



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

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

**Waiver from Separation Requirements for Businesses Selling Alcoholic Beverages for On-Premise Consumption**  
LDC subsection 5.05.01 A.6 & Code of Laws section 2-83 – 2-90  
Chapter 6 E. of the Administrative Code

PROJECT NUMBER  
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: \_\_\_\_\_

**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: \_\_\_\_\_

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

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



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

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

**ZONING INFORMATION**

Current Zoning of Subject Property: \_\_\_\_\_

Adjacent Zoning and Land Use information:

	Zoning	Land Use
N		
S		
E		
W		

**WAIVER REQUEST DETAIL**

1. Provide a statement, attached on a separate sheet, describing the extent of the waiver requested (in linear feet) from the required 500 ft. separation. NOTE: This distance is measured as the shortest distance between the lot on which the existing establishment is located and the lot on which the alcoholic beverages are to be sold, with the exception of establishments located in shopping centers which shall be measured to the outer wall of the establishment.
  
2. Provide a description, attached on a separate sheet, of all proposed uses for the subject site or structure, including the following:
  - a. Total square footage of subject structure.
  - b. Square footage dedicated to each proposed use.
  - c. Proposed hours of operation.
  - d. Indication of entertainment and type.
  - e. A description addressing each of the criteria identified in LDC subsection 5.05.01 A.6.a. - d.



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

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

**SUBMITTAL REQUIREMENTS CHECKLIST**

See Chapter 6 E. of the Administrative Code for submittal requirements. This completed checklist is to be submitted with application packet 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)	14	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Completed Addressing Checklist</a>	1	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Meeting Notes	1	<input type="checkbox"/>	<input type="checkbox"/>
Survey or Boundary sketch to scale, including reduced 8 ½ in. x 11 in. copies	14	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Affidavit of Authorization</a> , signed & notarized	1	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy of all documents and plans *Please advise: The Office of the Hearing Examiner requires all materials to be submitted electronically in PDF format.	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.

**FEE REQUIREMENTS:**

- Alcoholic Beverage Separation Requirement Waiver:** \$1,000.00
- 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 fees shall be submitted to:

Growth Management Division/Planning and Regulation  
 ATTN: Business Center  
 2800 North Horseshoe Drive  
 Naples, FL 34104

\_\_\_\_\_  
 Agent/Owner Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant/Owner Name (please print)