



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DIVISION/
PLANNING AND REGULATION

2800 NORTH HORSESHOE DRIVE
NAPLES, FLORIDA 34104
(239) 252-2400 FAX (239) 252-6358
www.colliergov.net

MIXED USE PROJECT PLAN (MUP)

SUBMITTAL REQUIREMENTS

LDC SECTION 2.03.07 N.3 and 2.03.07 I.3

Owners of property in the Bayshore Mixed Use District (BMUD) Neighborhood Commercial (NC) and Waterfront (W), along with the Gateway Triangle Mixed Use Subdistrict (GTMUD-MXD) may petition the Board of County Commissioners for mixed use project approval. The application for MUP approval shall acknowledge that the owner shall not seek or request, and the County shall not thereafter grant or approve, any additional uses beyond those allowed in the C-1 through C-3 zoning districts.

SUBMITTAL REQUIREMENTS

GENERAL APPLICATION

To be completed in full, and to include the required pre-application meeting notes.

COVER LETTER

A Project Narrative shall be provided that describes the character and intended use of the proposed project. Letter must include a general estimate of project timeline and estimated completion date.

ADDRESSING CHECKLIST FORM

Must be completed and approved by the Addressing Department, 2800 North Horseshoe Drive, Naples, Florida 34104. Phone (239) 252-2482, FAX (239) 252-5724

OWNER/AGENT AFFIDAVIT

Affidavit signed by owner authorizing agent to act as representative. Must be signed and notarized.

WARRANTY DEED

A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly demonstrating ownership and control of the subject lot or parcel of land.

DIGITAL REQUIREMENTS

An electronic version of all plans and documents on CDROM shall be provided as part of the submittal package.

SCHOOL CONCURRENCY - If the proposed project includes a residential component, you are required to contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements.

FEES

Application: \$2500

BCC Legal Advertising: \$500

- * Advertising Fees – In accordance with the current adopted Fee Resolution, the applicant shall pay any legal advertising fees required during any CDES activity and will be charged at actual costs.

School Concurrency Fees – [reserved] School Concurrency Review Fee, if required

- * Mitigation Fees, if applicable, to be determined by the School District in coordination with the County



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REQUIRED PLAN SETS

Seven (7) sets of conceptual site plans prepared on a maximum size sheet measuring 24 X 36 inches, drawn to scale, containing the following information.

1. The project title, property owner, address and telephone number.
2. Legal description, scale, and north arrow.
3. Zoning designation of the subject site and adjacent sites and the proposed use of the subject site.
4. Location, configuration and dimensions, including height, of all buildings; and the location, figuration and dimensions of landscape buffers.
5. General location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic.
6. Location of proposed access point(s) to the site and internal site circulation.
7. All required and provided setbacks and separations between structures in matrix form.
8. Any additional relevant information as may be required by the County Manager or his designee.
9. Proposed density and unit types including any requests for density bonuses; proposed square footage of commercial uses, in matrix form.
10. The following statement: "This project will comply with all LDC requirements at time of submittal".

One (1) 8 ½ X 11 copy of conceptual site plans.

PUBLIC HEARING REQUIREMENTS

There shall be a public hearing before the Board of County Commissioners legally noticed and advertised pursuant to LDC section 10.03.05 G. If approved by the BCC, such approval shall be by resolution.

- ▶ The Board of County Commissioners shall hold one advertised public hearing.
- ▶ The public hearing shall be held at least 15 days after the day that an advertisement is published in the newspaper.
- ▶ At least one Neighborhood Informational Meeting (NIM) shall be conducted by the applicant before the public hearing by the Board of County Commissioners.
- ▶ Written notice of the NIM meeting shall be sent by the applicant to all property owners who are required to receive legal notification from the County pursuant to section 10.03.05 B.8 and 9.
- ▶ The applicant shall display an advertisement, one-fourth page, in type no smaller than 12 point; which shall not be placed in the portion of the newspaper where legal notices and classified advertisements appear. The ad shall be published no later than 7 days prior to the date of the neighborhood information meeting.
- ▶ The applicant shall post an outdoor sign on the subject property at least ten (10) days prior to the date of the public hearing before the BCC pursuant to section 10.03.05 B.3.d..



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CRITERIA FOR MIXED USE PROJECT APPROVAL

The following criteria must be met in order to gain approval for mixed use projects developed in accordance with provisions of mixed use overlay.

1. No less than 60 percent of all commercial uses within a mixed use project shall provide retail, office and personal service uses to serve the needs of the subject project and surrounding residential neighborhoods.
2. No more than 25 percent of the residential units within a mixed use project shall be on gated roadways. Residential uses shall be constructed concurrent with, or prior to the construction of commercial uses so as to insure actual development of a mixed use project.
3. Mixed use projects shall connect to local streets, adjoining neighborhoods and adjacent developments, regardless of land use types. A grid pattern is usually the basis for the transportation network. Whatever the pattern of the vehicular network, internal interconnections between uses shall be provided for pedestrian, bicycle and other modes of alternate transportation.
4. The commercial component of a mixed use project may be located internal to the project or along the boundary; if externally located, internal access roads and service access shall be provided so as not to promote strip commercial development along external collector and arterial roadways.
5. Parking lots shall be dispersed throughout the project. No one parking lot shall provide more than 40 percent of the required off-street parking. Parking garages shall have no restrictions on percentage of required parking that may be accommodated; however, commercial uses only shall be permitted on the ground floor. This requirement shall not apply to individual parcels less than 5 acres in size.
6. At least 30 percent of the gross area of mixed use projects shall be devoted to useable open space, as defined in LDC section 4.02.01 B. This requirement shall not apply to individual parcels less than 5 acres in size.

MIXED USE PROJECT - TIME LIMITATIONS

MUP approval shall expire and any residential density bonus units shall be null and void and returned to the bonus density pool if any of the following occur:

1. MUP approval shall expire if SDP not submitted within six (6) months of MUP approval by the BCC.
2. The SDP is not deemed sufficient for review within 30 days of submittal.
3. The SDP under review is deemed withdrawn or cancelled pursuant to section 10.02.03 B.4.a.
4. The SDP is considered no longer valid, pursuant to section 10.02.03 B.4.b. and c.

LDC section 2.03.07.N.3.d and 2.03.07 I.3.d.



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BONUS DENSITY POOL ALLOCATION

To qualify for up to 12 dwelling units per acre, projects shall comply with the following criteria. (The density of up to 12 dwelling units per acre is only applicable until the bonus density pool has been depleted).

- ▶ The project, if located in the Bayshore Mixed Use District, shall be within either the Neighborhood Commercial or Waterfront Sub districts and shall be a mix of commercial and residential uses.
- ▶ The project, if located in the Gateway Triangle Mixed Use District, shall be a mix of commercial and residential uses.
- ▶ Base density shall be as per the underlying zoning district.
- ▶ For proposed projects outside the Coastal High Hazard Area (CHHA) are in addition to the eligible density bonus.
- ▶ For proposed projects within the CHHA, only the Affordable Housing Density Bonus is allowed in addition to the eligible bonus density units.
- ▶ For projects located in the Gateway Triangle Mixed Use District the properties must be lying south of Davis Blvd. and west of Airport-Pulling Road.
- ▶ The project shall comply with the standards for mixed use development set forth in the Gateway Triangle Mixed Use Overlay District or the Bayshore Mixed Use District.
- ▶ For projects that do not comply with the requirements for this density increase, their density is limited to that allowed by the Density Rating System and application FLUE Policies.

LDC Section 2.03.07 N.3.e and 2.03.07 I.3.e

Once a property owner, through an MUP approval, elects to develop or redevelop a mixed use project under the Bayshore Neighborhood Commercial (BMUD-NC) or Waterfront (BMUD-W) Subdistricts; or the Gateway Triangle Mixed Use Subdistrict (GTMUD-MXD), then the property shall be developed in compliance with all provisions of the overlay and cannot revert back to the underlying zoning district.



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MIXED USE PROJECT APPLICATION (MUP)

PROJECT NO (PL)
PROJECT NAME
DATE PROCESSED

For Staff Use

APPLICANT/OWNER INFORMATION

AGENT: _____ FIRM: _____
ADDRESS: _____ City: _____ State: _____ Zip: _____
PHONE: _____ CELL#: _____ FAX#: _____
E-MAIL ADDRESS: _____

OWNER(S) NAME: _____
ADDRESS: _____ City: _____ State: _____ Zip: _____
PHONE: _____ CELL#: _____ FAX#: _____
E-MAIL ADDRESS: _____

PROPERTY LOCATION

PROJECT NAME: _____
If this project is located in a PUD or it has a Conditional Use or a Variance approved, please indicate the PUD name and/or CU or Variance Application Request # _____ Resolution #: _____
SECTION/TOWNSHIP/RANGE: ____ / ____ / ____ PROPERTY I.D.#: _____
SUBDIVISION NAME: _____ UNIT: _____ BLOCK: _____ LOT: _____
LOCATION OF SUBJECT PROPERTY (proximity to closest major intersection or road): _____

Current Zoning Designation: _____ Type of Development Proposed: _____
Total Area of Project: _____ # Units: _____ Density: _____ Non- Residential Sq Ft: _____

ADJACENT ZONING/LAND USE

	Zoning	Land Use
N		
S		
E		
W		



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**MIXED USE PROJECT PLAN
(MUP) APPLICATION
SUBMITTAL CHECKLIST**

THIS COMPLETED CHECKLIST IS TO BE SUBMITTED WITH APPLICATION PACKET IN THE EXACT ORDER LISTED BELOW W/COVER SHEETS ATTACHED TO EACH SECTION.

NOTE: INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.

REQUIREMENTS	# OF COPIES	SUBMITTED	NOT REQUIRED
Cover letter briefly explaining project	7	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application	7	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application meeting notes	7	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual site plan 24" x 36" drawn to scale	7	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual site plan 8 ½" x 11"	1	<input type="checkbox"/>	<input type="checkbox"/>
Addressing Checklist signed by Addressing department	1	<input type="checkbox"/>	<input type="checkbox"/>
Owner/Agent Affidavit, signed & sealed	1	<input type="checkbox"/>	<input type="checkbox"/>
Warranty Deeds	2	<input type="checkbox"/>	<input type="checkbox"/>
Electronic version of all plans and documents	1	<input type="checkbox"/>	<input type="checkbox"/>
School Impact Analysis Application - residential projects only (download the School Impact Analysis Application from website)	2	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

Other _____

I hereby submit and certify the application to be complete and accurate.

Applicant/Agent Signature

Date