

## L.2. Zoning Verification Letter – Non-residential Farm Building

<b>Reference</b>	LDC subsection 10.02.06 J and F.S. § 823.14 and F.S. § 553.73(10)(c)
<b>Applicability</b>	A Zoning Verification Letter may be used to establish that a non-residential farm building and/or fence is exempt from the Florida Building Code. <del>However, the exemption applies to the structure and does not exempt the applicant from obtaining the necessary electrical, plumbing, mechanical, or gas permits for the structure.</del>
	<p>If the use is not used for farming purposes, then the building will not be exempt and requires a building permit. For example, a structure that provides shelter for animals or for storage of mechanical equipment would be a correct application for the</p>
<b>Pre-Application</b>	A pre-application meeting is not required.
<b>Initiation</b>	The <b>applicant</b> files a “Zoning Verification Letter Application” with the Planning & Zoning Department.
<b>Application Contents</b>	<p>The application must include the following:</p> <ol style="list-style-type: none"><li><b>1. Applicant contact information.</b></li><li><b>2. Property information, including:</b><ul style="list-style-type: none"><li><b>Property identification number;</b> and</li><li>Address of subject site.</li></ul></li><li><del>3. Type of verification being requested.</del></li><li><b>4. Description of the existing/proposed use of the property.</b></li><li><b>5. Description of the proposed <u>use</u> for the nonresidential farm building.</b></li><li><b>6. A survey or sketch, dawn-to-scale plan showing the <u>building</u>, property boundaries and dimensions and existing easements or rights-of-way, location of water bodies or jurisdictional wetlands.</b></li><li><b>7. Location of the existing and proposed buildings, identifying the separation distances between buildings and the setbacks to the proposed nonresidential farm building.</b></li><li><b>8. Compliance with <del>floodplain construction standards</del> <u>the Collier County Floodplain Management Ordinance, as may be amended from time to time.</u></b></li><li><b>9. <u>Floodplain Development permit.</u></b></li><li><b>10. <u>Under Construction and Finished Construction Elevation Certificate.</u></b></li><li><b>11. Proof of Bona Fide Farm Operation:</b><ul style="list-style-type: none"><li>Farm Serial Number assigned by USDA Farm Services; or</li><li>Documentation that the <del>land</del> <u>building</u> has an Agricultural Exemption through the Collier County Appraiser’s Office; or</li></ul></li></ol>

Description and any supporting documentation to confirm that the property is a Bona Fide Farm Operation, as defined by FS § 823.14;

~~10. A signed affidavit, stating that the proposed structure is exempt from the requirements for a Building Permit per FS § 553.73.~~

11. Additional materials may be requested by the staff **planner** if necessary.

**Completeness and Processing of Application** The Planning & Zoning Department will review the application for completeness. After submission of the completed application packet accompanied with the required fee, the **applicant** will receive a mailed or electronic response notifying the **applicant** that the petition is being processed. Accompanying that response will be a receipt for the payment and the tracking number (i.e., XX201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.

**Notice** No notice is required.

**Public Hearing** No public hearing is required.

**Decision Maker** ~~The County Manager~~ The Floodplain Coordinator or designee.

**Review Process** The Planning & Zoning Department, in coordination with the Building Official, review the application, identify whether additional materials are needed, prepare a Zoning Verification Letter for the **applicant**.

**Updated**