

POST TAKE PLAN (PTSP)
LDC 9.03.07 D
Chapter 6J of the Administrative Code

Applicant Contact Information

Name of Owner: _____
Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ E-Mail Address: _____

Name of Agent: _____ Firm: _____
Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ E-Mail Address: _____

Name of Applicant (if different than owner or agent): _____

Project Information

Project Name: _____
Parcel ID Number: _____ Section/Township/Range: _____ / _____ / _____
Subdivision: _____ Unit: _____ Lot: _____ Block: _____
Address of subject site and general location: _____
Current Zoning: _____ Current Land Use: _____
If there is pending litigation, provide the circuit court name and case number: _____
Identify the State or County project resulting in the Post Take Plan: _____

Description of Proposed Modifications

On a separate sheet attached to the application, provide a narrative description addressing the following:

1. The pre- and post-acquisition site conditions, noting impacts and all nonconformities created or exacerbated as a result of the acquisition, and any proposed mitigation and remedies.
2. The estimate of severance and business damages that will be mitigated by the proposed cure.
3. A list of the proposed deviations and a brief narrative with justification for each deviation.

Property Owner Notifications

Initial Mailed Notice: Written notice shall be sent to property owners in the notification area within 60 days of the date of the submittal of the application. The mailed notice shall include the following information:

- a. List of requested deviations;
- b. A brief narrative with justification for the deviations; and
- c. A copy of the Post Take Plan, in either an 11 in. x 17 in. or 8 ½ in. x 11 in. format.

Note: If other deviations are requested per LDC 9.03.07 D.3., additional initial notice requirements apply per 9.03.07 D.3. Please refer to Chapter 6 J. of the Administrative Code for information regarding additional notice information that may be required if letters of objection are received.

Submittal Requirement Checklist

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 6J of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form	<input checked="" type="checkbox"/>
Cover Letter , describing in detail the proposed project or changes, including the Description of Proposed Modifications listed above.	<input checked="" type="checkbox"/>
Pre-Application Meeting Notes	<input checked="" type="checkbox"/>
Addressing Checklist	<input checked="" type="checkbox"/>
Affidavit of Authorization	<input checked="" type="checkbox"/>
Property Owner Disclosure form	<input checked="" type="checkbox"/>
Proof of Mailed Notice , including draft of letter, list names & addresses of property owners to receive mailed notice, and map. Include notices for additional required advertising.	<input checked="" type="checkbox"/>
Site Plan Scaled drawing 24 in. x 36 in. in size, with one 8 ½ in. x 11 in. drawing depicting the following: <ol style="list-style-type: none"> a. The name, address and phone number of the consulting firm(s) preparing the plans; b. The total site acreage for both pre- and post-acquisition condition; c. Legal description; d. Zoning designation; e. All existing improvements, clearly depicting those affected by the acquisition; f. All proposed mitigating improvements and remedies; g. The exact nature and dimension of any requested deviations; h. The pre- and post-acquisition configuration of the lot or lots; and i. The dimensions from the pre- and post-acquisition property line to all affected improvements. 	<input checked="" type="checkbox"/>
Boundary Survey or special purpose survey signed and sealed, to verify existing conditions.	<input checked="" type="checkbox"/>
Aerial Photo , most recent available	<input checked="" type="checkbox"/>
Site Plans in CAD format - DWG State Plane NAD83 feet Florida East Coordinates emailed to: cad-submittals@colliercountyfl.gov or CDROM disc.	<input checked="" type="checkbox"/>
Environmental Data Requirements , if applicable	<input type="checkbox"/>

Review Process

1. If a written objection has not been received from a notified property owner within 30 days from the date of the mailed notice, then the Development Review Division may approve the Post Take Plan.
2. If a written objection has been received from a notified property owner, then the Zoning Division will prepare a Staff Report to present to the HEX for a decision. See Section 6J. of the Administrative Code for more information if an objection is received.

Fee Calculation Worksheet

Post Take Site Plan:

- o Base Fee: \$1,000.00 \$ _____
- o Resubmittal Fee: \$250.00 Each Submittal

If Objection is filed:

- o \$3,000.00 Legal Advertising Fee: The required legal advertising fees will be charged in addition to the stated fees, at actual costs and billed at the completion of the approval process.

Fee Subtotal \$ _____

Pre-application fee credit, if applicable \$ _____

Total Fees Required: \$ _____

Applicant/Agent Signature

Date

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