



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DIVISION
www.colliergov.net

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

NON-CONFORMING USE CHANGE (NUC) PETITION
LDC subsection 9.03.02 D & Code of Laws section 2-83 – 2-90
Chapter 6 H. of the Administrative Code

PROJECT NO (PL)
PROJECT NAME
DATE PROCESSED

To be completed by staff

Pursuant to LDC Section 9.03.02 D- Change in Use, Ordinance 2004-21, allows for a change from one non-conforming use to another stating the following:

“If no structural alterations are made, any nonconforming use of a structure, or of a structure and premises in combination may be changed to another nonconforming use of the same character, or to a more restricted nonconforming use, provided the boards of zoning appeals, upon application to the development services director, shall find after public notice and hearing that the proposed use is equally or more appropriate to the district than the existing nonconforming use and that the relation of the structure to surrounding properties will not be greater than if the existing nonconforming use is continued. In permitting such change, the board of zoning appeals may require appropriate conditions and safeguards in accordance with the intent and purpose of this code.”

Pursuant to Ordinance 2013-57, the Office of the Hearing Examiner shall hear Nonconforming Use Change requests.

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: _____



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PROPERTY INFORMATION

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

Property I.D. #: _____ Section/Township/Range: ____/____/____

Subdivision: _____ Unit: _____ Lot: _____ Block: _____

Metes & Bounds Description: _____ # of Acres: _____

Address of Subject Property: _____

ZONING INFORMATION

Current Zoning and Land use of Subject Property: _____

Adjacent Property Information:

	Zoning	Land Use
N		
S		
E		
W		

PROJECT DESCRIPTION

Please address the following on separate sheets and attach to the application packet.

1. If the request proposes a number of possible nonconforming uses, list all of the proposed nonconforming uses and identify the following for each use:
 - a. Total number of parking required;
 - b. Hours of operation; and
 - c. Total square footage for the proposed nonconforming building(s) and structure(s).

2. If the request proposed a number of possible permitted and/or accessory uses, list all of the proposed used and identify the following for each use:
 - a. Total square footage of the new or existing structures;
 - b. Total number of parking required; and
 - c. Hours of operation for proposed.

3. Total number of parking spaces existing on site.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:
Non-Conforming Use Change
Chapter 6 H. 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	12	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application meeting notes	1	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photograph	2	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Authorization , signed and notarized	2	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan drawn to scale	12	<input type="checkbox"/>	<input type="checkbox"/>
Narrative statement identifying how the nonconforming use change complies with the standards in LDC subsection 9.03.05 D.	12	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership or interest in property, deed or contract to purchase	3	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Copies of all documents and plans *Please advise: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.	<input type="checkbox"/>	<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.

FEE REQUIREMENTS:

- Non-conforming Use Alteration Petition:** \$1,500.00
- Estimated Legal Advertising Fee for the Office of the Hearing Examiner:** \$500.00

All checks payable to: Board of County Commissioners

The completed application, all required submittal materials, and the permit fee shall be submitted to:

Growth Management Division/Planning and Regulation

ATTN: Business Center

2800 North Horseshoe Drive

Naples, FL 34104

Applicant Signature

Date

Printed Name