

Submittal Requirement Checklist

See Chapter 4 L.1 of the Administrative Code for submittal requirements.

Incomplete submittals will not be processed or accepted.

REQUIREMENTS FOR REVIEW:	REQUIRED
Completed Application	<input checked="" type="checkbox"/>
Original or amended site plan and/or survey, if required.	<input type="checkbox"/>
If verification as to nonconforming status is requested, a copy of the Property Appraiser's Card shall be submitted with the application. This document can be obtained from the Collier County Property Appraiser's Main Office.	<input type="checkbox"/>

Information on building permits must be obtained through the Growth Management Community Development Department Records Room at 239-252-5730. Information on Code Enforcement cases and/or violations must be obtained through the Code Enforcement Division.

Fees

Zoning Verification Letter: (identified on Fee Schedule as Zoning Confirmation Letter)

- Standard Response: \$100.00 (includes up to 1 hour research)
- Extended Research: \$100.00 per hour (any response with research in excess of 1 hour)

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

Growth Management Community Development Department | GMCD Portal:

<https://cvportal.colliercountyfl.gov/cityviewweb>

Questions? Email: GMDClientServices@colliercountyfl.gov

A minimum of 20 business days is allowed for the review of ZLTR applications (not including holidays).

Applicant Signature: _____

Please be advised that the zoning letter is based upon the available records furnished by Collier County and what was visible and accessible at the time of inspection. This report is based on the Land Development Code that is in effect on the date the report was prepared. Code regulations could be subject to change. While every attempt has been made to ensure the accuracy or completeness, and each subscriber to or user of this report understands that this department disclaims any liability for any damages in connection with its use. In addition, this department assumes no responsibility for the cost of correcting any unreported conditions. Appeal of the response, once provided, may be obtained via an Appeal of Administrative Decision per Code of Laws and Ordinances § 250-58.