



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DEPARTMENT
www.colliergov.net

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

SIGN VARIANCE PETITION
LDC section 5.06.08 & Code of Laws section 2-83 – 2-90
Chapter 3 I. of the Administrative Code

PROJECT NUMBER
PROJECT NAME
DATE PROCESSED

To be completed by staff

APPLICANT CONTACT INFORMATION

Name of Property Owner(s): _____

Name of Applicant if different than owner: _____

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 description on a separate page.

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

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

Metes & Bounds Description: _____

Address of Sign Location: _____

Current Zoning: _____ Land Use of Subject Parcel: _____

If a wall sign, length & height of wall upon which the Sign will be secured: _____



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NATURE OF PETITION

1. On a separate sheet attached to the application, provide a detailed explanation of the variance request including what signs are existing and what is proposed; the amount of encroachment proposed using numbers, i.e. reduce setback from 15 ft. to 10 ft.; why encroachment is necessary; how existing encroachment came to be; etc.
2. Please note that staff shall be guided in their recommendation to the Hearing Examiner, and that the Hearing Examiner shall be guided in the determination to approve or deny a variance petition by the below listed criteria (a-f), pursuant to LDC subsection 5.06.08 B. On a separate sheet attached to the application, please address the following criteria:
 - a) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - b) That literal interpretation of the provisions of the sign code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the applicant.
 - c) That the special conditions and circumstances which are peculiar to the land, structure or building do not result from the actions of the applicant.
 - d) That granting the variance requested will not confer on the applicant any special privilege that is denied by this sign code to other lands, structures or buildings in the same zoning district.
 - e) That the variance granted is the minimum relief that will make possible the reasonable use of the land, building or structure.
 - f) That the granting of the variance will be consistent with the general intent and purpose of the Collier County Sign Code and the Growth Management Plan, and will not be injurious to adjacent properties or otherwise detrimental to the public welfare.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:
 Sign Variance
 Chapter 3 I. 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 (download current form from County website)	1	<input checked="" type="checkbox"/>	
Pre-Application meeting notes	1	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Authorization signed and notarized	1	<input checked="" type="checkbox"/>	
Property Ownership Disclosure Form	1	<input checked="" type="checkbox"/>	
Survey or Site Plan of Property	1	<input type="checkbox"/>	<input type="checkbox"/>
Location Map depicting major streets in area for reference	1	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input checked="" type="checkbox"/>	
<i>Once the first set of review comments are posted, provide the assigned project manager the Property Owner Advisory Letter and Certification</i>	1	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Copy of all documents and plans * Please be advised: 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:

- Pre-Application Meeting:** \$500.00
- Sign Variance Petition:** \$2,000.00
- Estimated Legal Advertising Fee for the Office of the Hearing Examiner:** \$1,125.00

Fire Code Plans Review Fees are collected at the time of application submission and those fees are set forth by the Authority having jurisdiction. The Land Development Code requires Neighborhood Notification mailers for Applications headed to hearing, and this fee is collected prior to hearing.



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As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition.

All checks payable to: Board of County Commissioners.

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

**Growth Management Department
ATTN: Business Center
2800 North Horseshoe Drive
Naples, FL 34104**

Agent/Owner Signature

Date

Applicant/Owner Name (please print)