\_ Property I.D. Number: \_\_\_\_\_

Metes & Bounds Description: \_\_\_\_\_

**PROPOSED CONCEPTUAL DEVELOPMENT PLAN**

Name of the Project: \_\_\_\_\_

*See LDC section 5.05.15 C.2.b.ii and Administrative Code Section 4.N for Conceptual Plan requirements.*

Include the following attachments:

- **Exhibit B:** Approved Intent to Convert Application (See LDC section 5.05.15 C.1)
- **Exhibit C:** Stakeholder Outreach Meeting (SOM) Report (See LDC section 5.05.15 C.3)
- **Exhibit D:** Soil and Groundwater Sampling (See LDC section 5.5.15 G.6)



EVALUATION CRITERIA

On a separate page, and labeled **Exhibit E**, provide a narrative statement describing a request for a Compatibility Design Review and a detailed response to the criteria listed in LDC section 5.05.15 F. and Chapter 3 K of the Administrative Code. Specify how and why the request is consistent with each of the criteria.

- a. Whether the application has met the applicable requirements established in LDC Section 5.05.15 and reasonably addressed the concepts identified in LDC Section 5.05.15 D.2. – D.4.
- b. Whether the conceptual design is compatible with the existing surrounding land uses.
- c. Whether a view of open space is provided that mitigates impacts to real property for the property owners that surround the golf course.
- d. Whether open space is retained and available for passive recreation.

**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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**Official Interpretations or Zoning Verifications:** To your knowledge, has there been an official interpretation or zoning verification rendered on this property within the last year?

- No       Yes (If yes please provide copies.)



**Pre-Application Meeting and Final Submittal Requirement Checklist for:**  
A Compatibility Design Review to be heard by the Planning Commission and Board of County  
Commissioners  
Chapter 3 K 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)	16	<input type="checkbox"/>	<input type="checkbox"/>
Cover letter briefly explaining the project	16	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Notes	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed and notarized	2	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Completed Addressing Checklist</a>	1	<input type="checkbox"/>	<input type="checkbox"/>
Property Information, labeled as <b>Exhibit A</b> , including 4 copies of a boundary survey	16	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Conceptual Development Plan 24" X 36" (plus one 8 ½ X 11 copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved Intent to Convert application, labeled <b>Exhibit B</b> (See LDC Section 5.05.15 C.1)	16	<input type="checkbox"/>	<input type="checkbox"/>
Completed SOM Report, labeled <b>Exhibit C</b> (See LDC Section 5.05.15 C.3)	16	<input type="checkbox"/>	<input type="checkbox"/>
Soil and/or groundwater sampling results, labeled <b>Exhibit D</b> (See LDC Section 5.05.15 G.6)	16	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation criteria responses, labeled <b>Exhibit E</b> (See LDC section 5.05.15 F.)	16	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy of all documents and plans	1	<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.

**Planners: Indicate if the petition needs to be routed to the following additional reviewers:**

<input type="checkbox"/>	Bayshore/Gateway Triangle Redevelopment: Executive Director	<input type="checkbox"/>	Emergency Management: Dan Summers; and/or EMS: Artie Bay
<input type="checkbox"/>	School District (Residential Components): Amy Heartlock	<input type="checkbox"/>	Graphics:
<input type="checkbox"/>	City of Naples: Robin Singer, Planning Director	<input type="checkbox"/>	Utilities Engineering:
<input type="checkbox"/>	Parks and Recreation: Vicky Ahmad	<input type="checkbox"/>	Immokalee Water/Sewer District:
<input type="checkbox"/>	Other:	<input type="checkbox"/>	



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**FEE REQUIREMENTS**

All checks payable to: Board of County Commissioners

- Pre-Application Meeting:** \$500.00
  - To be credited towards the application fee if the application is filed within 9 months of pre-application meeting.
- Compatibility Design Review Application Fee:** \$4,000.00
  - Additional fee for 5<sup>th</sup> and subsequent reviews: 20% of original fee.

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 Signature

\_\_\_\_\_  
Date

**PUBLIC PARTICIPATION REQUIREMENTS**  
LDC Section 10.03.06 Y  
Chapter 8 of the Administrative Code

**Notice for Compatibility Design Review Petitions**

**Mailed Notice:** Written notice shall be sent to property owners within 1000 feet of the property lines of the golf course at least 15 days prior to the advertised public hearings.

**Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before the advertised public hearing in a newspaper of general circulation. The advertisement shall include at a minimum:

- Date, time, and location of the hearing;
- Description of the proposed land uses; and
- 2 in. x 3 in. map of the project location.

**Public Hearing for Compatibility Design Review**

**Collier County Planning Commission (CCPC):** The CCPC shall hold at least 1 public hearing.

**Board of County Commissioners (BCC):** The BCC shall hold at least 1 advertised public hearing.