

# Land Development Code Amendments

## - Public Meeting -

### Development Services Advisory Committee Land Development Review Subcommittee

Tuesday, March 19, 2019

2:00 p.m. – 4:00 p.m.

2800 N. Horseshoe Dr., Naples, FL 34104 – GMD Building  
Conference Room 609/610

**Meeting Purpose:**

1) To review updates to an LDC amendment related to self-storage buildings on U.S. 41,

2) To obtain a recommendation from the DSAC-LDR Subcommittee regarding several LDC amendments, and

3) To begin discussion regarding land use regulations related to affordable housing.

**Agenda:**

1. Call to order
2. Changes to agenda
3. Approval of Minutes from December 18, 2018
4. Previously Reviewed Amendments:
  - a. Separation Requirements for Self-Storage Buildings on U.S. 41
5. New LDC/Admin Code Amendments:
  - a. Directional Sign Setback Reduction
  - b. Comparable Use Determination
  - c. Chapter 4 of the Administrative Code
  - d. Chapter 5 of the Administrative Code
6. Explore Regulatory Relief for Affordable Housing Land Use Applications (Cormac Giblin)
7. Public comments
8. Adjourn

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE  
LAND DEVELOPMENT REVIEW SUBCOMMITTEE  
Naples, Florida, December 18, 2018

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee – Land Development Review Subcommittee in and for the County of Collier, having conducted business herein, met on this date at 2:00 PM in a REGULAR SESSION at the Growth Management Department Building, Room 609/610 2800 N. Horseshoe Drive, Naples, FL with the following persons present:

Chairman: Clay Brooker  
Blair Foley  
Robert Mulhere  
Jeff Curl

ALSO PRESENT:

Jeremy Frantz, LDC Manager  
Ellen Summers, Senior Planner  
Richard Henderlong, Principal Planner  
Mike Bosi, Director of Planning  
Eric Johnson, Principal Planner  
Wayne Hendricks, Mechanical Plan Review

*Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Division – Planning and Regulation building at 239-252-2400.*

**1. Call to order**

**Mr. Brooker** called the meeting to order at 2:00 p.m.

**2. Approve agenda**

*The Subcommittee approved the Agenda. The items were heard in the order of priority and presented as listed in the minutes as certain members had to leave during the meeting due to other commitments.*

**3. Approval of Minutes from August 21, 2018**

*Mr. Foley moved to approve the minutes of the August 21, 2018 meeting as presented. Second by Mr. Curl. Carried unanimously 4 – 0.*

**4. Approval of Minutes from October 16, 2018**

*Mr. Mulhere moved to approve the minutes of the October 16, 2018 meeting as presented. Second by Mr. Curl. Carried unanimously 4 – 0.*

**7. New LDC/Admin Code Amendments:**

**a. Emergency Generators**

**LDC SECTIONS TO BE AMENDED** 4.02.01 Dimensional Standards for Principal Uses in Base Zoning Districts; 5.03.07 Permanent Emergency Generators (*New Section*):

The amendment provides additional flexibility for generator placement by establishing minimum setbacks from property lines that vary depending on the required yard sizes. The setbacks are based on the majority of generators being placed within three to four feet from the exterior house's wall, provided the wall is one-hour fire rated resistant.

**Mr. Henderlong** presented the proposed amendment noting:

- That the proposed amendment is a Board of County Commissioners (BCC) directive intended to establish flexibility, address noise, setback, safety and other factors for the installation of permanent residential generators.
- After Hurricane Irma, a number of applications were rejected, due to not meeting setback requirements; as they are treated as an accessory structure.
- The amendment only applies to single-family and two-family residences and site plans will be required with an application. The amendment excludes temporary and portable generators
- The installation will be required to conform to the manufacturer's specification as well.
- In some instances, carbon monoxide detectors will be required to be installed.

The following was noted during Committee, Staff and Members of the public discussion:

- Consideration should be given to defining the uses as "*optional standby generators*" in accordance with Building Code and National Electrical Code as the term emergency generators is utilized for uses such as hospitals, ALF facilities, etc. and the guidelines are different for these uses – *Mr. Henderlong reported staff would consult the Building Department Manager and the County Attorney's Office on the request to describe the use as "optional standby generators."*

- Allowing installation in the front yards may pose an aesthetic concern and consideration should be given allowing installation only if a suitable side or rear yard location is deemed unavailable and/or establishing a requirement to screen the equipment.
- There was concern on allowing the installation within 2 feet of the right-of-way, and taking under consideration increasing the distance to at least 5 feet.
- If the manufacturer's specifications change for future installations, expansion of the existing uses would not be allowed and deemed a non-conforming use.
- Clarify the titling in Table 1 to alleviate any possible confusion with the required setbacks for the side yard.
- Consideration should be given requiring a 5-foot setback and screening from a preserve area or water body for safety and aesthetic reasons.
- The amendment could facilitate issuance of those permits previously rejected.

***Mr. Foley moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the proposed amendment subject to the following:***

- 1. The words "permanent emergency generator" found in any applicable sections of the amendment be revised to read "optional standby generator."***
  - 2. Suitable screening be required for the placement of a generator in a front yard.***
  - 3. A setback of five feet be required from a right-of-way line.***
  - 4. A setback of five feet be required from any waterfront or preserve area.***
  - 5. Suitable screening be required for any unit placed on a waterfront.***
  - 6. Correct a typo and accept the LDC text changes highlighted in red.***
- Carried unanimously 4 – 0.***

The Subcommittee requested that Staff provide the recommended screening requirements to the full DSAC when the proposed amendment is presented for consideration.

*Mr. Curl left the meeting at 3:02 p.m.*

## **6. Previously Reviewed Amendments**

### **c. Airport Zoning**

**LDC SECTIONS TO BE AMENDED** 2.03.07 Overlay Zoning Districts, 4.02.06 Standards for Development in Airport Zones, Appendix D Airport Zoning

**Ms. Summers** provided a Memo dated December 18, 2018 "*Re: Airport Zoning LDC Amendment*" for informational purposes. She noted:

- That the item was reviewed by the Subcommittee at a previous meeting and no changes have been incorporated into the proposed amendment since that time.
- Staff is requesting that a recommendation on the item as it was previously delayed to allow updating of the Zoning Atlas Maps, however that activity is a major undertaking and Staff does not want to complete the activity until they have assurance the proposed amendment is acceptable to the Board of County Commissioners.
- The Master Plan being prepared for the Immokalee Airport may have some impact on the various tables in the proposed amendment depending on any proposals under the plan.

***Mr. Foley moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the proposed amendment. Second by Mr. Mulhere. Carried unanimously 3 – 0.***

### **a. Residential Lighting**



**LDC SECTION TO BE AMENDED 4.02.08 Outside Lighting Requirements:**

The amendment requires single-family dwelling, two-family dwelling, or duplex homeowners who install lights or fixtures having an aggregate of 60 watts or 800 lumens or more to shield or aim those lights away from abutting residential properties. The amendment does not apply to lighting on multi-family residential development (three or more units).

**Mr. Frantz** noted that the item was previously reviewed by the Subcommittee however a quorum was not available to take action on the item.

***Mr. Foley moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the proposed amendment. Second by Mr. Mulhere. Carried unanimously 3 – 0.***

**b. Revised Commercial Landscaping Amendment**

**LDC SECTIONS TO BE AMENDED 4.06.02 Buffer Requirements 4.06.05 General Landscaping Requirements:**

**Mr. Frantz** presented the proposed amendment.

The amendment makes four modifications to the landscaping requirements for shopping centers to minimize the impact of mature landscaping being replaced with minimum sized trees:

1. Allows for additional spacing in Type D buffers for improved visibility into shopping centers.
2. Prohibiting Slash Pine and Bald Cypress in new landscaping plans or existing landscaping plans proposing removal of trees from the Vehicle Use Area (VUA) or Type D buffer.
3. Limits the large-scale removal or replacement of required trees in the VUA and Type D Buffer to 50 percent of the required trees within a period of 15 years.
4. Provides an exemption for trees removed through a cultivated tree removal permit, or to replace diseased or dead trees.

During Committee discussion, the following was noted:

- Concern that the requirements limit the owner from addressing on-site safety and property damage issues.
- That the 15-year benchmark for replacement may be too excessive and consideration should be given to reducing the timeline.
- A property owner should be allowed to reasonably address safety and property damage issues when dealing with changes required for onsite landscaping.
- The maximum percent benchmark is also problematic as it restricts the owner from fully addressing the issues.

***Mr. Mulhere moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the proposed amendment subject to eliminating the option for a large-scale removal or replacement of required trees in the VUA and Type D Buffer on an approved plan within a 10-year period. Second by Mr. Foley.***

***Mr. Mulhere amended the motion for the Development Services Advisory Committee to not recommend the Board of County Commissioners adopt the proposed amendment however if the BCC chooses to adopt the amendment, it be subject to eliminating the option for a large-scale removal or replacement of required trees in the VUA and Type D Buffer on any approved plan within a 10-year period. Second by Mr. Foley. Carried unanimously 3 – 0.***

*The Subcommittee noted Mr. Curl's input will be sought when the item is presented to the DSAC.*

**7. New LDC/Admin Code Amendments**

**b. Separation Requirements for Storage Facilities on U.S. 41**

**LDC SECTIONS TO BE AMENDED** 1.08.02, 2.03.03, 5.05.16, 10.03.06. Definitions Commercial Zoning Districts, Self-Storage Facilities (New Section), Public Notice and Required Hearings for Land Use Petitions:

The purpose of this section is to discourage the proliferation of self-storage buildings along the segment of U.S. 41 defined in section B to encourage a broad mix of principal uses that will provide goods and services at the neighborhood level to the residents living adjacent to the defined area. It applies to all new self-storage buildings proposed on real property zoned C-5 and located adjacent to U.S. 41, between the east side of the intersection of U.S. 41 and Airport-Pulling Road to the west side of the intersection of U.S. 41 and Price Street/Triangle Boulevard. All outparcels within shopping centers that are adjacent to U.S. 41 within this area shall be included. A self-storage building is considered existing when it has been constructed or an SDP has been approved. A new self-storage building shall be located no closer than a quarter-mile (1,320 feet) to an existing self-storage building, as measured from property line to property line, unless a waiver to the separation requirement is granted.

**Mr. Johnson** presented the proposed amendment noting it has been developed as part of a BCC directive, and an email was received from Michael Fernandez on December 12, 2018, which has been distributed to the Subcommittee.

The following was noted during Subcommittee discussion:

- Clarifying that the measurement for separating self-storage buildings should be based upon a quarter-mile radius rather than a quarter-mile straight-line, linear approach.
- Upon presentation to the DSAC, Staff should provide the zoning map identifying the C-5 area in question.

*Mr. Foley moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the proposed amendment. Second by Mr. Mulhere. Carried unanimously 3 – 0.*

**Chairman Brooker** noted he supported the motion but expressed concern on the concept of imposing this type of limitation on a specific land use allowed in a zone.

*Staff noted they will be responding to Mr. Fernandez's email.*

**c. Comprehensive Administrative Code Update**

2018 -2019 Administrative Code Updates:

**Ms. Summers** presented the proposed update noting that it will be presented in sections over the coming months with today's item limited to Chapter's 1 – 3. She provided a brief overview of the changes noting they mainly address clarifications of items. The changes will be presented in series before bringing the total updates forth to the DSAC and BCC.

*Mr. Mulhere moved to endorse Staff's recommended changes subject to changing the language in the Introduction of Chapter 3 to ensure it cites "Quasi-Judicial Procedures" with a Public Hearing. Second by Mr. Foley. Carried unanimously 3 – 0.*

*Mr. Mulhere left the meeting at 3:56 p.m.*

**5. Informational Items:**

*Staff noted these items are to notify the Subcommittee on upcoming proposed LDC amendments. They are to be reviewed so that they can provide any input or pose questions as necessary.*

**a. Public Hearing Notice Signs**

**Mr. Frantz** provided a Memo dated December 11, 2018, *Re: Proposed Changes to Public Notice Signs* for informational purposes. The Subcommittee recommended that the telephone number associated with the signage be identified with red numbering.

**b. Codifying Regularly Approved Deviations**

**Mr. Johnson** provided a Memo dated November 30, 2018, *Re: Item 5.b. Codifying Regularly Approved Deviations* for informational purposes.

**c. Golden Gate Area Master Plan LDC Amendments**

**Mr. Johnson** provided a Memo dated November 29, 2018 *Re: Item 5.c. Golden Gate Area Master Plan* for informational purposes. The amendments to the plan are scheduled to be heard by the BCC on January 22, 2019.

**7. New LDC/Admin Code Amendments**

**d. Communication Towers in the RFMUD Sending Lands**

**LDC SECTION TO BE AMENDED** 2.01.03 Essential Services 2.03.08 Rural Fringe Zoning Districts:

This LDC amendment would ensure compliance with the US Telecommunications Act of 1996 by defining communications towers as an essential service and allowing communications towers as a conditional use in the RFMUD-Sending Lands.

*Staff reported that the item will be heard at a future DSAC meeting since there were no comments or changes.*

**e. Gas Station Signs**

**LDC SECTION TO BE AMENDED**, 5.05.05 Facilities with Fuel Pumps, 5.06.00 Sign, Regulations and Standards by Land Use Classification, 5.06.06 Prohibited Signs:

This amendment is needed due to a recent change to Section 553.79(20)(a)2 of the Florida Statutes, which prohibits any requirement on gasoline pricing signs that, “prevents the sign from being clearly visible and legible to drivers of approaching motor vehicles from...any lane of traffic...” (See Exhibit B).

*Staff reported that the item will be heard at a future DSAC meeting since there were no comments or changes.*

**8. Public comments**

None

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:02 P.M.**

December 18, 2018

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE - LAND DEVELOPMENT  
REVIEW SUBCOMMITTEE**

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**CHAIRMAN**

These Minutes were approved by the Committee on \_\_\_\_\_,  
as presented \_\_\_\_\_, or as amended \_\_\_\_\_.



# Memorandum

To: Development Services Advisory Committee—Land Development Review Subcommittee (DSAC-LDR)

From: Eric Johnson, Principal Planner

Date: March 8, 2019

Re: Item 4.a Separation Requirements for Self-Storage Buildings on U.S. 41 Land Development Code Amendment (LDCA)

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This proposed LDCA was reviewed and approved by the DSAC-LDR on December 18, 2018. The DSAC-LDR approved it, but due to the number of changes been to the documents since the last meeting, staff is bringing this item back to your attention.

This package includes the proposed language in the LDCA as well as changes to the administrative code. The underlined black-colored text represents the proposed language that DSAC-LDR has already reviewed. Underlined blue-colored text represents proposed language that DSAC-LDR has not yet reviewed. The ~~red struck-through text~~ attempts to illustrate what is no longer proposed.

Staff is seeking a vote on the proposed text. Thank you.

Sincerely,

Eric Johnson, AICP, CFM  
[Eric.Johnson@colliercountyfl.gov](mailto:Eric.Johnson@colliercountyfl.gov)  
(239) 252-2931

## LAND DEVELOPMENT CODE AMENDMENT

### PETITION

PL20180003473

### ORIGIN

Board of County  
Commissioners (Board)

### HEARING DATES

|          |                                     |
|----------|-------------------------------------|
| Board    | TBD                                 |
| CCPC     | TBD                                 |
| DSAC     | TBD                                 |
| DSAC-LDR | <del>TBD</del><br><u>12-18-2018</u> |

### SUMMARY OF AMENDMENT

This Land Development Code amendment (LDCA) represents the implementation of the Board's direction to study the proliferation of self-storage facilities on U.S. 41, between the intersection of Palm Street/Commercial Drive and Price Street/Triangle Boulevard.

### LDC SECTIONS TO BE AMENDED

|          |   |
|----------|---|
| 1.08.02  | Definitions   |
| 2.03.03  | Commercial Zoning Districts                                       |
| 5.05.16  | Self-Storage <u>Buildings</u> <del>Facilities</del> (New Section) |
| 10.03.06 | Public Notice and Required Hearings for Land Use Petitions        |

### ADVISORY BOARD RECOMMENDATIONS

**DSAC-LDR**  
Approved ~~TBD~~

**DSAC**  
TBD

**CCPC**  
TBD

**BACKGROUND:** A segment of the U.S. 41 corridor, generally located between the intersection of Airport-Pulling Road and Collier Boulevard, has been under much scrutiny in recent years. In April of 2010, the East Naples Foundation completed *Vision for the East Trail* ("Vision"), which was a privately-initiated planning effort that resulted in the completion of a strategic plan for an approximately 14-mile stretch of the U.S. 41 corridor (see Exhibit A).

On December 13, 2016, the Board expressed a concern over certain uses (e.g., self-storage facilities) from proliferating on U.S. 41 in this area of the U.S. 41 corridor (see Exhibit B). The Board considered adopting a one-year moratorium for all new applications, including self-storage facilities, from developing on the commercial properties along U.S. 41, from the Palm Street/Commercial Drive intersection to the Price Street intersection. However, rather than adopting a moratorium, the Board instead directed staff on February 14, 2017 to begin the process of developing a corridor study with the goal of obtaining community input and creating incentives for the desired development types.

In April of 2018, Johnson Engineering, Inc. completed the *U.S. 41 Corridor Study-Summary of Findings and Recommendations to the Board* ("Corridor Study") on behalf of the County (see Exhibit C). The length of U.S. 41 that was studied was approximately 6.8 miles, which is shorter than the geographic area used in Vision. ~~With respect to this geographic area, the intersection of U.S. 41 and Palm Street was the western extent in the Corridor Study, whereas in Vision, it was longer—the intersection of U.S. 41 and Airport-Pulling Road. The Corridor Study's eastern extent was the intersection of U.S. 41 and Price Street. Vision extended farther (to County Road 92).~~ The public input portion of the Corridor Study included three stakeholder outreach meetings and four public input meetings. When reviewing image preference surveys, 67 percent of the public outreach meetings attendees did not support self-storage facilities. As such, one of the recommendations of the Corridor Study was aimed at further regulating this use (see pages 23-24 of Exhibit F). The Corridor Study was presented to and accepted

by the Board on April 24, 2018 (see Exhibit G). One recommendation suggested having a minimum distance separation between new self-storage facilities.

For this LDCA and in keeping with the Corridor Study, the proposed language requires a separation of 1,320 feet between new and existing self-storage buildings. A distance waiver may be approved if an adequate supply of neighborhood goods and services are available within a quarter-mile radius of a new facility. A quarter-mile radius is equal to a half-mile diameter—the same width of the study area in Vision, which was chosen, in part, to “evaluate walkability in the form of pedestrian sheds.” The waiver may also be approved for a self-storage facility if at least 25 percent of its gross floor area is dedicated to a different principal use that is permitted in the C-1 or C-2 zoning district. Staff utilized the International Council of Shopping Centers (ICSC) as a guide to determine the appropriate types of principal uses and related intensities that most closely aligns with the desired businesses. One ICSC category, *neighborhood center*, includes convenience shopping for day-to-day needs with intensities that are less than 125,000 square feet, which generally translates to any permitted use in the C-1 or C-2 zoning district. Both the Urban Land Institute (ULI) and ICSC are recognized resources that staff uses when evaluating market studies in connection with GMP amendments (to commercial). Petitioners submit a commercial needs analysis, and part of staff’s evaluation is to compare the market studies with the ULI and ICSC. Both these resources utilize 30,000 square feet as the low threshold for what constitutes a neighborhood shopping center. Staff construes neighborhood shopping centers as a logical place for C-1 through C-3 uses. The geographic area subject to this LDCA does not include the properties located within the Bayshore Gateway Triangle Community Redevelopment Area, and this LDCA is only applicable where self-storage buildings are currently allowed as a permitted use—the C-5 zoning district.

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#### FISCAL & OPERATIONAL IMPACTS

Staff anticipates additional fiscal and operational impacts to petitioners requesting a waiver from the minimum distance requirement.

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#### GMP CONSISTENCY

This LDCA is consistent with the Growth Management Plan (GMP) (see Exhibit B). ~~To be provided by Comprehensive Planning Staff subsequent to first review.~~

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**EXHIBITS:** A – Defined Area; B – GMP Consistency Memo; C – Email from Public; D - Vision for the East Trail Corridor; E – Collier County Self-Storage Building Map (as of June 11, 2018); F – U.S. 41 Corridor Study—Summary of Findings and Recommendations to the Board; G – Executive Summary and BCC Minutes (04-24-2018); and H – Self Storage Buildings Map (C-4 C-5 PUD). ~~A—Vision for the East Trail Corridor; B—Collier County Self Storage Facility Map (as of June 11, 2018); C—U.S. 41 Corridor Study; and Exhibit D—Executive Summary and BCC Minutes (04-24-2018)~~

# DRAFT

Text underlined is new text to be added

Text underlined is new text added after DSAC-LDR in December 2018

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## Amend the LDC as follows:

# # # # # # # # # # # # #

### 1.08.02 Definitions

\* \* \* \* \*

*Self-storage buildings* (applicable to Section 5.05.08 and 5.05.16 only): Buildings where customers lease space to store and retrieve their goods; see NAICS 531130.

# # # # # # # # # # # # #

### 2.03.03 – Commercial Districts

\* \* \* \* \*

E. Heavy Commercial District (C-5). In addition to the uses provided in the C-4 zoning district, the heavy commercial district (C-5) allows a range of more intensive commercial uses and services which are generally those uses that tend to utilize outdoor space in the conduct of the business. The C-5 district permits heavy commercial services such as full-service automotive repair, and establishments primarily engaged in construction and specialized trade activities such as contractor offices, plumbing, heating and air conditioning services, and similar uses that typically have a need to store construction associated equipment and supplies within an enclosed structure or have showrooms displaying the building material for which they specialize. Outdoor storage yards are permitted with the requirement that such yards are completely enclosed or opaquely screened. The C-5 district is permitted in accordance with the locational criteria for uses and the goals, objectives, and policies as identified in the future land use element of the Collier County GMP.

1. The following uses, as identified with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the heavy commercial district (C-5).

#### a. Permitted uses.

\* \* \* \* \*

111. Motor freight transportation and warehousing (4225, mini-and self-storage warehousing only), subject to section 5.05.16 for minimum separation requirements between buildings.



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# # # # # # # # # # # # #

## **5.05.16 – Separation of Self-Storage Buildings ~~Facilities~~**

- A. Purpose and Intent. The purpose of this section is to discourage the proliferation of self-storage buildings along the segment of U.S. 41 defined in section B, in order to maximize or encourage a broad mix of principal uses that will provide goods and serves at the neighborhood level to the residents living within or adjacent to the defined area. ~~The intent is to encourage a broad mix of principal uses that will provide goods and services at the neighborhood level to the residents living adjacent to the defined area.~~
- B. Applicability. This section shall apply to all new self-storage buildings proposed on real property zoned C-5 and located adjacent to U.S. 41, between the east side of ~~the intersection of U.S. 41 and~~ Airport-Pulling Road to the west side of ~~the intersection of U.S. 41 and~~ Price Street/Triangle Boulevard. All outparcels within shopping centers that are adjacent to U.S. 41 within this area shall be included. This section shall not apply to self-storage buildings for which an SDP has been approved as the effective date of this section. ~~A self-storage building is considered existing when it has been constructed or an SDP has been approved.~~
- C. Minimum Separation. A new self-storage building shall be located no closer than a quarter-mile (1,320 feet) radius to an existing self-storage building, as measured from property line to property line, unless a waiver to the separation requirement is granted in conformance with subsection D. below.
- D. Waiver of Separation Requirements.
1. The Office of the Hearing Examiner (or whomever is appointed by the BCC) may grant a waiver of all or part of the minimum separation requirements of a proposed self-storage building if either of the following circumstances are met:
- ~~1. The Office of the Hearing Examiner (or whomever is appointed by the BCC) may grant a waiver of part or all of the minimum separation requirements set forth herein if it can be demonstrated there is sufficient opportunity for accessing other existing or future principal uses that are permitted in the C-1 or C-2 zoning districts within a quarter-mile (1,320-foot) radius of the proposed self-storage building, or if a minimum of 25 percent of the floor area of the proposed self-storage building is dedicated to a different principal use or uses that is/are permitted in the C-1 or C-2 zoning districts. For purposes of this section, the term "future principal uses" shall mean~~

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~~currently vacant or partially-developed land that can be developed with C-1 or C-2 uses at a time in the future.~~

a. Within a quarter-mile (1,320-foot) radius of the proposed self-storage building, there are properties that have existing C-2 uses or are zoned to permit C-2 uses that provide neighborhood-level goods or services, such as restaurants, retail, or personal services.

b. A minimum of 25 percent of the gross floor area of the proposed self-storage building is dedicated C-2 uses that provide neighborhood-level goods or services, such as restaurants, retail, or personal services.

2. The Administrative Code shall establish the submittal requirements for a self-storage building distance waiver request.

3. Additional conditions and considerations. The Office of Hearing Examiner (or whomever is appointed by the BCC) shall have the right to impose additional conditions.

# # # # # # # # # # # # #

## 10.03.06 – Public Notice and Required Hearings for Land Use Petitions

\* \* \* \* \*

Z. Separation of Self-Storage Buildings, pursuant to LDC section 5.05.16.

1. The following advertised public hearing is required:

a. One Hearing Examiner hearing.

2. The following notice procedures are required:

a. Newspaper Advertisement prior to the advertised public hearing in accordance with F.S. § 125.66.

b. Mailed Notice to all property owners within the quarter-mile (1,320) square foot radius prior to the advertised public hearing.

~~R. Separation of Self-Storage Facilities, pursuant to LDC section 5.05.16 and Site Plan with Deviations for Redevelopment, pursuant to LDC section 10.02.03 F.~~

~~1. The following advertised public hearings are required:~~

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- 1 ~~a. One Planning Commission or Hearing Examiner hearing.~~
- 2
- 3 ~~b. If heard by the Planning Commission, one BZA hearing.~~
- 4
- 5 ~~2. The following notice procedures are required:~~
- 6
- 7 ~~a. Newspaper Advertisement prior to the advertised public hearing in~~
- 8 ~~accordance with F.S. § 125.66.~~
- 9
- 10 ~~b. Mailed Notice prior to the advertised public hearing.~~
- 11
- 12 # # # # # # # # # # # # #

## **L. Self-Storage ~~Building~~ ~~Facility~~ Separation Waiver**

|                             |  |
|-----------------------------|--|
| <b>Reference</b>            | <u>LDC subsection 5.05.16, LDC section 8.10.00, and LDC Public Notice subsection 10.03.06 <del>Z R.</del></u>  |
| <b>Applicability</b>        | <u>This establishes a process to waive part or all of the minimum separation requirements for self-storage <del>buildings</del> <del>facility-sites</del> from other self-storage <del>buildings</del> <del>facility-sites</del> located within the <del>geographic</del> area <del>described as prescribed in</del> LDC subsection 5.05.16 B.</u>   |
| <b>Pre-Application</b>      | <u>A pre-application meeting is required.</u>  |
| <b>Initiation</b>           | <u>The <b>applicant</b> files a “Petition for Waiver from Separation Requirements for Self-Storage <del>Buildings</del> <del>Facilities</del>” with the Planning &amp; Zoning <del>Division</del> <del>Department</del>.</u>   |
| <b>Application Contents</b> | <u>The application must include the following:</u> <ol style="list-style-type: none"><li><b><u>1. Applicant contact information.</u></b></li><li><b><u>2. Property information, including:</u></b><ul style="list-style-type: none"><li><u>• Legal description;</u></li><li><b><u>• Property identification number;</u></b></li><li><u>• Section, township and range;</u></li><li><u>• Subdivision, unit, lot and block, or metes and bounds description; and</u></li><li><u>• Address of subject site.</u></li></ul></li><li><b><u>3. Zoning information, including:</u></b><ul style="list-style-type: none"><li><u>• Current zoning of subject property; and</u></li><li><u>• Zoning and land use of all properties within the quarter-mile radius, <del>unless the applicant elects to dedicate a minimum of 25 percent of the floor area of the proposed self-storage building of that to a different principal use or uses that are permitted in the C-2 zoning district.</del></u></li></ul></li><li><b><u>4. The extent of the waiver being requested (in linear feet) from the required separation.</u></b></li><li><b><u>5. A narrative that describes how the application demonstrates compliance with LDC section 5.05.16 D.1 <del>that there is sufficient opportunity for accessing other existing or future principal uses that are permitted in the C-1 or C-2 zoning districts within a quarter-mile (1,320-foot) radius of the proposed self-storage building, or if a minimum of 25 percent of the floor area of the proposed self-storage building is dedicated to a different principal use or uses that is/are permitted in the C-1 or C-2 zoning districts.</del></u></b></li><li><b><u>6. A site plan (measuring no larger than 24 in. x 36 in.) along with a conceptual site plan measuring 8½ in. x 11 in., that indicates the following:</u></b><ul style="list-style-type: none"><li><b><u>• The dimensions of the subject property;</u></b></li></ul></li></ol> |

## Collier County Land Development Code | *Administrative Procedures Manual*

### Chapter 6 | *Waivers, Exemptions, and Reductions*

- ~~All vehicular points of ingress and egress and their relationship to the parking area and site circulation;~~
  - ~~Demonstration of compliance with all requirements of the LDC including the location of the structures on site, landscaping, off-street parking, site circulation, architectural design guidelines, and signage;~~
  - ~~The location of all proposed buffer areas and their dimensions; and~~
  - The layout of road(s) on which the proposed station fronts or to which access is provided, including the type of road(s), the number of lanes, and the location of intersections and turn lanes, median locations and median widths, for a 1,320-foot distance from the subject parcel.
  - Location of all off-site self-storage buildings and the distance it is from the subject project (as measured from property line to property line); and
  - Roadways between the subject property and other self-storage buildings.
7. Environmental Data Requirements. ⇔ See LDC subsection 3.08.00 A.
8. An Aerial photographs (taken within the previous 12 months at a minimum scale of 1 in. = 200 ft.), showing FLUFCS Codes, legend, and project boundary.
9. Addressing checklist.
10. Pre-application meeting notes.
11. Warranty Deed.
12. Affidavit of Authorization.
- ~~13. Owner/agent affidavit as to the correctness of the application.~~
14. Electronic copy of all documents.

#### **Completeness and Processing of Application**

The Planning & Zoning ~~Division~~ 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., XXX-PL20120000000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.

#### **Notice**

Notification requirements are as follows. ⇔ See Chapter 8 of the Administrative Code for additional notice information.

1. **Mailed Notice:** Written notice shall be sent to **property owners in the notification area** at least 15 days before the advertised public hearing.

## Collier County Land Development Code | *Administrative Procedures Manual*

### Chapter 6 | *Waivers, Exemptions, and Reductions*

**2. Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before the advertised Hearing Examiner hearing in a newspaper of general circulation. The advertisement shall include at a minimum:

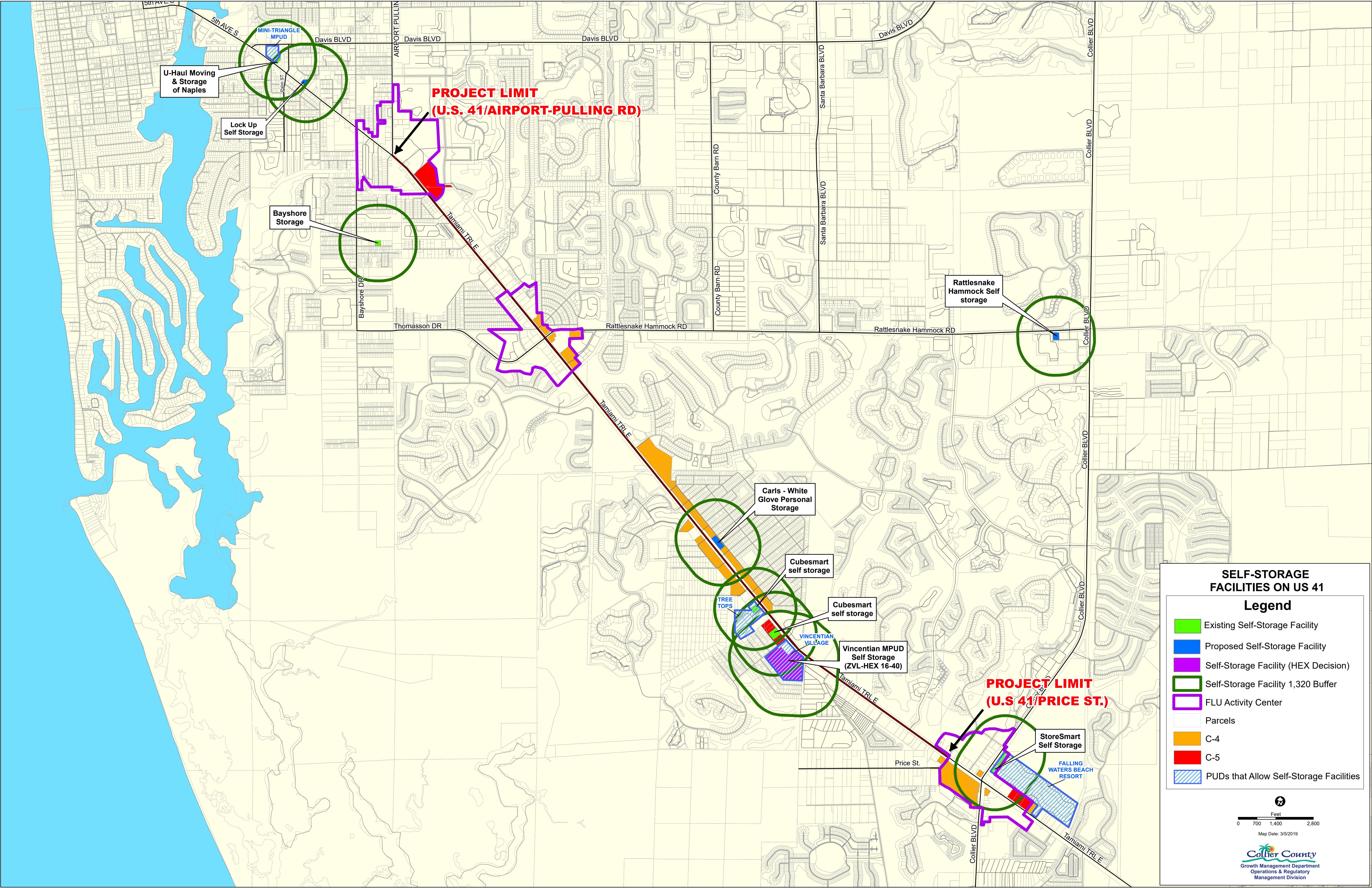
- Date, time, and location of the hearing; and
- Description of the proposed land uses.

**Public Hearing** 1. The Hearing Examiner shall hold at least one advertised public hearing. ↔See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.

**Decision maker** The Hearing Examiner.

**Review Process** The Planning & Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare Staff Report, utilizing the criteria established in LDC section 5.05.16, to present to the Office of the Hearing Examiner for a decision.







## LAND DEVELOPMENT CODE AMENDMENT

**PETITION**

PL2019000XXXX

**SUMMARY OF AMENDMENT**

This Land Development Code Amendment (LDCA) involves reducing the required setback for directional signs where abutting rights-of-way in residential areas of Planned Unit Developments (PUD).

**ORIGIN**

Growth Management  
Department (GMD)

**LDC SECTIONS TO BE AMENDED**
**HEARING DATES**

|          |     |         |  |
|----------|-----|---------|--|
| Board    | TBD | 5.06.02 | Development Standards for Signs within Residential Districts |
| CCPC     | TBD |         | Street System Requirements                                   |
| DSAC     | TBD |         |  |
| DSAC-LDR | TBD |         |  |

### ADVISORY BOARD RECOMMENDATIONS

**DSAC-LDR**

TBD

**DSAC**

TBD

**CCPC**

TBD

**BACKGROUND:**

Certain required elements of PUD master plans may be waived when the petitioner demonstrates that the elements may be waived with no detrimental effect on the health, safety, and welfare of the community. The waiving of these PUD master plan elements, known as deviations, is provided for pursuant to Section 10.02.13 A.3. of the Land Development Code (LDC).

When petitioners make frequent deviation requests to certain sections of the LDC, and those requests are being approved by the Board, it begs the question as to whether staff ought to assess those sections and update the LDC to reflect current standards and practices. Between January 1, 2003 and July 10, 2018, the Board and the Hearing Examiner reviewed over 100 petitions containing new deviations or amendments to existing deviations in PUDs. Of all approved deviations during this period, 19 involved deviations from LDC section 5.06.02, which is signage in residential zoning districts. Of these 19 deviations, nine involved reducing the required setbacks for on-premises directional signs (LDC section 5.06.02. B.5.a.). Because the deviations approved for this LDC section, staff elected to seek direction from the Collier County Planning Commission (CCPC). On February 7, 2019, the CCPC did not have an issue with staff considering the possibility of updating the LDC.

This LDCA proposes to reduce the required setback for directional signs from roadways, paved surfaces, or back of curbs on private rights-of-way within PUDs. The new setback is five feet rather than 10 feet. These signs are typically located on roadways with relatively slower posted speed limits.

**FISCAL & OPERATIONAL IMPACTS**

Reduction in the need for and submittal of deviation requests.

**GMP CONSISTENCY**

To be provided by Comprehensive Planning Staff subsequent to first review.

**EXHIBITS: A – Summary of Each Decision**



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## Amend the LDC as follows:

### 5.06.02 - Development Standards for Signs within Residential Districts

B. Applicability. Signs within residential zoning districts, and in designated residential portions of PUD zoned properties shall be permitted as provided for in this section.

5. On-premises directional signs. This provision shall apply to all new and existing residential developments within Collier County, including all created through the PUD process. In the event of a conflict between this provision and a PUD ordinance, the PUD language shall control. Directional signs are subject to the following standards:

- a. Each sign shall be setback a minimum of 10 feet from the edge of the roadway, paved surface or back of the curb, as applicable. However, directional signs internal to PUDs may reduce the setback to five feet provided such signs are not abutting a public right-of-way.
- b. There is no limitation on the number of directional signs provided they are separated by a minimum distance of 250 feet or a road right-of-way.
- c. Signs shall be no greater than 4 square feet in area and 4 feet in height.
  - i. Exception. One on-premise directional sign with a maximum area of 24 square feet and a maximum height of 8 feet is allowed. Such sign requires a building permit.
- d. Directional signs shall be located internal to the subdivision or development.

## **LDC Section 5.06.02 B.5**

### Ord. 2013-18

To allow for on-premise directional signage to be setback a minimum of 5 feet from internal property lines. This deviation does not apply to property adjacent to public roadways.

### Ord. 2014-10

To allow the directional sign to be located five feet from a roadway or platted easement, excluding public roadways, if it does not result in public safety concerns or obscure visibility of the motoring traffic, as determined by the County Manager or designee.

### Ord. 2014-15

To allow for on-premise directional signage to be setback a minimum of 5' from internal property lines. This deviation does not apply to property adjacent to public roadways.

### Ord. 2014-35

To allow for on-premise directional signage to be setback a minimum of 5' from internal property lines. This deviation does not apply to property adjacent to Collier Boulevard.

### Ord. 2015-31

To allow a setback of 5' from the edge of a private roadway/drive aisle internal to the PUD only.

### Ord. 2016-03

To allow a setback of 5' from the edge of a private roadway/drive aisle.

### Ord. 2016-29

To allow a minimum setback of 5 feet from the edge of private roadway/drive aisle.

### Ord. 2017-31

To allow a setback of 5' from edge of roadway paved surface or back of curb.

### Ord. 2018-02

To allow a setback of 5' from the edge of a private roadway/drive aisle.

## LAND DEVELOPMENT CODE AMENDMENT

### **PETITION**

PL20190000389

### **ORIGIN**

Growth Management  
Department (GMD)

### **HEARING DATES**

BCC           TBD  
CCPC         TBD  
DSAC         TBD  
DSAC-LDR   3/19/19

### **SUMMARY OF AMENDMENT**

This amendment is intended to clarify the procedures and approval process for Comparable Use Determinations.

### **LDC SECTIONS TO BE AMENDED**

2.03.00 Zoning Districts; Permitted Uses, Accessory Uses, and Conditional Uses  
10.02.06 Requirements for Permits  
10.03.06 Public Notice and Required Hearings for Land Use Petitions

## ADVISORY BOARD RECOMMENDATIONS

**DSAC-LDR**  
TBD

**DSAC**  
TBD

**CCPC**  
TBD

### **BACKGROUND**

Currently, when an applicant submits an application for a Zoning Verification Letter - Comparable Use Determination, staff reviews the application, makes a determination on the compatibility of the proposed use and drafts the Zoning Verification Letter (ZVL). Once the ZVL has been completed, the ZVL and all necessary backup materials will be brought before the Office of the Hearing Examiner or the Board of Zoning Appeals (BZA) for affirmation.

This current process of generating a ZVL and then going before the Office of the Hearing Examiner or BZA for affirmation has proven to be confusing for customers. Additionally, staff has requested that the process have criteria to determine if a proposed use is comparable to the list of permitted uses within that district.

Both the proposed LDC amendment and Administrative Code amendment removes the Comparable Use Determination process from the Zoning Verification Letter process and the LDC amendment provides criteria to make a comparable use determination. This will change staffs method from providing the determination through a ZVL to now providing their determination through a Staff Report. The Staff Report will then be affirmed by the Office of the Hearing Examiner or the BZA.

This LDC amendment also removes the comparable use determination process from the list of conditional uses.

### **FISCAL & OPERATIONAL IMPACTS**

There are no anticipated fiscal or operational impacts associated with this amendment.

### **GMP CONSISTENCY**

To be provided by Comprehensive Planning Staff.

**ATTACHMENTS:** A) Amendment History and Existing PUD Standards B) Administrative Code

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## Amend the LDC as follows:

### 2.03.00 – ZONING DISTRICTS; PERMITTED USES, ACCESSORY USES, AND CONDITIONAL USES

In order to carry out and implement the Collier County GMP and the purposes of this LDC, the following zoning districts, district purposes, and applicable symbols are hereby established:

- A. Rules for Interpretation of Uses. In any zoning district, where the list of permitted ~~and conditional~~ uses contains the phrase "any other use which is comparable in nature with the foregoing uses and is consistent with the permitted uses and purpose and intent statement of the district" or any similar phrase which provides for a use which is not clearly defined or described in the list of permitted ~~and conditional~~ uses, which requires the discretion of the County Manager or designee as to whether or not it is permitted in the district, then the determination of whether or not that use is permitted in the district shall be made through the process outlined in LDC section ~~4.06.00~~ 10.02.06 K, ~~interpretations, of this LDC.~~

|   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| * | * | * | * | * | * | * | * | * | * | * | * | * |
| # | # | # | # | # | # | # | # | # | # | # | # | # |

### 2.03.03 – Commercial Zoning Districts

- A. Commercial Professional and General Office District (C-1). The purpose and intent of the commercial professional and general office district C-1 is to allow a concentration of office type buildings and land uses that are most compatible with, and located near, residential areas. Most C-1 commercial, professional, and general office districts are contiguous to, or when within a PUD, will be placed in close proximity to residential areas, and, therefore, serve as a transitional zoning district between residential areas and higher intensity commercial zoning districts. The types of office uses permitted are those that do not have high traffic volumes throughout the day, which extend into the evening hours. They will have morning and evening short-term peak conditions. The market support for these office uses should be those with a localized basis of market support as opposed to office functions requiring inter-jurisdictional and regional market support. Because office functions have significant employment characteristics, which are compounded when aggregations occur, certain personal service uses shall be permitted, to provide a convenience to office-based employment. Such convenience commercial uses shall be made an integral part of an office building as opposed to the singular use of a building. Housing may also be a component of this district as provided for through conditional use approval.

1. The following uses, as identified with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the C-1 commercial professional and general office district.

a. ***Permitted uses.***

|   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| * | * | * | * | * | * | * | * | * | * | * | * | * |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

41. Any other commercial use or professional service which is comparable in nature with the foregoing uses including those that

exclusively serve the administrative as opposed to the operational functions of a business and are associated purely with activities conducted in an office, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.

\* \* \* \* \*

c. *Conditional uses.* The following uses are permissible as conditional uses in the (C-1) commercial professional and general office district, subject to the standards and procedures established in LDC section 10.08.00.

\* \* \* \* \*

~~16. Any other convenience commercial use which is comparable in nature with the foregoing list of permitted uses and consistent with the purpose and intent statement of the district, as determined by the board of zoning appeals, pursuant to section 10.08.00.~~

\* \* \* \* \*

B. Commercial Convenience District (C-2). The purpose and intent of the commercial convenience district (C-2) is to provide lands where commercial establishments may be located to provide the small-scale shopping and personal needs of the surrounding residential land uses within convenient travel distance except to the extent that office uses carried forward from the C-1 district will expand the traditional neighborhood size. However, the intent of this district is that retail and service uses be of a nature that can be economically supported by the immediate residential environs. Therefore, the uses should allow for goods and services that households require on a daily basis, as opposed to those goods and services that households seek for the most favorable economic price and, therefore, require much larger trade areas. It is intended that the C-2 district implements the Collier County GMP within those areas designated agricultural/rural; estates neighborhood center district of the Golden Gate Master Plan; the neighborhood center district of the Immokalee Master Plan; and the urban mixed use district of the future land use element permitted in accordance with the locational criteria for commercial and the goals, objectives, and policies as identified in the future land use element of the Collier County GMP. The maximum density permissible in the C-2 district and the urban mixed use land use designation shall be guided, in part, by the density rating system contained in the future land use element of the Collier County GMP. The maximum density permissible or permitted in a district shall not exceed the density permissible under the density rating system.

1. The following uses, as identified with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the C-2 commercial convenience district.

a. *Permitted uses.*

\* \* \* \* \*

74. Any other commercial convenience or professional use which is comparable in nature with the ~~(C-1)~~ list of permitted uses and

consistent with the purpose and intent statement of the district, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K ~~the board of zoning appeals, pursuant to section 10.08.00.~~

\* \* \* \* \*

c. *Conditional uses.* The following uses are permissible as conditional uses in the commercial convenience district (C-2), subject to the standards and procedures established in section 10.08.00.

\* \* \* \* \*

~~12. Any other convenience commercial use which is comparable in nature with the foregoing (C-2) list of permitted uses and consistent with the purpose and intent statement of the district, as determined by the board of zoning appeals pursuant to section 10.08.00.~~

C. Commercial Intermediate District (C-3). The purpose and intent of the commercial intermediate district (C-3) is to provide for a wider variety of goods and services intended for areas expected to receive a higher degree of automobile traffic. The type and variety of goods and services are those that provide an opportunity for comparison shopping, have a trade area consisting of several neighborhoods, and are preferably located at the intersection of two-arterial level streets. Most activity centers meet this standard. This district is also intended to allow all of the uses permitted in the C-1 and C-2 zoning districts typically aggregated in planned shopping centers. This district is not intended to permit wholesaling type of uses, or land uses that have associated with them the need for outdoor storage of equipment and merchandise. A mixed-use project containing a residential component is permitted in this district subject to the criteria established herein. The C-3 district is permitted in accordance with the locational criteria for commercial and the goals, objectives, and policies as identified in the future land use element of the Collier County GMP. The maximum density permissible in the C-3 district and the urban mixed use land use designation shall be guided, in part, by the density rating system contained in the future land use element of the Collier County GMP. The maximum density permissible or permitted in the C-3 district shall not exceed the density permissible under the density rating system.

1. The following uses, as identified with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the commercial intermediate district (C-3).

a. *Permitted uses.*

\* \* \* \* \*

93. Any use which was permissible under the prior General Retail Commercial (GRC) zoning district, as identified by Zoning Ordinance adopted October 8, 1974, and which was lawfully existing prior to the adoption of this Code.

\* \* \* \* \*

96. Any other general commercial or professional use which is comparable in nature with the ~~(C-1)~~ list of permitted uses and consistent with the purpose and intent statement of the district, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K. ~~board of zoning appeals, pursuant to section 10.08.00.~~

\* \* \* \* \*

c. *Conditional uses.* The following uses are permissible as conditional uses in the commercial intermediate district (C-3), subject to the standards and procedures established in sections 4.02.02 and 10.08.00.

\* \* \* \* \*

~~27. Any other intermediate commercial use which is comparable in nature with the foregoing list of permitted uses and consistent with the permitted uses and purpose and intent statement of the district, as determined by the board of zoning appeals pursuant to section 10.08.00.~~

D. General Commercial District (C-4). The general commercial district (C-4) is intended to provide for those types of land uses that attract large segments of the population at the same time by virtue of scale, coupled with the type of activity. The purpose and intent of the C-4 district is to provide the opportunity for the most diverse types of commercial activities delivering goods and services, including entertainment and recreational attractions, at a larger scale than the C-1 through C-3 districts. As such, all of the uses permitted in the C-1 through C-3 districts are also permitted in the C-4 district. The outside storage of merchandise and equipment is prohibited, except to the extent that it is associated with the commercial activity conducted on-site such as, but not limited to, automobile sales, marine vessels, and the renting and leasing of equipment. Activity centers are suitable locations for the uses permitted by the C-4 district because most activity centers are located at the intersection of arterial roads. Therefore the uses in the C-4 district can most be sustained by the transportation network of major roads. The C-4 district is permitted in accordance with the locational criteria for uses and the goals, objectives, and policies as identified in the future land use element of the Collier County GMP. The maximum density permissible or permitted in a district shall not exceed the density permissible under the density rating system.

1. The following uses, as defined with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the general commercial district (C-4).

a. *Permitted uses.*

\* \* \* \* \*

142. Any other general commercial or professional use which is comparable in nature with the ~~(C-1)~~ list of permitted uses and



consistent with the purpose and intent statement of the district, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.~~board of zoning appeals, pursuant to section 10.08.00.~~

\* \* \* \* \*

c. *Conditional uses.* The following uses are permitted as conditional uses in the general commercial district (C-4), subject to the standards and procedures established in section 10.08.00.

\* \* \* \* \*

~~26. Any other general commercial use which is comparable in nature with the foregoing list of permitted uses and consistent with the permitted uses and purpose and intent statement of the district, as determined by the board of zoning appeals pursuant to section 10.08.00.~~

E. Heavy Commercial District (C-5). In addition to the uses provided in the C-4 zoning district, the heavy commercial district (C-5) allows a range of more intensive commercial uses and services which are generally those uses that tend to utilize outdoor space in the conduct of the business. The C-5 district permits heavy commercial services such as full-service automotive repair, and establishments primarily engaged in construction and specialized trade activities such as contractor offices, plumbing, heating and air conditioning services, and similar uses that typically have a need to store construction associated equipment and supplies within an enclosed structure or have showrooms displaying the building material for which they specialize. Outdoor storage yards are permitted with the requirement that such yards are completely enclosed or opaquely screened. The C-5 district is permitted in accordance with the locational criteria for uses and the goals, objectives, and policies as identified in the future land use element of the Collier County GMP.

1. The following uses, as identified with a number from the Standard Industrial Classification Manual (1987), or as otherwise provided for within this section are permissible by right, or as accessory or conditional uses within the heavy commercial district (C-5).

a. *Permitted uses.*

\* \* \* \* \*

183. Any other heavy commercial ~~or professional~~ use which is comparable in nature with the ~~(C-1)~~ list of permitted uses and consistent with the purpose and intent statement of the district, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.~~board of zoning appeals, pursuant to section 10.08.00.~~

\* \* \* \* \*



- c. *Conditional uses.* The following uses are permissible as conditional uses in the heavy commercial district (C-5), subject to the standards and procedures established in section 10.08.00.

\* \* \* \* \*

~~19. Any other heavy commercial use which is comparable in nature with the foregoing list of permitted uses and consistent with the purpose and intent statement of the district, as determined by the board of zoning appeals pursuant to section 10.08.00.~~

# # # # #

## 2.03.04 – Industrial Zoning Districts

\* \* \* \* \*

- B. Business Park District (BP). The purpose and intent of the business park district (BP) is to provide a mix of industrial uses, corporate headquarters offices and business/professional offices which complement each other and provide convenience services for the employees within the district; and to attract businesses that create high value added jobs. It is intended that the BP district be designed in an attractive park-like environment, with low structural density and large landscaped areas for both the functional use of buffering and enjoyment by the employees of the BP district. The BP district is permitted by the urban mixed use, urban commercial, and urban-industrial districts of the future land use element of the Collier County GMP.

1. The following uses, as identified within the latest edition of the Standard Industrial Classification Manual, or as otherwise provided for within this section, are permitted as of right, or as uses accessory to permitted primary or secondary uses or are conditional uses within the business park district.

- a. Permitted primary uses. One hundred percent of the total business park district acreage is allowed to be developed with the following uses:

\* \* \* \* \*

34. Any other use which is comparable in nature with the forgoing uses and is otherwise clearly consistent with the intent and purpose statement of the district, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.

# # # # #

## 2.03.05 - Civic and Institutional Zoning Districts

- A. Public Use District (P). The purpose and intent of public use district (P) is to accommodate only local, state and federally owned or leased and operated government facilities that provide essential public services. The P district is intended to facilitate the coordination of

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urban services and land uses while minimizing the potential disruption of the uses of nearby properties.

\* \* \* \* \*

4. The following uses are permitted as of right, or as accessory or conditional uses, in the public use district (P).

a. Permitted uses.

\* \* \* \* \*

14. Any other public structures and uses which are comparable in nature with the foregoing uses, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.

\* \* \* \* \*

c. Conditional uses. The following uses are permissible as conditional uses in the public use district (P), subject to the standards and procedures established in section 10.08.00:

\* \* \* \* \*

~~13. Any other public uses which are comparable in nature with the foregoing uses.~~

# # # # #

## 2.03.07 – Overlay Zoning Districts

\* \* \* \* \*

F. Golden Gate Parkway Professional Office Commercial Overlay (GGPPOCO).

\* \* \* \* \*

2. These regulations apply to properties north and south of Golden Gate Parkway, starting at Santa Barbara Boulevard and extending eastward to 52nd Terrace S.W. in Golden Gate City as measured perpendicularly from the abutting right-of-way for a distance of approximately 3,600 feet more or less and consisting of approximately 20.84 acres. These properties are identified on Map two (2) of the Golden Gate Area Master Plan. Except as provided in this regulation, all other use, dimensional, and development requirements shall be as required in the underlying zoning categories.

a. Permitted Uses.

\* \* \* \* \*

42. Any other commercial use or professional service which is comparable in nature with the foregoing uses, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.02.06 K.

\* \* \* \* \*

G. Immokalee Urban Overlay District. To create the Immokalee Urban Overlay District with distinct subdistricts for the purpose of establishing development criteria suitable for the unique land use needs of the Immokalee Community. The boundaries of the Immokalee Urban Overlay District are delineated on the maps below.

\* \* \* \* \*

5. *Main Street Overlay Subdistrict.* Special conditions for the properties identified in the Immokalee Area Master Plan; referenced on Map 7; and further identified by the designation "MSOSD" on the applicable official Collier County Zoning Atlas Maps. The purpose of this designation is to encourage development and redevelopment by enhancing and beautifying the downtown Main Street area through flexible design and development standards.

\* \* \* \* \*

e. Conditional uses.

1. Conditional uses of the underlying zoning districts contained within the subdistrict, subject to the standards and procedures established in section 10.08.00 and as set forth below:

\* \* \* \* \*

iii. The following conditional uses may be permitted only on properties with frontage on North First Street, South First Street, and North Ninth Street within the Main Street Overlay Subdistrict:

\* \* \* \* \*

j. Any other heavy commercial use which is comparable in nature with the foregoing uses and is deemed consistent with the intent of this Subdistrict, as determined by the Hearing Examiner or Board of Zoning Appeals, pursuant to LDC section 10.08.00.

# # # # #

## 10.02.06 – Requirements for Permits

\* \* \* \* \*

J. Zoning Verification Letter.

1. A zoning verification letter may be used to verify the zoning of a property according to the Collier County Zoning Map, the Future Land Use Map, and the Growth Management Plan and establish the following determinations.

a. Generally. The County Manager or designee may issue a zoning verification letter that verifies the zoning of a property. Additional information may be requested about the subject property, including but not limited to the following:

- i. Allowable uses and development standards applicable to the property under the LDC;
- ii. Zoning of adjacent properties;
- iii. Confirmation of any site development plan, conditional use, or variance approved for the property; and
- iv. The nonconforming status of the property.

~~b. Comparable Use Determination. The County Manager or designee may issue a zoning verification letter to determine whether a use within a PUD is consistent and compatible with the surrounding uses within the PUD. To be effective, the zoning verification letter shall be approved by the BCC by resolution at an advertised public hearing.~~

~~c.~~ b. Non-residential Farm Building Exemption. The County Manager or designee, in coordination with the Collier County Building Official, may issue a zoning verification letter to establish that a non-residential farm building and/or fence is exempt from the Florida Building Code. 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.

~~d.~~ c. Administrative Fence Waiver. The County Manager or designee may issue a zoning verification letter to approve an administrative fence waiver under LDC section 5.03.02 F.5.a.

2. The Administrative Code shall establish the process and application submittal requirements to obtain a zoning verification letter.

\* \* \* \* \*

K. Comparable Use Determination.

1. A Comparable Use Determination may be used to determine whether a use is comparable in nature with the list of permitted uses, and the purpose and intent statement of the zoning district or PUD.

2. To be effective, the Comparable Use Determination shall be affirmed by the Hearing Examiner or the BZA by resolution at an advertised public hearing and upon consideration of the following standards:

- a. The proposed use possesses similar characteristics, including but not limited to operating hours, traffic, parking impacts, and business practices.
- b. The effect of the proposed use would have on neighboring properties in relation to the noise, glare, or odor effects.
- c. Potential external impacts of the proposed use shall be comparable to other permitted uses in the zoning district or PUD.

3. The Administrative Code shall establish the process and application submittal requirements to obtain a Comparable Use Determination.

# # # # # # # # # # # # #

**10.03.06 Public Notice and Required Hearings for Land Use Petitions**

\* \* \* \* \*

O. Affirmation or approval of a Comparable Use Determination pursuant to LDC section 10.02.06 K. ~~Zoning Verification Letter that allows a new use that is comparable, compatible, and consistent within a PUD.~~

1. The following advertised public hearings are required:
  - a. One BCC or Hearing Examiner hearing.
2. The following notice procedures are required:
  - a. Newspaper Advertisement prior to the advertised public hearing in accordance with F.S. § 125.66.

# # # # # # # # # # # # #

# Attachment B – Administrative Code

## Amendment History

- Ordinance 91-102 states within each commercial zoning district’s list of permitted uses:
  - C-1/T “Any other commercial use of professional services which is comparable in nature with the foregoing uses”
  - C-2 “Any other convenience commercial use which is comparable in nature with the foregoing uses.”
  - C-3 “Any other general commercial use which is comparable in nature with the foregoing uses”
  - C-4 “Any other general commercial use which is comparable in nature with the foregoing uses.”
  - C-5 “Any other heavy commercial use which is comparable in nature with the foregoing uses.”
- Ordinance 93-89 modified the following language:
  - C-1/T “Any other commercial use or professional services which is comparable in nature with the foregoing uses including those that exclusively serve the administrative as opposed to the operational functions of a business, and are purely associated with activities conducted in an office.
  - C-2 “Any other convenience commercial use which is comparable in nature with the foregoing uses including buildings for retail, service and office purposes consistent with the permitted uses and purpose and intent statement of the district.”
  - C-3 “Any other general commercial use which is comparable in nature with the foregoing uses including buildings for retail, and service and office purposes consistent with the permitted uses and purpose and intent statement of the district.”
  - C-4 “Any other general commercial use which is comparable in nature with the foregoing uses including buildings for retail, and service and office purposes consistent with the permitted uses and purpose and intent statement of the district.”
  - C-5 “Any other heavy commercial use which is comparable in nature with the foregoing uses including buildings for retail, service and office purposes consistent with the permitted uses and intent and purpose statement of the district.”
- Ordinance 2002-03 introduced language included in current LDC section 2.03.00
- Ordinance 2002-31 removed the comparable use language under the permitted uses sections and relocated to conditional uses while also adding a reference that the determination is made by the BZA and removed language that was introduced in the 2002-03 ordinance, as described above.
  - No clear explanation on amendment staff report as to why the change was needed
- Ordinance 2003-01 added back to the C-1 district: “Any other commercial use or professional services which is comparable in the nature with the foregoing uses including

## Attachment B – Administrative Code

those that exclusively serve the administrative as opposed to the operational functions of a business and are purely associated with activities conducted in an office.”

- No clear explanation on amendment staff report as to why the change was needed

### Existing Standards

Existing PUDs

Mini-Triangle PUD (Ord. 18-25):

11. Any other principal use which is comparable in nature with the forgoing list of permitted principal uses, as determined by the Board of Zoning Appeals or the Hearing Examiner by the process outlined in the LDC.

Creekside Commerce Park (Ord. 18-19)

- ~~9.~~10. Any other use which is comparable in nature with the foregoing uses and which the Community Development and Environmental Services Administrator determines to be compatible.

Ford Test Center (Ord. 84-4)

- G. Any other use which is compatible in nature with the foregoing uses and which the Zoning Director determines to be compatible.

Immokalee Regional Airport (Ord. 10-07)

- e. Any other use that is comparable in nature with the foregoing list of permitted principal uses, as determined by the Board of Zoning Appeals (BZA).

Kings Lake (Ord. 08-67)

- (28) Any other commercial use or professional service which is comparable in nature with the foregoing uses, as determined by the Board of Zoning Appeals.

Olde Cypress PUD (00-37)

6. Any other principal use which is comparable in nature with the foregoing uses and which the Development Services Director determines to be compatible in the "R" District.

Orange Tree PUD (12-09)

## Attachment B – Administrative Code

- 45) Any other principal use which is comparable in nature with the foregoing list of permitted principal uses, as determined by the Board of Zoning Appeals (BZA) by the process outlined in the LDC or adopted by policy.



# Attachment B – Administrative Code

## G.6. ~~Zoning Verification Letter – PUD~~ Comparable Use Determination

|  |   |
|--|---|
| Reference                                  | LDC <del>sub</del> sections 2.03.00 A, 10.02.06 <del>J</del> K, LDC Public Notice <del>sub</del> section 10.03.06 O, LDC section 8.10.00 and F.S. §125.66.  |
| Applicability                              | <p>A <del>Zoning Verification Letter</del><u>Comparable Use Determination</u> may be used to make a determination that a new use is comparable, compatible, and consistent with the list of identified permitted <del>and conditional</del> uses in a <u>standard zoning district or a PUD ordinance</u>. Depending on PUD ordinance language, one of the following methods of consent by the Hearing Examiner will occur:</p> <ol style="list-style-type: none"><li>1. If the PUD ordinance language identifies the BZA as the authority to determine a use is comparable, compatible, and consistent, <del>the Zoning Verification Letter a Staff Report</del> will be brought to Hearing Examiner for <del>approval</del> <u>affirmation</u> of the <u>Comparable Use D</u>etermination.</li><li>2. If the PUD ordinance language identifies the Planning Director (or other similar County staff) as the authority to determine a use is comparable, compatible, and consistent, the Zoning Verification Letter will be brought to Hearing Examiner for affirmation of the determination.</li></ol> |
| Pre-Application                            | A pre-application meeting is not required.  |
| Initiation                                 | The <b>applicant</b> files a “ <del>Zoning Verification Letter</del> <u>Comparable Use Determination Application</u> ” with the <del>Planning &amp;</del> Zoning Division.  |
| Application Contents                       | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Property information, including:<ul style="list-style-type: none"><li>• Site folio number;</li><li>• Site Address;</li><li>• <b>Property owner’s</b> name; and</li><li>• Verification being requested.</li></ul></li><li>3. The determination request and the justification for the use by a certified land use <b>planner</b> or a land use attorney.</li><li>4. Additional materials may be requested by staff depending on the use and justification provided.</li><li>5. <b>PUD Ordinance and Development Commitment information.</b></li><li>6. <b>Electronic copies of all documents.</b></li><li>7. <u><a href="#">Addressing checklist.</a></u></li></ol>  |
| Completeness and Processing of Application | The <del>Planning &amp;</del> Zoning Division will review the application for completeness. After submission of the completed application packet accompanied with the required fee, the <b>applicant</b> will receive a mailed or electronic response notifying the <b>applicant</b> that the petition is being processed. Accompanying that response will be a receipt for the payment and the tracking number (i.e., XXPL201200000) assigned to the   |

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petition. This petition tracking number should be noted on all future correspondence regarding the petition.

**Notice** Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

**1. Newspaper Advertisement:** At least 15 days before the hearing in a newspaper of general circulation. The legal advertisement shall include:

- Date, time, and location of the hearing;
- Application number and project name;
- PUD name and ordinance number;
- Proposed permitted use;
- Whether the use will be approved or affirmed by the Hearing Examiner; and
- Description of location.

**Public Hearing** **1.** The Hearing Examiner, [or the BZA](#), shall hold at least 1 advertised public hearing. ⇔ *See Chapter 9 of the Administrative Code for the Office of the Hearing Examiner procedures.*

**Decision maker** The Hearing Examiner [or the BZA](#).

**Review Process** The ~~Planning &~~ Zoning Division will review the application and identify whether additional materials are needed. Staff will prepare a Staff Report to present to the Office of the Hearing Examiner for [affirmation](#) ~~a decision~~.

**Updated**

# 2019 Administrative Code Updates

| Chapter 4  |  |
|--|--|
| Entire Chapter   | <p>Non-substantive changes have been made, including:</p> <ul style="list-style-type: none"> <li>• Minor grammar updates;</li> <li>• Terminology updates;</li> <li>• Division name updates;</li> <li>• In the case of where a bulleted list is present, the bullets have been replaced with letters;</li> <li>• Cross-references to Chapter 1, where additional details can be found, were added within the <i>Initiation</i> and <i>Completeness and Processing of Application</i> sections; and</li> <li>• ‘Affidavit of Authorization’, and ‘Electronic Copies of All Documents’ have been added to all application types that the items are currently missing from.</li> </ul> |
| <b>Ch. 4 A.</b> – Architectural Plans                      | Clarified roof plan requirements for architectural drawings.   |
| <b>Ch. 4 B.</b> – Coastal Construction Setback Line Permit | Revised <i>Applicability</i> for consistency with the LDC. Added ‘Coastal Construction Setback Line information’ to the Site Plan Requirements.  |
| <b>Ch. 4 D.</b> – Early Work Authorization                 | Added ‘Cover Letter’ to <i>Application Contents</i> .  |
| <b>Ch. 4 E.1</b> – Agricultural Land Clearing Permit       | Added ‘Aerial photograph or Site Plan’ information to the <i>Application Contents</i> .  |
| <b>Ch. 4 E.2</b> – Agricultural Clearing Notice            | Clarified the <i>Review Process</i> to specify that the Ag. Clearing Notice will be reviewed in accordance with F.S. § 163.3162(4) or § 823.14(6) and staff will provide correspondence acknowledging the application.   |
| <b>Ch. 4 E.4</b> – Vegetation Removal Permit               | Added information to the <i>Applicability</i> section to clarify when this application is required and to provide consistency with the LDC.  |
| <b>Ch. 4 H.</b> – Sign Permit                              | Clarified <i>Permit Number Displayed</i> section to state that only the current permit number should be displayed to the sign.   |
| <b>Ch. 4 I.2</b> – Site Development Plan                   | <i>Application Contents</i> and <i>Site Development Plan Requirements</i> have been separated out into two sections and items within each of these two sections have been reorganized and clarified for ease of use. Previous <i>Application Contents</i> #20 and #23, Building Plans and Construction Plans, have been removed completely, as these items are not required as part of the SDP review.   |
| <b>Ch. 4 I.3</b> – Site Improvement Plan                   | Added ‘Cover Sheet’ requirements to <i>Application Contents</i> . Items such as: Architectural Plans, Landscaping Plans, Engineer’s Report, and Engineer’s Opinion of Probable Cost, as required, have been added to the <i>Application Contents</i> , for consistency with the SIP application.   |
| <b>Ch. 4 I.6</b> – Nominal Approval Process (NEW SECTION)  | This section has been added per the request of Staff. This is an existing process and application that applies to changes that do not require and insubstantial change or amendment to a Site Development Plan or Site Improvement Plan, or to an existing site in   |

|  |  |
|--|--|
|  | which no site plan exists. All <i>Application Contents</i> are consistent with the existing application.   |
| <b>Ch. 4 L.1-3</b> – Zoning Verification Letters         | All application names within the <i>Initiation</i> sections have been modified for accuracy with existing applications.  |
| <b>Ch. 4 O.</b> – Boat Lift Canopy-Administrative Review | This section was relocated from Chapter 3 – Quasi-Judicial Procedures with a Public Hearing, as it is an administrative process.   |
| <b>Ch. 4 P.</b> – Landscape Plans (NEW SECTION)          | This section has been added per the request of staff as many site development and subdivision applications require a landscape plan as part of the review. Having a separate section to detail the contents of a landscape plan allows for ease of use, and the reduction of duplicative information throughout the Administrative Code. Applications within the Administrative Code that require a landscape plan have been modified to cross-reference this new section. |

## **Chapter 4. Administrative Procedures**

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The permits and approvals listed in this Chapter do not require a public hearing, unless a decision on the permit is appealed.

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#### A. Architectural Plans

|  |  |
|--|--|
| Reference                                  | LDC sections <a href="#">5.05.08</a> and <a href="#">10.02.03</a> .  |
| Applicability                              | Architectural review is required for buildings, structures, and projects as described in LDC <del>sub</del> section <a href="#">5.05.08 B</a> .<br><br>⇔ See Chapter 6 F. of the Administrative Code to request an Alternative Architectural Design.   |
| Pre-Application                            | A pre-application meeting may be required as a component of the submittal of the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application, as applicable.  |
| Initiation                                 | The <b>applicant</b> submits architectural plans to the Development Review Division in conjunction with the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application, as applicable.   |
| Application Contents                       | <del>The application must include the following:</del><br><a href="#">Submittal Credentials</a> : Pursuant to LDC section <a href="#">5.05.08</a> , architectural drawings shall be signed and sealed by a licensed <b>architect</b> registered in the State of Florida.<br><a href="#">The architectural drawings must include the following, as applicable:</a> <ol style="list-style-type: none"><li>1. Scaled elevations for all sides of the building at a minimum of 1/8 in. scale.</li><li>2. Floor plans of each proposed building with dimensions.</li><li>3. <a href="#">A roof plan</a>, <del>if</del> rooftop equipment is proposed, <del>-, scaled wall section from top of roof to grade.</del></li><li>4. Renderings to show materials, color scheme and/or paint chips, and roof color samples, in particular for elevations with multiple colors and/or for colors restricted by the LDC.</li><li>5. For projects subject to LDC <del>sub</del>section <a href="#">5.05.08</a> <del>CD</del>.3 Façade/wall height transition elements must include site sections showing the relationship to adjacent structures.</li><li>6. <a href="#">A scaled wall section from top of roof to grade.</a></li></ol> |
| Completeness and Processing of Application | The Architectural Plans are processed in conjunction with the Site Development Plan, Site Development Plan Amendment, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application, as applicable.   |
| Notice                                     | No notice is required.   |
| Public Hearing                             | No public hearing is required.   |

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**Decision maker** The County Manager or designee.

**Review Process** The Architectural Plans will be reviewed by the Development Review Division as part of the Site Development Plan, Site Improvement Plan, Alternative Architectural Design Standards Plan, or Building Permit application.

Updated

## B. Coastal Construction Setback Line Permit

**Reference** LDC ~~sub~~section 10.02.06 G.

**Applicability** This procedure applies to the following activities seaward of the Coastal Construction Setback Line (CCSL), unless exempt by LDC section 10.02.06 G.4:

1. Construction of dune walkovers.
2. Creation, restoration, re-vegetation or repair of the dune or other natural area seaward of the CCSL on an individual parcel of land.
- ~~3. Activities that temporarily alter ground elevations, such as artificial beach nourishment projects, excavation, or maintenance dredging of inlet channels.~~

**Pre-Application** A pre-application meeting is not required.

**Initiation** The **applicant** files a "Coastal Construction Setback Line Permit Application" with the Development Review Division.  
↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents** The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
  - a. Legal description;
  - b. Address of subject property;
  - c. Proposed activity; and
  - d. Proposed dates to start and end work.
3. **Addressing checklist.**
4. An aerial photograph with the property clearly delineated and the proposed areas for site improvements.
5. Site Plan, depicting the following:
  - a. General location of lot;

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- b. All lot dimensions;
- c. The established Coastal Construction Control Line as established by law (1974~~89~~), if applicable;
- d. The established Coastal Construction Setback Line as established by law (1975);
- e. Location of area of the proposed work;
- f. Location of the landward and seaward edges of the dune (vegetation line) and a rough profile of the existing dune;
- g. Approximate locations of existing structures on adjacent lots; and
- h. Vegetation inventory of the area of proposed work.

6. Affidavit of Authorization.

7. Permits: All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting. Permits may include, but shall not be limited to:

- a. Florida Department of Environmental Protection (FDEP) permits; and
- b. Vehicle on the Beach permit. This permit shall be obtained if it is necessary to use a vehicle on the beach for completion of the project. The permit shall be obtained and the work shall be completed prior to Sea Turtle Nesting Season (May 1<sup>st</sup> through October 31<sup>st</sup>).

Completeness and  
Processing of  
Application

~~The Natural Resources Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XX201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.~~  
↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The ~~Natural Resources Department~~ Development Review Division will approve, approve with conditions, or deny a Coastal Construction Setback Line permit based on criteria in ~~LDC sub~~section 10.02.06 G.

Updated



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## C. Certificate of Public Facility Adequacy (COA)

### C.1. COA for Roadways

**Reference** LDC section 10.02.07 and **Code of Laws and Ordinances** section 74-302(h).

- Applicability**
1. A certificate of public facility adequacy (COA) is required for any development that generates additional impacts or demands on public facilities. A COA ensures that adequate public facilities are available and no development orders subject to concurrency regulation are issued unless adequate public facilities are available to serve the proposed development.
  2. An application for a COA shall only be submitted as part of an application for one of the following development orders:
    - a. A final subdivision plat and amendments thereof;
    - b. A final approved site development plan or site improvement plan and amendments thereof;
    - c. A building permit or mobile home tie-down permit issued by the County; or
    - d. As provided for in an enforceable development agreement with Collier County pursuant to the provisions of F.S. § 163.3220 - 163.3242 or another agreement acceptable to the BCC, in conjunction with the approval of a development order and/or a certificate of public facility adequacy.
  3. The following are exempt from concurrency review ⇔ See **LDC section 10.02.07** for further information:
    - a. Certain development of regional impact (DRI) orders that were approved prior to January 10, 1989; ⇔ See **LDC ~~sub~~section 10.02.07 B** for exemptions to this provision.
    - b. Construction of public facilities that are consistent with the Collier County Growth Management Plan;
    - c. Temporary construction and development permits;
    - d. Replacement, reconstruction, and repair of existing development;
    - e. Temporary use permits, not to exceed 1 year; and
    - f. Development that is subject to a vested rights determination.

**Pre-application** A pre-application meeting may be required as a component of the submittal of the Construction Plans and Final Subdivision Plat and amendments thereof, Site Development Plan, Site Development Plan Amendment, and Site Improvement Plan, as applicable.

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|  |   |
|--|---|
| Initiation                                 | <p>The <b>applicant</b> files a “<i>Collier County Certificate of Public Facility Adequacy Application</i>” with the requested development order application with the Capital Project Planning, Impact Fees and Program Management Division or the Building <u>Plan Review and Inspection Division</u><del>Department</del>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>  |
| Application Contents                       | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Reason for application, i.e. what type of development order.</li><li>3. Type of development.</li><li>4. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Legal description;</li><li>• <u>b.</u> <b>Property identification number;</b></li><li>• <u>c.</u> Section, township and range; and</li><li>• <u>d.</u> Subdivision, unit, lot/parcel and block, or metes and bounds description.</li></ul></li><li>5. Development information, including whether there are previous structures on the property.</li><li>6. Estimated Transportation Impact Fee calculations.</li></ol> |
| Completeness and Processing of Application | <p><del>Impact Fee Administration will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number used for the requested development order will be included on the application (i.e., XX201200000). This petition tracking number should be noted on all future correspondence regarding the petition.</del></p> <p><u>↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u></p>   |
| Notice                                     | No notice is required.  |
| Public Hearing                             | No public hearing is required.  |
| Decision Maker                             | The County Manager or designee.   |
| Review Process                             | <p><del>Impact Fee Administration</del><u>The Capital Project Planning, Impact Fees, and Program Management Division</u> will review the application, identify whether additional materials are needed, and verify the calculations of fees in accordance with <b>LDC</b> <del>sub</del>section <b>10.02.07 C</b> and <b>Code of Laws and Ordinances</b> section 74- 201.</p>   |
| 1 yr. Traffic Capacity Reservation and     | <ol style="list-style-type: none"><li>1. Pursuant to <b>LDC</b> <del>sub</del>section <b>10.02.07 C.4</b>, the <del>Engineering Services Department</del> <u>Capital Project Planning, Impact Fees, and Program Management Division</u> shall review the Traffic Impact Study (TIS) for concurrency. The <del>Engineering Service</del></li></ol>   |

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|  |  |
|--|--|
| Estimated Impact<br>Fee Payment            | <del>Department</del> <u>Capital Project Planning, Impact Fees, and Program Management Division</u> shall set aside and allocate a 1-year Traffic Capacity Reservation from the date of TIS approval by Staff for all or part of the proposed development.<br><br><b>2.</b> Within 1 year of TIS approval the <b>applicant</b> must receive approval of the requested development order and shall pay the applicable roadway impact fees to obtain the COA.<br><br><b>3.</b> If the requested development order is not approved within 1 year of the TIS approval date, the <b>applicant</b> may petition the BCC to extend the Traffic Capacity Reservation for 1 year. |
| Failure to Pay<br>Estimated Impact<br>Fees | If the requested development order is approved and the <b>applicant</b> fails to pay the road impact fees as required by <b>Code of Laws and Ordinances</b> section 74-302 within the 1- <u>year</u> Traffic Capacity Reservation period, the 1-year Traffic Capacity Reservation shall be invalid and the <b>applicant</b> shall re-apply for a COA.  |
| Final Impact Fee<br>Payment                | At the time of building permit application, the road impact fees will be calculated based on the intensity of development permitted for construction and the road impact fee schedule in effect at the time of the building permit(s) application submittal. The <b>applicant</b> shall pay any additional road impact fees that are due over the estimate, prior to the issuance of the building permit(s).   |
| Appeal<br>Updated                          | Appeal of a COA shall be pursuant to <b>Code of Laws and Ordinances</b> section 250-58.  |

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### **C.2. COA for Non-Roadway public facilities**

- Reference** LDC section 10.02.07 and **Code of Laws and Ordinances** section 74-302.
- Applicability** Certificates of public facility adequacy for non-roadway “Category A” capital improvements shall be issued simultaneously with the issuance of the building permit.

DRAFT

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## D. Early Work Authorization (EWA)

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section <u>10.01.02 B.</u>  |
| Applicability        | This procedure applies to a request for an Early Work Authorization (EWA). The <del>Engineering Services Department</del> <u>Development Review Division</u> may approve an EWA permit for one or more of the following activities: <ul style="list-style-type: none"><li>• <u>a.</u> Vegetation removal (site clearing);</li><li>• <u>b.</u> Excavations;</li><li>• <u>c.</u> Site filling;</li><li>• <u>d.</u> Construction of stormwater management facilities limited to ponds, lakes, retention/detention areas, interconnection culverts, and swale systems;</li><li>• <u>e.</u> Off-site infrastructure; and</li><li>• <u>f.</u> Construction of a perimeter landscape buffer, berm, wall, or fence.</li></ul>  |
| Pre-application      | A pre-application meeting is not required.   |
| Initiation           | The <b>applicant</b> files an “ <i>Application <del>F</del>or Early Work Authorization (EWA)</i> ” with the Development Review Division.<br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>   |
| Application Contents | The application must include the following: <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <u>Cover letter describing the scope of work proposed under the EWA.</u></li><li>3. <u>Original SDP/PPL AR/PL number.</u></li><li><del>34.</del> Right-of-way permit number.</li><li><del>45.</del> Plan Cover Sheet.</li><li><del>56.</del> Excavation Plan.</li><li><del>67.</del> Clearing Plan.</li><li><del>78.</del> Erosion Control Plan.</li><li><del>89.</del> Fill Plan.</li><li><del>910.</del> A vegetation bond in the form of a performance bond, letter of credit, or cash bond in the amount of \$2,000 per acre shall be posted for stabilization with vegetation in accordance with LDC <del>sub</del>section <u>4.06.04 A.3.</u></li><li><del>110.</del> Copies of the following if available and applicable:</li></ol> |

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- a. DEP Permit;
- b. USACE Permit; and
- c. SFWMD Environmental Resource Permit (ERP).

**121.** Owner/agent affidavit as to the correctness of the application.

**132.** Letter of Authorization, if required.

**143.** Addressing checklist.

**Completeness and Processing of Application** The Engineering Services Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XX201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

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

**Decision Maker** The County Manager or designee.

**Review Process** The ~~Engineering Services Department~~ Development Review Division will review the application and identify whether additional materials are needed. Staff will ~~prepare a letter of approval or denial~~ review the request based on the criteria identified in LDC subsection 10.01.02 B.

**Pre-Construction Meeting** A pre-construction meeting shall be scheduled with the ~~Engineering Services Department~~ Development Review Division prior to the commencement of work. All Federal, State, and local permits shall be submitted prior to commencement and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

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## E. Vegetation Removal Applications

### E.1. Agricultural Land Clearing Permit

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section 10.02.06.C and F.S. § 163.3162(4) or 823.14(6).   |
| Applicability        | <p>This procedure applies to any request to receive an Agricultural Land Clearing permit which is required for agricultural operations that fall outside the scope of the Agricultural Lands and Practices Act, F.S. § 163.3162(4) or the Right to Farm Act, F.S. § 823.14(6). ⇨ <i>See Chapter 4 E.2 of the Administrative Code for the Agricultural Land Clearing Notice.</i></p> <p>Exemptions for an Agricultural Clearing permit are identified in LDC <del>sub</del>section 10.02.06 C.1.d.</p>  |
| Pre-Application      | A pre-application meeting is not required.   |
| Initiation           | <p>The <b>applicant</b> files an “<i>Agricultural Clearing Permit Application</i>” with the Development Review Division.</p> <p><u>⇨ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents | <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>• <u>a.</u> Legal description;</li><li>• <u>b.</u> Acreage;</li><li>• <u>c.</u> Proposed acreage to be cleared; and</li><li>• <u>d.</u> Street address of subject property.</li></ul></li><li><b>3. Zoning information, including:</b><ul style="list-style-type: none"><li>• <u>a.</u> Zoning district, including zoning overlays; and</li><li>• <u>b.</u> Proposed agricultural use.</li></ul></li><li><b>4. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly.</b></li><li><b>5. Special Treatment (ST) permit <u>information</u>, if one has been previously granted.</b></li><li><b>6. Pursuant to LDC <del>sub</del>section 10.02.06 C:</b><ul style="list-style-type: none"><li>• <u>a.</u> Silviculture operation information and management plan, prepared by a forester or resource manager, if applicable;</li><li>• <u>b.</u> Generalized vegetation inventory and clearing plan;</li></ul></li></ol> |

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- c. Data on wetland impacts and protected wildlife species habitat subject to the GMP, Conservation and Coastal Management Element, and the **LDC**, if applicable; and
  - d. Signed agreements.
7. An aerial photograph or Site Plan that includes a general vegetation inventory identifying the acreages of existing native vegetation on site and proposed clearing plan.
8. Affidavit of Authorization.
9. Prior to the clearing of the land, the following state and federal permits shall be submitted, if applicable:
- a. SFWMD consumptive use permit or exemption (for the withdrawal of water);
  - b. SFWMD surface water management permit or exemption (for control of surface water, i.e. dikes and ditches); and
  - c. US Army Corps of Engineers permit (for wetland impacts).

#### Completeness and Processing of Application

~~The Natural Resources Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XX201200000) will be assigned to the permit. This permit tracking number should be noted on all future correspondence regarding the petition.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process The ~~Natural Resources Department~~ Development Review Division will approve, approve with conditions, or deny the agricultural clearing permit in writing based on criteria in **LDC** ~~subsection 10.02.06 C.~~

Updated



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## E.2. Agricultural Clearing Notice

|  |   |
|--|---|
| Reference  | LDC <del>sub</del> section <u>10.02.06 C</u> and F.S. § 163.3162(4) or 823.14(6)  |
| Applicability  | This procedure applies to a request to receive an Agricultural Clearing Notice which is required for agricultural operations that fall within the scope of the Agricultural Lands and Practices Act, F.S. § 163.3162(4) or the Right to Farm Act, F.S. § 823.14(6).   |
| Pre-Application  | A pre-application meeting is not required.  |
| Initiation   | <p>The <b>applicant</b> files an “<i>Application for an Agricultural Clearing Notification</i>” with the Development Review Division.</p> <p>Pursuant to sections F.S. § 163.3162(4) or 823.14(6), the <b>property owner</b> shall file the application no later than 60 days prior to the removal of vegetation.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents <del>for a Land clearing notice</del> | <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>• <u>a.</u> Legal description;</li><li>• <u>b.</u> Street address of subject property;</li><li>• <u>c.</u> Current property acreage;</li><li>• <u>d.</u> Proposed acreage to be cleared;</li><li>• <u>e.</u> Acreage of existing native vegetation on site; and</li><li>• <u>f.</u> Date of clearing to begin and expected date of clearing completion.</li></ul></li><li><b>3. Zoning information, including:</b><ul style="list-style-type: none"><li>• <u>a.</u> Zoning district, including zoning overlays;</li><li>• <u>b.</u> Proposed agricultural use; and</li><li>• <u>c.</u> Basis of property exemption from local regulation pursuant to Agricultural Lands and Practices Act section 163.3162(4) F.S. and the Right to Farm Act section 823.14(6) F.S.</li></ul></li><li><del>4. The date on which land clearing will begin.</del></li><li><del>5. The date on which land clearing is expected to be completed.</del></li><li><u>6.4.</u> An aerial photograph or site plan that includes a general vegetation inventory identifying the acreage of existing native vegetation on site and proposed clearing plan.</li></ol> |

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- ~~75.~~ Proof that the property is classified as agricultural by property appraiser, i.e. Agricultural Exemption.
- ~~86.~~ Description and evidence of bona fide agricultural operations.
- ~~97.~~ List Best Management Practices, interim measure or regulations governing the agricultural operation.
- ~~108.~~ Signed agreements, pursuant to LDC ~~sub~~section 10.02.06 C.2.

#### 9. Affidavit of Authorization.

#### Completeness and Processing of Application

~~The Natural Resources Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XXX201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process ~~The Natural Resources Department will approve or deny the agricultural clearing permit in writing based on F.S. § 163.3162(4) or § 823.14(6). Where the agricultural clearing permit is denied, the letter shall state the reason(s) for denial.~~The Development Review Division will review the Agricultural Clearing Notice application in accordance with F.S. § 163.3162(4) or § 823.14(6) and provide correspondence to the applicant acknowledging the Agricultural Clearing Notice.

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#### E.3. Cultivated Tree Removal Permit

|                      |   |
|----------------------|---|
| Reference            | LDC <del>sub</del> section 10.02.06 I.  |
| Applicability        | <p>The Cultivated Tree Removal Permit applies to the removal or relocation of any tree or palm installed for landscaping and which is not a part of a preserve.</p> <p>The provisions of this section are applicable to all development except for single-family <u>and two-family</u> home sites. However, such single-family <u>and two-family</u> home sites shall maintain the minimum number of trees required by the landscape code, identified in LDC section 4.06.05.</p>   |
| Initiation           | <p>The <b>applicant</b> files a "<del>Landscape Tree Removal for Cultivated Landscapes</del><u>Cultivated Tree Removal Permit</u>" application with the Development Review Division.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>  |
| Pre-Application      | A pre-application meeting is not required.  |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Detailed description of property location; and</li><li>• <u>b.</u> Address of subject property.</li></ul></li><li>4. Reason for proposed tree removal and a brief description of trees to be removed.</li><li>5. Photographs of specific tree related problems or damage, if applicable.</li><li>6. Any professional recommendation of an arborist, urban forester, or <b>landscape architect</b>, if available.</li><li>7. Endangered Wildlife Habitat information.</li><li>8. Types of trees to be used for replacement.</li><li>9. <b>Proof of ownership</b> such as a warranty deed or tax statement.</li><li>10. A site plan depicting the following:<ul style="list-style-type: none"><li>• <u>a.</u> Location and type of proposed trees to be removed;</li></ul></li></ol> |

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- b. Location of proposed replacement or relocated trees, buildings, paved areas, structures and utilities and type of trees proposed for replacement;
- c. The Development Review Division may require the site plans be prepared by a **landscape architect** registered in the State of Florida when the tree removal exceeds 10 trees; and
- d. If the site plan does not provide sufficient information to determine which trees will be affected by the proposed tree removals, the Development Review Division may require that a tree survey of the site be prepared and submitted to the Development Review Division for review.

11. The name, phone number, and mailing address of all registered Home Owners Association's that could be affected by the application.

12. Separate letters stating the following, if applicable:

- a. The removal of the tree(s) in question is approved by the HOA; and
- b. If the application is submitted by an agent, a letter from the homeowner/**property owner** stating the removal of the tree is approved.

#### 13. Affidavit of Authorization.

#### Completeness and Processing of Application

~~The Planning & Zoning Division 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The County Manager or designee will review and approve, approve with conditions, or deny the application based on criteria outlined in **LDC** ~~sub~~section 10.02.06 I.

Updated

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#### E.4. Vegetation Removal Permit

|                      |   |
|----------------------|---|
| Reference            | LDC section <u>3.05.00</u> .  |
| Applicability        | <p>This process applies to <u>the following activities, or</u> a request to remove protected vegetation, as defined in <del>the LDC</del> <u>section 3.05.04</u>, other than that planted for landscaping:</p> <ol style="list-style-type: none"><li><u>1. The removal of exotic vegetation by mechanical means;</u></li><li><u>2. To clear additional acreage on a single-family residential lot for permitted accessory uses beyond the one acre of clearing allowed by the building permit for the house; and</u></li><li><u>3. To clear native vegetation in order to construct a perimeter fence.</u></li></ol> <p>↔ See LDC section <del>3.05.00</del><u>02</u> for exemptions.</p> <p>↔ See Chapter 4 E.5 of the Administrative Code for Vegetation Removal and Site Filling</p> |
| Initiation           | <p>The <b>applicant</b> files a “Vegetation Removal Permit” application with the <del>Natural Resources Department</del><u>Development Review Division</u>.</p> <p>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</p>  |
| Pre-Application      | A pre-application meeting is not required.  |
| Application Contents | <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. Addressing checklist.</b></li><li><b>3. Property information, including:</b><ul style="list-style-type: none"><li>• <u>a.</u> Legal description;</li><li>• <u>b.</u> Detailed location and description of property;</li><li>• <del>Directions to subject site;</del></li><li>• <u>c.</u> Reason for proposed removal and brief description of the vegetation to be removed;</li><li>• <u>d.</u> Total acreage to be removed;</li><li>• <u>e.</u> Proposed method of vegetation removal; and</li><li>• <u>f.</u> Proposed methods to protect vegetation to be preserved.</li></ul></li><li><b>4. Proof of Ownership.</b></li></ol>       |

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5. Owner/agent affidavit as to the correctness of the application and affirmation of compliance with the conditions of the permit.
6. A generalized vegetation inventory which includes:
  - a. Generalized vegetation inventory superimposed on a current aerial. A generalized vegetation inventory shall show the approximate location and extent of vegetation on the site. The inventory shall be based upon the most current available information. The inventory shall be in the form of an aerial or a field survey, and may be accompanied by photographs illustrating typical areas of vegetation referenced to positions on the aerial or survey, but shall clearly indicate habitat types and protected vegetation. The generalized vegetation inventory shall be prepared in some manner which clearly illustrates the relationships between the areas of vegetation and the proposed site improvements.
  - b. Generalized written assessment and evaluation, if requested. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities which have been identified on the site. The assessment shall include an evaluation of character and quality of the plant communities identified, including their rarity, viability, and such other physical characteristics and factors that may affect their preservation, and presence of any bald eagle nests. The inventory assessment and evaluation shall be prepared by a person knowledgeable in the identification and evaluation of vegetative resources, such as a forester, biologist, ecologist, horticulturist, **landscape architect**, or certified nurseryman.
  - c. Reasonable additional information. The County Manager or designee may require that the application include additional information which is reasonable and necessary to demonstrate compliance with the criteria in LDC section 3.05.04 and 3.05.05.
7. A site plan which depicts the following:
  - a. Property dimensions;
  - b. Location of existing infrastructure and alterations;
  - c. Location of proposed structures, infrastructure, and alterations;
  - d. The location and species of all protected vegetation. Large stands of a single species, such as cypress heads, may be indicated as a group with an approximate number or area;
  - e. Designation of all protected vegetation proposed for removal; and

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- f. Location and details of protective barricading of the vegetation to be retained.

#### 8. Affidavit of Authorization.

9. County Permits: All County permits and necessary applications requiring County approval and other permitting and construction related items, including but not limited to the following, shall be submitted and approved with the Vegetation Removal Permit:

- a. Building permits (except in accordance with **LDC** ~~subsection~~ 4.06.04 A);
- b. Special Treatment (ST) development permits; and
- c. Any other required county approvals.

~~9~~10. Non-County Permits: All non-County permits, including but not limiting to the following, shall be submitted prior to vegetation removal:

- a. U.S. Army Corps of Engineers permits;
- b. Florida DEP permits or exemptions;
- c. U.S. Fish and Wildlife Service permits or exemptions;
- d. Florida Fish and Wildlife Conservation Commission permits or exemptions;
- e. SFWMD permits or exemptions; and
- f. Other applicable agency reviews or permits or exemptions.

#### Completeness and Processing of Application

~~The Natural Resources Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XX201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.~~

⇔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process The ~~Natural Resources Department~~Development Review Division will approve, approve with conditions, or deny the permit based on criteria in **LDC** section 3.05.05.

Updated

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## E.5 Vegetation Removal and Site Filling Permit (VRSFP)

|                      |   |
|----------------------|---|
| Reference            | LDC section <u>4.06.04.</u>   |
| Applicability        | <p>This process applies to a request to clear and fill land for residential, commercial, or industrial lots or building sites where lakes are excavated within a PUD or project, and where an approved SDP, SIP, or PPL has identified the lot or site for future development.</p> <p>Pursuant to LDC section <u>4.06.04</u> the VRSFP does not apply to the Golden Gate Estates subdivision.</p> <p>↔ See LDC section <u>3.05.02</u> for exemptions for vegetation clearing.</p> <p>↔ See Chapter 5 D. for Construction Plans and Final Subdivision Plats.</p>   |
| Initiation           | <p>The <b>applicant</b> files a “Vegetation Removal and Site Filling Application” with the <del>Engineering Services Department</del><u>Development Review Division</u>.</p> <p>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</p>   |
| Pre-Application      | A pre-application meeting is not required.  |
| Application Contents | <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. Addressing checklist.</b></li><li><b>3. <u>Property information, including:</u></b><del>Legal description of the subject property.</del><ol style="list-style-type: none"><li><u>a. Legal description of the subject property;</u></li><li><u>b. Detailed location and description of the subject property; and</u></li><li><u>c. Reason for proposed clearing/filling.</u></li></ol><del>4. Detailed location and description of the subject property.</del><del>5. Reason for proposed clearing/filling.</del><del>6. Disclosure of ownership.</del><del>7. Owner/agent affidavit as to the correctness of the application and affirmation of compliance with the conditions of the permit;</del><del>8. Site Filling/Grading Plan, if requested.</del><del>9. Site re-vegetation plan, if requested.</del><del>10. Site Stabilization Plan for areas impacted by vegetation removal and/or site filling.</del></li></ol> |



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- ~~11~~9. Vegetation removal requirements, if requested.
- ~~12~~10. Site plan with area requested for clearing delineated.
- ~~13~~11. A Vegetation Relocation Plan, if applicable. ⇔ See **LDC** ~~subsection~~ 3.05.05 H.
- ~~14~~12. A management plan, if applicable.
- ~~15~~13. Environmental Data Requirements, ⇔ See **LDC** ~~subsection~~ 3.08.00 A.
- ~~16~~14. Generalized vegetation inventory, which includes:
- a. Generalized vegetation inventory superimposed on a current aerial. A generalized vegetation inventory shall show the approximate location and extent of vegetation on the site. The inventory shall be based upon the most current available information. The inventory shall be in the form of an aerial or a field survey, and may be accompanied by photographs illustrating typical areas of vegetation referenced to positions on the aerial or survey, but shall clearly indicate habitat types and protected vegetation. The generalized vegetation inventory shall be prepared in some manner which clearly illustrates the relationships between the areas of vegetation and the proposed site improvements.
  - d. Generalized written assessment and evaluation. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities which have been identified on the site. The assessment shall include an evaluation of character and quality of the plant communities identified, including their rarity, viability, and such other physical characteristics and factors that may affect their preservation, and presence of any bald eagle nests. The inventory assessment and evaluation shall be prepared by a person knowledgeable in the identification and evaluation of vegetative resources, such as a forester, biologist, ecologist, horticulturist, **landscape architect**, or certified nurseryman.
  - c. Reasonable additional information. The County Manager or designee may require that the application include additional information which is reasonable and necessary to demonstrate compliance with the criteria in **LDC** section 3.05.04 and 3.05.05.

#### 15. Affidavit of Authorization.

##### Completeness and Processing of Application

~~The Engineering Services Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., XX201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.~~

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↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

|                   |   |
|-------------------|---|
| Notice            | No notice is required.  |
| Public Hearing    | No public hearing is required.  |
| Decision maker    | The County Manager or designee.   |
| Posting of a bond | A bond, letter of credit, or cash bond shall be posted for a permit within a subdivision, pursuant to LDC <del>sub</del> section 4.06.04. A.3.e.  |
| Review Process    | The <del>Engineering Services and Natural Resources Departments</del> <u>Development Review Division</u> will approve, approve with conditions, or deny the permit based on criteria in LDC <del>sub</del> section 4.06.04 A. |
| Updated           |   |

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## F. Mixed Use Project – Administrative Approval

|  |  |
|--|--|
| Reference                                  | LDC sections <u>10.02.15</u> and <u>4.02.16</u> .  |
| Applicability                              | This procedure applies to a request for a mixed use project (MUP) within the Bayshore Gateway Triangle Redevelopment Area that is not seeking a Density Bonus and/or is eligible for administrative deviations pursuant to LDC <del>sub</del> sections <u>10.02.15 A.1</u> and <u>10.02.15 B</u> .   |
| Eligible Applicants                        | <b>Property owners</b> in the following zoning districts: <ul style="list-style-type: none"><li>• <u>a.</u> Bayshore Mixed Use District, Neighborhood Commercial (BMUD-NC) Subdistrict</li><li>• <u>b.</u> Bayshore Mixed Use District, Waterfront (BMUD-W) Subdistrict</li><li>• <u>c.</u> Gateway Triangle Mixed Use District Overlay, Mixed Use District (GTMUD-MXD) Subdistrict.</li></ul>   |
| Pre-application                            | A pre-application meeting is required.   |
| Initiation                                 | The <b>applicant</b> files a “ <i>Mixed Use Project Plan (MUP) – Administrative Approval</i> ” application with the Development Review Division.<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>   |
| Application Contents                       | Pursuant to LDC <del>sub</del> section <u>10.02.15 A.1.b</u> , MUPs that may be administratively approved shall follow the applicable submittal requirements of a site development plan. ↔ See Chapter 4 I. of the Administrative Code for additional information.   |
| Completeness and Processing of Application | <del>The Planning &amp; Zoning Division 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., XXX201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.</del><br><u>↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u> |
| Notice                                     | No notice is required.   |
| Public Hearing                             | No public hearing is required.   |
| Decision maker                             | The County Manager or designee.  |
| <del>Staff</del> Review Process            | The Development Review Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the LDC <del>sub</del> section <u>10.02.15 A.1</u> . and <u>10.02.15 B</u> .   |

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**Appeals** Administrative appeals shall be in accordance with the **Code of Laws and Ordinances** section 250-58.

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## G. Official Interpretation of the Land Development Code

|   |   |
|---|---|
| Reference   | LDC section <u>1.06.01</u> and LDC Public Notice <del>subsection</del> <u>10.03.06 P.</u>   |
| Applicability   | Any affected person, resident, developer, land owner, or entity that is subject to the LDC may make a request to clarify the requirements for development approval or the meaning of a particular term, phrase, or requirement of the LDC.  |
| Pre-Application   | A pre-application meeting is not required.  |
| Initiation  | The <b>applicant</b> files an “ <i>Application for Official Interpretation</i> ” with the <del>Planning &amp;</del> Zoning Division.<br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents  | The application must include the following: <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Request details, pursuant to LDC section <u>1.06.01</u>:<ul style="list-style-type: none"><li>• <u>a.</u> Each request must identify the specific LDC citation to be interpreted; and</li><li>• <u>b.</u> A request for interpretation may contain no more than 3 issues or questions. The request must not contain a single question with more than three sub-issues or questions. If it is determined by the appropriate official that the request for interpretation contains more than three issues, the <b>applicant</b> will be required to submit a separate request accompanied by the applicable fees.</li></ul></li><li>3. An interpretation of the request prepared by the <b>applicant</b>. The interpretation shall include justification for the request.</li></ol> |
| Completeness and Processing of Application                                | <del>After submission of the completed application packet accompanied with the required fee, the <b>applicant</b> will receive an electronic response notifying the <b>applicant</b> 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.</del><br><u>↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u>   |
| Notice – For interpretation of County wide application of the GMP and LDC | Notification requirements are as follows. ↔ <i>See Chapter 8 of the Administrative Code for additional notice information.</i>  |

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1. **Newspaper Advertisements:** Upon issuance of the interpretation, the County Manager or designee shall provide a legal advertisement that is published in a newspaper of general circulation. The advertisement shall include at a minimum:
  - a. Brief summary of interpretation;
  - b. Location of affected property; and
  - c. Appeal time frame.

#### Notice- For interpretations affecting a specific parcel of land

Notification requirements are as follows. ⇔ *See Chapter 8 of the Administrative Code for additional notice information.*

1. **Notification of affected property owner:** If an official interpretation has been requested by an affected party other than the **property owner**, Collier County shall notify the **property owner** that an official interpretation has been requested.
2. **Mailed Notice:** Upon issuance of the interpretation, the County Manager or designee shall provide written notice of the interpretation to **property owners** within 300 feet of the property lines of the land for which the interpretation is requested.
3. **Newspaper Advertisements:** Upon issuance of the interpretation, the County Manager or designee shall provide for a legal advertisement that is published in a newspaper of general circulation. The advertisement shall include at a minimum:
  - a. Brief summary of interpretation;
  - b. Location of affected property;
  - c. Appeal time frame; and
  - d. Project Location Map, ~~if site specific.~~

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

**Decision maker** The County Manager or designee.

- Review Process**
1. The ~~Planning & Zoning~~ Division shall determine whether the request is complete. If the ~~Department~~Division determines that the request is not complete, the ~~Department~~Division shall identify the deficiencies in a written notice to the **applicant**. The ~~Department~~Division shall take no further action on the request for the official interpretation until the deficiencies are addressed.
  2. After the request for the official interpretation is complete, the County Manager or designee shall review and evaluate the request in light of the Growth Management Plan and **LDC**, as applicable, and render an official interpretation.
  3. The County Manager or designee may consult with the county attorney and other county departments before rendering an interpretation. Prior to the

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release of the official interpretation to the **applicant**, the official interpretation shall be reviewed by the county attorney for legal form and sufficiency.

4. The interpretation shall be in writing and shall be sent to the **applicant** by certified mail with a return receipt requested.

**Timing** ~~Pursuant to LDC section, e~~ Official interpretations shall be rendered within 45 days of issuance of a determination of completeness.

**Official Record** The County Manager or designee shall maintain an official record of all interpretations rendered. The official interpretations shall be available for public inspection during normal business hours.

**Appeals** An official interpretation may be appealed to the BZA by the **applicant**, affected **property owner**, aggrieved, or adversely affected party within 30 days from the receipt by the **applicant** or affected **property owner** of the written official interpretation or within 30 days of the newspaper publication. ⇔ *See Chapter 3 A. of the Administrative Code.*

**Updated**

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## H. Sign Permit

|                      |  |
|----------------------|--|
| Reference            | LDC section <u>5.06.00</u> .   |
| Applicability        | This procedure applies to any construction, installation, rebuilding, reconstruction, relocation, alteration, or change in the sign, including a change in the graphics or message of any sign.  |
| Pre-application      | A pre-application meeting is not required.   |
| Initiation           | <p>The <b>applicant</b> files a Sign Permit application with the Operations &amp; Regulatory Management <del>Department</del><u>Division</u>.</p> <p>The Sign Permit can be downloaded from the Collier County website by following this link: <a href="http://www.colliergov.net/index.aspx?page=3428">http://www.colliergov.net/index.aspx?page=3428</a>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>  |
| Application Contents | <p>Submittal Credentials: All drawings, plans, and specifications for pole signs, projecting signs, and any ground sign over 32 square feet or 8 feet in height shall be submitted by a Florida certified design professional.</p> <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Notarized approval letter from <b>property owner</b> or management company.</li><li>3. The legal description and the street address of the property upon which the sign is to be erected.</li><li>4. The dimensions of the sign including height.</li><li>5. The graphics/message to be placed on the sign face.</li><li>6. If the sign or sign graphics/message is illuminated or electronically operated, the technical means by which this is to be accomplished.</li></ol> |



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#### Additional Requirements for Wall Signs

In addition to the application contents mentioned above, applications for a Wall Sign must also include the following, pursuant to **LDC** section **5.06.11**:

1. Two copies of the Construction Drawings, including:
  - a. Method of attachment or Engineering;
  - b. Color rendering; and
  - c. Dimensions of signage.
2. Two copies of the Elevation Drawings, including:
  - a. Identifying the height and width of the unit or building;
  - b. Placement of sign on elevation;
  - c. 10 percent clear area; and
  - d. Site plan showing location if more than 1 wall sign is applied for. ⇔ See *Freestanding Sign site plan requirements below.*

#### Additional Requirements for Freestanding Signs

In addition to the application contents mentioned above, applications for a Freestanding Sign must also include the following, pursuant to **LDC** section **5.06.11**:

1. Two copies of the Construction Drawings, including:
  - a. Method of attachment or Engineering;
  - b. Color rendering; and
  - c. Dimensions of signage.
2. Two copies of the Site Plans, including:
  - a. Showing placement of sign;
  - b. Showing setbacks from sign to property lines;
  - c. Showing road frontage dimensions; and
  - d. Showing location.

#### Completeness and Processing of Application

~~The Operations and Regulatory Management 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 permit is being processed. Accompanying that response will be a receipt for the payment and the tracking number assigned to the permit. This permit tracking number should be noted on all future correspondence regarding the petition.~~  
⇔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

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|                                |  |
|--------------------------------|--|
| <b>Public Hearing</b>          | No public hearing is required.   |
| <b>Decision maker</b>          | The County Manager or designee.  |
| <b>Review Process</b>          | The Operations and Regulatory Management <del>Department</del> <u>Division</u> will review the application utilizing the criteria identified in <b>LDC</b> section <u>5.06.00</u> .  |
| <b>Permit Number Displayed</b> | Following approval, <u>only</u> the <u>current</u> permit number shall be displayed or affixed at the base of the sign structure, and <ul style="list-style-type: none"><li>• <u>a.</u> Shall have the same life expectancy as the sign;</li><li>• <u>b.</u> Shall be clearly legible to a person standing five feet in front of the base of the sign; and</li><li>• <u>c.</u> Shall be at least one-half inch (½”) in height.</li></ul> |

Updated

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## I. Site Development Plan

### I.1. Conceptual Site Plan (CSP)

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section 10.02.03 C.   |
| Applicability        | This procedure applies to any request for a Conceptual Site Plan, which is designed to be an informal review and approval process that may precede a Site Development Plan approval.   |
| Pre-Application      | A pre-application meeting is not required.   |
| Initiation           | The <b>applicant</b> files an “ <i>Application for Conceptual Site Plan (CSP)</i> ” with the Development Review Division.<br><br><a href="#">↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</a>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Narrative description of the project.</li><li>3. Property information, including:<ul style="list-style-type: none"><li>• <a href="#">a.</a> Legal description;</li><li>• <a href="#">b.</a> <b>Property identification number;</b></li><li>• <a href="#">c.</a> Assigned project <b>planner;</b> and</li><li>• <a href="#">d.</a> Total acreage of subject site.</li></ul></li><li>4. Two site plans, drawn to scale, showing the location of proposed infrastructure and buildings, zoning and land use of subject and surrounding properties, and required perimeter landscape buffer and building setbacks, including:<ul style="list-style-type: none"><li>• <a href="#">a.</a> A table showing the required and provided setbacks and separation of structures, with a reference to the applicable ordinance from which these requirements are taken;</li><li>• <a href="#">b.</a> A table showing parking calculations, and number of spaces required and provided;</li><li>• <a href="#">c.</a> For residential projects, a table showing the permitted density and the number of units provided, including the minimum floor per dwelling unit required and provided; and</li><li>• <a href="#">d.</a> A note on the site plan stating that: “Site geometry, parking, setbacks, and landscape buffers shall meet the Collier County <b>LDC</b> and/or applicable PUD ordinance requirements.”</li></ul></li></ol> |

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|  |   |
|--|---|
| Completeness and Processing of Application | <del>The Planning &amp; Zoning Division will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., PL201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.</del><br><br><u>↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u> |
| Notice                                     | No notice is required.  |
| Public Hearing                             | No public hearing is required.  |
| Decision maker                             | The County Manager or designee.   |
| Review Process                             | The <del>Planning &amp; Zoning</del> <u>Development Review</u> Division will review the application, identify whether additional materials are needed and review the application for compliance with LDC section <u>10.02.03</u> and other provisions of the LDC.   |
| Updated                                    |   |

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## I.2. Site Development Plans (SDP)

|  |  |
|--|--|
| Reference  | LDC section <u>10.02.03</u> and other provisions of the LDC.   |
| Applicability  | All development is subject to this subchapter, unless it is exempt pursuant to LDC <del>subsection</del> <u>10.02.03 A.3.</u>  |
| Pre-Application  | A pre-application meeting is required unless waived by the County Manager or designee at the request of the <b>applicant</b> , pursuant to LDC <del>subsection</del> <u>10.02.03 D.</u>  |
| Initiation   | The <b>applicant</b> files an “ <i>Application for Site Development Plan</i> ” with the Development Review Division.<br><br><u>⇨ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>   |
| Application Contents <del>and Site Plan Requirements</del> | <p>Submittal Credentials: The engineering plans shall be signed and sealed by the <b>applicant’s</b> professional <b>engineer</b> licensed to practice in the State of Florida. The landscape plans shall be signed and sealed by a <b>landscape architect</b> registered in the State of Florida. For projects subject to LDC section <u>5.05.08</u>, architectural drawings, shall be signed and sealed by a licensed <b>architect</b>, registered in the State of Florida.</p> <p>Sheet size: The site development plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale.</p> <p>The application shall include the following, if applicable:</p> <ol style="list-style-type: none"><li><del>1. Applicant contact information.</del></li><li><del>2. Addressing checklist.</del></li><li><del>3. Warrant deed.</del></li><li><del>4. Property information, including:</del><ul style="list-style-type: none"><li><del>• Project title;</del></li><li><del>• Legal description;</del></li><li><del>• Property identification number;</del></li><li><del>• Section, township and range;</del></li><li><del>• Subdivision name, unit, lot and block; and</del></li><li><del>• Scale, north arrow, and date.</del></li></ul></li><li><del>5. Electronic copies of all documents.</del></li><li><del>6. Proof of ownership, including a copy of the 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.</del></li></ol> |

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- ~~The **applicant** shall also present a notarized letter of authorization from the **property owner(s)** designating the **applicant** as the agent acting on behalf of the owner(s).~~
- ~~7. Owner/agent affidavit as to the correctness of the application.~~
- ~~8. PUD Ordinance and Development Commitment Information.~~
- ~~9. PUD Monitoring Report and Schedule, if applicable.~~
- ~~10. A Cover Sheet with the following information:~~
  - ~~The project title and the name, address and phone number of the firm or agent preparing the plans and the name, address and telephone number of the **property owner**;~~
  - ~~Zoning designation of the subject property. In the event that the property is zoned PUD, the name of the PUD and the number of the ordinance approving the PUD;~~
  - ~~Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and~~
  - ~~A legal description and the property appraiser's **property identification number(s)**/folio number(s) for the subject property or properties.~~
- ~~11. The following information shall be set forth on the site development plan and/or on a separate data sheet used exclusively for that purpose:~~
  - ~~A narrative statement on the plan identifying the provisions of ownership and maintenance of all common areas, open space, preservation areas, private streets, and easements;~~
  - ~~A site summary in chart form which shall include the following information, with development and dimensional standards based on the provisions of the **LDC** and/or applicable PUD ordinance:~~
    - ~~Total site acreage;~~
    - ~~Total square footage of impervious area (including all parking areas, drive aisles, and internal streets) and its percentage of the total site area;~~
    - ~~Total square footage of landscape area/open space and its percentage of the total site area;~~
    - ~~For projects that include residential uses, total number of units, density, units per acre, and a unit breakdown by square footage and number of bedrooms, as well as minimum/maximum (as applicable) floor area required and floor area proposed;~~
    - ~~For projects that include non-residential uses, total building footage and a square footage breakdown by use (i.e., office, retail, storage,~~

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- ~~etc.) and its percentage of the total building; for hotels and motels, the minimum/maximum (as applicable) floor area, or proposed floor area ratio, required, and floor areas;~~
- ~~○ All required and provided setbacks and separations between buildings and structures in matrix form;~~
- ~~○ Maximum zoned building height allowed and actual building height as defined in **LDC** section 1.08.00;~~
- ~~○ Zoning and land use of the subject property and adjacent properties, including properties abutting an adjacent right-of-way or right-of-way easement; and~~
- ~~○ North arrow, scale, and date.~~
- A parking summary in matrix form which shall include:
  - ~~○ Type of use;~~
  - ~~○ Total square footage per use;~~
  - ~~○ Required parking ratio, number of standard spaces required by use, and number provided;~~
  - ~~○ Number of loading spaces required and provided (if applicable); and~~
  - ~~○ Total number of spaces provided by use.~~
- The following building construction information must be included in the SDP packet:
  - ~~○ Information in the Standard Building Code, type of construction, number of stories, total square footage under roof, occupancy/use and fire sprinkler intentions of all proposed structures so that a needed fire flow may be determined;~~
  - ~~○ A fire hydrant flow test report from the applicable fire district for the closest hydrant(s) to the project so that the available fire flow may be determined; and~~
  - ~~○ Location of existing and proposed fire hydrants.~~
- Illustrative information accurately depicted unless waived at the pre-application meeting:
  - ~~○ A boundary survey, prepared by a professional surveyor, showing the location and dimensions of all property lines, existing streets or roads, easements, rights of way, and areas dedicated to the public. This survey shall be accompanied either by an attorney's opinion of title, or by a sworn statement from the **property owner(s)** stating that he or she has provided sufficient information to the surveyor to allow the accurate depiction of the above information on the survey;~~

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- ~~○ Name, alignment and existing/proposed rights-of-way of all streets which border the development (including raised islands, striping, right/left turn lanes, median cuts and nearby intersections), the location of all existing driveways or access points on the opposite sides of all streets which border the development, and the location of all traffic calming devices;~~
- ~~○ Location and configuration of all development ingress and egress points;~~
- ~~○ Location and arrangement of all proposed buildings (including existing buildings that are to remain);~~
- ~~○ Location and configuration of all parking and loading areas;~~
- ~~○ Name, alignment, and existing/proposed right-of-way of all internal streets and alleys;~~
- ~~○ Directional movement of internal vehicular traffic and its separation from pedestrian traffic;~~
- ~~○ Location and configuration of recreational facilities (including related buildings, golf course areas, tennis courts, pools, etc.);~~
- ~~○ Location and general configuration of all water and drainage retention/detention areas as well as all existing and proposed easements, and water and sewer lines intended to serve the development;~~
- ~~○ Location and general configuration of such natural features as preservation/conservation areas, water bodies, and wetlands;~~
- ~~○ Location of emergency access lanes, fire hydrants and fire lanes;~~
- ~~○ Location of all handicapped parking spaces;~~
- ~~○ Location of trash enclosures;~~
- ~~○ Location and heights of proposed walls or fences; and~~
- ~~○ Accurate dimensions which include the following:~~
  - ~~\*— All building setbacks;~~
  - ~~\*— Distance between buildings and accessory structures;~~
  - ~~\*— Width of all internal streets;~~
  - ~~\*— All parking areas and drive aisles; and~~
  - ~~\*— Landscape areas adjacent to all vehicular drives, interior property lines and all parking areas.~~
- ~~○ Traffic circulation, signing and marking plan, to include outside and inside radii for all turn movements using a common pivot point for both radii at each location;~~



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- Access Management Exhibit, identifying existing and proposed access points, nearest U turns and legal access to the site;
- Roadway elevations; and
- Any additional relevant information required by the Development Review.

**12. Architectural Plans.** ~~↔ See Chapter 4.A of the Administrative Code for Architectural Plan submittals.~~ The plans shall also include:

- If proposed, dumpster enclosure details depicting height and material and color of walls and gates; and
- If proposed, light pole details depicting height and colors of pole and housing.

**13. Stormwater management information as follows:**

- The South Florida Water Management District Environmental Resource Permit or General Permit number, if obtained;
- Stormwater management control structure(s) location (referenced to State Plane Coordinates, Florida East Zone, North American Datum 1983 (NAD '83), latest adjustment);
- Stormwater management control elevation(s) and overflow elevation(s) (referenced to the North American Vertical Datum, 1988 (NAVD '88), latest adjustment), and NGVD;
- Twenty-five year/3-day design discharge at control structure(s);
- Drainage calculations, including pipe sizing calculations;
- Estimated cost of construction of roadways, paving, and drainage;
- Engineer's Report with Assumptions and Explanations;
- Engineering Review Checklist, signed by a professional **engineer**;
- Hydraulic Grade Line Pipe calculations for culverts; and
- Streetlight plan, for multi-family housing.

**14. For residential projects subject to the provisions of LDC section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.**

**15. Certificate of Adequate Public Facilities application, if applicable.**

**16. Landscaping Plan.** A landscape plan which shall contain the following:

- Landscape summary. A landscape summary in matrix form which shall include:
  - Graphic symbol to indicate each type of plant material;

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- ~~○ Botanical name;~~
- ~~○ Common name;~~
- ~~○ Total number of each type of plant material;~~
- ~~○ Height and spread of each type of plant material; and~~
- ~~○ Spacing of each type of plant material.~~
- Illustrative information. Illustrative information consisting of the following shall be accurately depicted on the landscape plan:
  - ~~○ The location, configuration, and arrangement of all proposed buildings, internal streets and parking areas as reflected on the site plan;~~
  - ~~○ The location and dimensions of all proposed landscaped areas with appropriate graphic symbols including existing trees that are being credited toward the development's landscaping requirements;~~
  - ~~○ Location and configuration of all special or textured paving areas;~~
  - ~~○ Provisions for site irrigation; and~~
  - ~~○ Any additional relevant information as may be required by the County Manager or designee.~~

**17. Vegetation inventory.** A generalized vegetation inventory of the property shall be required to the extent necessary, as determined at the pre-application meeting, indicating the approximate location, densities and species of the following:

- Upland, wetland and estuarine vegetation including prohibited exotic vegetation, mapped using FLUCFCS terminology;
- Any type of vegetation identified for preservation;
- Conservation easement including signed and sealed legal description and boundary survey for preserve, include protective language, and provide a sketch and description in construction plans.
- Projects containing the following shall provide a survey identifying species and locations on a current aerial photograph at a scale of 1 inch equals 200 feet or larger or superimposed on the site plan:
  - ~~○ Plants specified to remain in place or to be transplanted to other locations on the property as specified in the applicable development order.~~
  - ~~○ Specimen trees designated by the BCC, pursuant to **LDC** section 3.05.09.~~
  - ~~○ State or federal rare, threatened or endangered plant species surveyed according to accepted Florida Fish and Wildlife Conservation Commission or U.S. Fish and Wildlife Service methods.~~

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- ~~Existing trees that may be credited toward the development's landscaping requirements.~~
  - ~~For proposed site alteration(s) within the coastal zone as depicted on the future land use map, in addition to the foregoing requirements, the vegetation inventory shall depict the categories of impact in accordance with LDC sections 3.03.03-3.03.04.~~
- ~~18. A recent aerial photo shall be provided at the same scale as the plan delineating the development boundaries, unless waived at the pre-application meeting.~~
- ~~19. Density bonus. If a residential bonus is requested, as provided for in the Growth Management Plan, a certified survey that clearly illustrates the location and relationship of the development to the appropriate activity center and the related activity band shall be required.~~
- ~~20. Building plans. Plans showing proposed building footprints, spatial relationship to one another when there are multiple buildings and building heights.~~
- ~~21. Traffic Impact Study. ⇔ See Chapter 7 of the Administrative Code.~~
- ~~22. Soil erosion and sediment control plan. ⇔ See Chapter 7 of the Administrative Code.~~
- ~~23. Construction Plans. Detailed on-site and off-site infrastructure improvement plans and construction documents prepared in conformance with the design standards identified in LDC section 10.02.04 and any current county ordinances, regulations, policies and procedures, which consist of, but are not limited to, the following items:~~
- ~~A cover sheet setting forth the development name, **applicant** name, name of Engineering firm, and vicinity map;~~
  - ~~Improvements for water and sewer service as needed or as may have been specified during a site development plan review prepared in conformance with the Utilities Standards and Procedures Ordinance, 2004 31, as amended;~~
  - ~~Improvements for roadway, motor vehicle and non-motorized circulation, ingress and egress, parking and other transportation needs, including traffic calming devices, required or as may have been specified during the site development plan review, prepared in conformance with the subdivision design requirements. Non-motorized circulation is defined as movement by persons on foot, bicycle, or other human-powered device. Non-motorized circulation depicting sidewalks and bicycle facilities shall be consistent with LDC subsection 5.05.08 A.5. Cross sections and details for improvements are required;~~
  - ~~The absence of obstructions in the public right-of-way shall be demonstrated, including provisions for safe and convenient street crossing;~~

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- ~~Cross sections and details for improvements required in LDC subsections 6.06.02 A.7 through 6.06.02 A.9;~~
- ~~Improvements for water management purposes as needed or as may have been specified during the site development plan review, prepared in conformance with subdivision design requirements and pursuant to South Florida Water Management District rules, chapter 40E-4, 40E-40 and 40E-41, Florida Administrative Code;~~
- ~~Citation to the applicable technical specifications for all infrastructure improvements to be constructed;~~
- ~~Engineering design computations and reports for water, sewer, roads, and water management facilities, as required by federal, state, and local laws and regulations;~~
- ~~Topographical map of the property including:~~
  - ~~Existing features, such as, watercourses, drainage ditches, lakes, marshes.~~
  - ~~Existing contours or representative ground elevations at spot locations and a minimum of 50 feet beyond the property line.~~
- ~~Benchmark locations and elevations (to both NGVD and NAVD).~~
- ~~Site clearing plan and methods of vegetation protection.~~
- ~~Where jurisdictional wetlands occur onsite, approved wetland jurisdictional lines shall be shown on the construction plans.~~

**24. County Permits:** All necessary permits and applications requiring County approval and other permitting and construction related items, including but not limited to the following, shall be submitted and approved with the site development plan. These permits may include, but are not limited to the following:

- ~~Excavation permit;~~
- ~~A Collier County right-of-way permit;~~
- ~~Blasting permit, prior to commencement of any blasting operation;~~
- ~~Interim wastewater and/or water treatment plant construction or interim septic system and/or private well permits prior to building permit approval;~~
- ~~Any additional state and federal permits which may be required prior to commencement of construction, addressing the impacts on jurisdictional wetlands and habitat involving protected species;~~
- ~~All other pertinent data, computations, plans, reports, and the like necessary for the proper design and construction of the development that may be submitted; and~~

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- ~~• All necessary performance securities required by Collier County ordinances in effect at the time of construction.~~

~~25. Non-County Permits: All Federal, State, and other local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.~~

- ~~• Florida Department of Environmental Protection water and sewer facilities construction permit application;~~
- ~~• Notice of Intent (NOI) to issue either a Florida Department of Transportation Right-of-Way permit;~~
- ~~• South Florida Water Management District permit, if required or, Collier County general permit for water management prior to site development plan approval; and~~
- ~~• Any additional state and federal permits which may be required prior to commencement of construction, addressing the impacts on jurisdictional wetlands and habitat involving protected species, such as:~~
  - ~~○ USACOE permit and exhibits. If no USACOE permit, SFWMD permit and exhibits shall be submitted; and~~
  - ~~○ For the RFMUD, Agency accepted UMAM/WRAP scores.~~

#### 1. Applicant contact information.

#### 2. Addressing checklist.

#### 3. Property information, including:

- a. Project title;
- b. Legal description;
- c. Property identification number;
- d. Section, township and range;
- e. Subdivision name, unit, lot and block;
- f. Current zoning designation; and
- g. Requested or approved zoning actions.

#### 4. Pre-application meeting notes.

#### 5. Electronic copies of all documents.

#### 6. Proof of ownership, including a copy of the 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.

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7. Owner/agent affidavit as to the correctness of the application.
8. Affidavit of Authorization.
9. Fee Calculation Worksheet and Review Fees, signed.
10. Cover letter describing in detail the proposed project or proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change, if applicable.
11. PUD Ordinance and Development Commitment Information.
12. PUD Monitoring Report and Schedule, if applicable.
13. Architectural Plans. ⇔ See Chapter 4.A of the Administrative Code for Architectural Plan submittals. The plans shall also include:
  - a. If proposed, dumpster enclosure details depicting height and material and color of walls and gates; and
  - b. If proposed, light pole details depicting height and colors of pole and housing.
14. Landscape Plans. ⇔ See Chapter 4.P of the Administrative Code for Landscape Plan submittals.
15. Lighting plans signed and sealed by a professional **engineer** licensed to practice in the State of Florida, or by the utility provider.
16. Traffic Impact Study. ⇔ See Chapter 7 of the Administrative Code.
17. Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer**, with the following information, as applicable:
  - a. For all developments, the following Stormwater related information:
    - i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
    - ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
    - iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and
    - iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.
  - b. If within Collier County Public Utilities Service Area, the following Report must also contain the following:

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- i. Estimated cost of utilities construction, Water and Sewer calculations;
  - ii. Sewer Hydraulics;
  - iii. Lift station hydraulics to first downstream master station;
  - iv. Lift station buoyancy calculations;
  - v. Chloramine Dissipation Report; and
  - vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.
- 18. Geo-technical report with soil boring results.
- 19. Engineering Review Checklist signed and sealed by the applicant's professional engineer.
- 20. Engineer's Opinion of probable cost (Paving, grading, and drainage).
- 21. For residential projects subject to the provisions of LDC section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.
- 22. Certificate of Adequate Public Facilities application, if applicable.
- 23. Density bonus. If a residential bonus is requested, as provided for in the Growth Management Plan, a certified survey that clearly illustrates the location and relationship of the development to the appropriate activity center and the related activity band shall be required.
- 24. Environmental Data Requirements. ⇔ See LDC Section 3.08.00 A.
- 25. Preserve Management Plan.
- 26. Completed Conservation Easement Form signed and sealed, with reference Exhibits depicting the site, preserve area and legal descriptions, as detailed on the Checklist for Processing Conservation Easements.
- 27. For proposed site alteration(s) within the coastal zone as depicted on the future land use map, in addition to the foregoing requirements, the vegetation inventory shall depict the categories of impact in accordance with LDC sections 3.03.03-3.03.04.
- 28. County-Permits: All necessary permits and applications requiring County approval and other permitting and construction related items, including but not limited to the following, shall be submitted and approved with the site development plan. These permits may include, but are not limited to the following:
  - a. Excavation permit;
  - b. A Collier County right-of-way permit;
  - c. Blasting permit, prior to commencement of any blasting operation;
  - d. Interim wastewater and/or water treatment plant construction or interim septic system and/or private well permits prior to building permit approval;

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- e. All other pertinent data, computations, plans, reports, and the like necessary for the proper design and construction of the development that may be submitted; and
- f. All necessary performance securities required by Collier County ordinances in effect at the time of construction.

29. Non-County Permits: All Federal, State, and other local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

- a. Florida Department of Environmental Protection water and sewer facilities construction permit application;
- b. Notice of Intent (NOI) to issue a Florida Department of Transportation Right-of-Way permit;
- c. Florida Department of Environmental Protection or South Florida Water Management District Environmental Resource Permit, if required or, Collier County general permit for water management prior to site development plan approval; and
- d. Any additional state and federal permits which may be required prior to commencement of construction, addressing the impacts on jurisdictional wetlands and habitat involving protected species, such as:
  - i. USACOE permit and exhibits. If no USACOE permit, SFWMD permit and exhibits shall be submitted; and
  - ii. For the RFMUD, Agency accepted UMAM/WRAP scores.

#### Site Development Plan Requirements

Submittal Credentials: The engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The site development plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale.

The site plan shall include the following, if applicable:

- 1. A Cover Sheet with the following information:
  - a. The project title;
  - b. **Applicant contact information;**
  - c. Name, address and telephone number of the **property owner;**
  - b. Zoning designation (if zoned PUD, include PUD Ordinance number and Development Commitment Information);
  - c. Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and



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- d. Legal description; and
        - e. Property identification number(s) for the subject property.
- 2. On the cover sheet or following page, provide information on the Standard Building Code, type of construction, number of stories, total square footage under roof, occupancy/use and fire sprinkler intentions of all proposed structures so that a needed fire flow may be determined.
- 3. A narrative statement on the plan identifying the provisions of ownership and maintenance of all common areas, open space, preservation areas, private streets, and easements.
- 4. A site summary in chart form which shall include the following information, with development and dimensional standards based on the provisions of the LDC and/or applicable PUD ordinance:
  - a. Total site acreage;
  - b. Total square footage of impervious area (including all parking areas, drive-aisles, and internal streets) and its percentage of the total site area; and
  - c. Total square footage of landscape area/open space and its percentage of the total site area.
- 5. For projects that include residential uses, total number of units, density, units per acre, and a unit breakdown by square footage and number of bedrooms, as well as minimum/maximum (as applicable) floor area required and floor area proposed.
- 6. For projects that include non-residential uses, total building footage and a square footage breakdown by use (i.e., office, retail, storage, etc.) and its percentage of the total building; for hotels and motels, the minimum/maximum (as applicable) floor area, or proposed floor area ratio, required, and floor areas.
- 7. A development standards table which shall include the following:
  - a. All required and provided setbacks and separations between buildings and structures in matrix form; and
  - b. Maximum allowed zoned and actual building height, and the provided zoned and actual building height, as defined in LDC section 1.08.00.
- 8. Zoning and land use of the subject property and adjacent properties, including properties abutting an adjacent right-of-way or right-of-way easement.
- 9. North arrow, bar scale, and date.
- 10. A parking summary in matrix form which shall include:
  - a. Type of use;

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- b. Total square footage per use;
  - c. Required parking ratio, number of standard spaces and handicapped spaces required by use, and number provided;
  - d. Number of loading spaces required and provided, if applicable; and
  - e. Number of required and provided bicycle parking spaces.
- 11. A fire hydrant flow test report, no more than 6 months old, from the applicable fire district for the closest hydrant(s) to the project.
  - 12. Location of existing and proposed fire hydrants.
  - 13. A recent aerial photo shall be provided at the same scale as the plan delineating the development boundaries, unless waived at the pre-application meeting.
  - 14. Soil erosion and sediment control plan. ↔ See Chapter 7 of the Administrative Code.
  - 15. A boundary and topographic survey, less than 6 months old and prepared by a professional surveyor, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. This survey shall be accompanied either by an attorney's Opinion of Title, or by a sworn statement from the **property owner(s)** stating that he or she has provided sufficient information to the surveyor to allow the accurate depiction of the above information on the survey.
  - 16. Name, alignment of existing/proposed rights-of-way of all internal streets, alleys, and streets which border the development (including raised islands, striping, right/left turn lanes, nearest U turns, median cuts and nearby intersections).
  - 17. Location and configuration of all development ingress and egress points.
  - 18. Location of all existing driveways or access points on the opposite sides of all streets which border the development, and the location of all traffic calming devices.
  - 19. Directional movement of internal vehicular traffic and its separation from pedestrian traffic.
  - 20. Traffic circulation, signing and marking plan, to include outside and inside radii for all turn movements using a common pivot point for both radii at each location.
  - 21. Roadway elevations.
  - 22. Location of emergency access lanes, fire hydrants and fire lanes.
  - 23. Location and configuration of all parking and loading areas.
  - 24. Location of all handicapped parking spaces.

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25. Location and configuration of recreational facilities (including related buildings, golf course areas, tennis courts, pools, etc.).
26. Location and general configuration of all water and drainage retention/detention areas as well as all existing and proposed easements, and water and sewer lines intended to serve the development.
27. Location and general configuration of such natural features as preservation/conservation areas, water bodies, and wetlands.
28. Location of trash enclosures.
29. Location, height, and material type of proposed walls or fences.
30. Location and arrangement of all proposed buildings (including existing buildings that are to remain).
31. Accurate dimensions which include the following:
  - a. All building setbacks;
  - b. Distance between buildings and accessory structures;
  - c. Width of all internal streets; and
  - d. All parking areas and drive-aisles.
32. Stormwater management information as follows:
  - a. The South Florida Water Management District Environmental Resource Permit or General Permit number, if obtained;
  - b. Stormwater management control structure(s) location (referenced to State Plane Coordinates, Florida East Zone, North American Datum 1983 (NAD '83), latest adjustment);
  - c. Stormwater management control elevation(s) and overflow elevation(s) (referenced to the North American Vertical Datum, 1988 (NAVD '88), latest adjustment), and NGVD; and
  - d. Twenty-five-year/3-day design discharge at control structure(s).
33. Any additional relevant information required by the Development Review Division.

#### 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.~~

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↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

|                                |  |
|--------------------------------|--|
| Notice                         | No notice is required.   |
| Public Hearing                 | No public hearing is required.   |
| Decision maker                 | The County Manager or designee.  |
| Review Process                 | The <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.  |
| Pre-Construction Meeting       | <p>A pre-construction meeting shall be scheduled with the <del>Engineering Services Department</del><u>Development Review Division</u> prior to the commencement of construction. All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an <b>applicant</b> may submit Federal, State and local agency permits at the pre-construction meeting.</p> <p>The following permits, if applicable, require final approval and issuance prior to the County pre-construction meeting:</p> <ol style="list-style-type: none"><li>1. Florida Department of Transportation <b>Right-Of-Way</b> Construction Permit.</li><li>2. Collier County <b>right-of-way</b> [ROW] permit.</li></ol>   |
| Digital Submittal Requirements | <p>After the final site development plan has been approved by the County Manager or designee for compliance with the LDC as provided in section <u>10.02.03</u>, the <b>applicant's</b> professional <b>engineer</b> shall submit:</p> <ol style="list-style-type: none"><li>1. Digitally created construction/site plan documents, and</li><li>2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.</li></ol> |

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### I.3. Site Improvement Plan (SIP)

|   |   |
|---|---|
| Reference                                       | LDC <del>subsection</del> <u>10.02.03 E</u> and other provisions of the LDC.  |
| Applicability                                   | This procedure applies to a site improvement plan (SIP) request. A SIP must meet all of the criteria in LDC <del>subsection</del> <u>10.02.03 E</u> .   |
| Pre-application                                 | A pre-application meeting is required unless waived by the County Manager or designee at the request of the <b>applicant</b> , pursuant to LDC <del>subsection</del> <u>10.02.03 E</u> .  |
| Initiation                                      | The <b>applicant</b> files a "Site Improvement Plan Application" with the <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents and Site Plan Requirements | <p>Submittal Credentials: Pursuant to LDC <del>subsection</del> <u>10.02.03 E</u>, the engineering plans shall be signed and sealed by the <b>applicant's</b> professional <b>engineer</b> licensed to practice in the State of Florida. For projects subject to LDC section <u>5.05.08</u>, architectural drawings, shall be signed and sealed by a licensed <b>architect</b>, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed <b>landscape architect</b>, registered in State of Florida.</p> <p>Sheet size: The site improvement plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches drawn to scale.</p> <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Project title;</li><li>• <u>b.</u> Legal description;</li><li>• <u>c.</u> <b>Property identification number;</b></li><li>• <u>d.</u> Section, township and range;</li><li>• <u>e.</u> Subdivision name, unit, lot and block; and</li><li>• <u>f.</u> Scale, north arrow, and date.</li></ul></li><li><del>4. Zoning designation of the subject and adjacent sites and the proposed use of the subject site.</del></li><li><del>5. Detail of requested changes.</del></li><li><u>6. Cover letter <del>briefly explaining the project</del> <u>describing in detail the proposed project or proposed changes, including any discussions with the assigned planner that may be</u></u></li></ol> |

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pertinent to the review of the application, and the sheet numbers of the plans affected by the change, if applicable.

- ~~75.~~ 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. The **applicant** shall also present a notarized letter of authorization from the **property owners(s)** designating the applicant as the agent acting on behalf of the owner(s).

6. A Cover Sheet with the following information:

- a. The project title;
- b. **Applicant contact information;**
- c. Name, address and telephone number of the **property owner;**
- d. Zoning designation (if zoned PUD, include PUD Ordinance number and Development Commitment Information);
- e. Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and
- f. Legal description; and
- g. **Property identification number(s)** for the subject property.

~~8. Location, configuration, and dimensions of all building and lot improvements.~~

~~9. Location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic.~~

~~10. Location and dimension of access point(s) to the site.~~

~~11. Parking summary in matrix form, indicating the required and provided parking for each existing and proposed use.~~

~~12. Location and configuration of handicapped parking facilities and building accessibility features.~~

~~13. Location, dimension, and configuration of existing water management facilities.~~

~~14. Location of trash enclosures.~~

~~15. Location of existing and proposed landscaping with specifications as to size, quantity, and type of vegetation.~~

~~16. All required and provided setbacks and separations between structures in matrix form.~~

7. The following information shall be depicted on the site plan:

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- a. Bar scale and north arrow;
  - b. Location, configuration, and dimensions of all building and lot improvements;
  - c. Location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic;
  - d. Location and dimension of access point(s) to the site;
  - e. Parking summary in matrix form, indicating the required and provided parking for each existing and proposed use;
  - f. Location and configuration of handicapped parking facilities and building accessibility features;
  - g. Location, dimension, and configuration of existing water management facilities;
  - h. All required and provided setbacks and separations between structures in matrix form;
  - i. A site summary in chart form which shall include the following information, with development and dimensional standards based on the provisions of the LDC and/or applicable PUD ordinance:
    - i. Total site acreage;
    - ii. Total square footage of impervious area (including all parking areas, drive-aisles, and internal streets) and its percentage of the total site area; and
    - iii. Total square footage of landscape area/open space and its percentage of the total site area.
  - j. Site clearing plan/vegetation inventory, if required.
8. Owner/agent affidavit as to the correctness of the application.
9. Architectural Plans, if required. ⇔ See Chapter 4.A of the Administrative Code for Architectural Plan submittals.
10. Landscape Plans, if required. ⇔ See Chapter 4.P of the Administrative Code for Landscape Plan submittals.
11. Boundary and topographic survey, if required.
12. Engineer's Report with Assumptions and Explanations, if required.
13. Engineer's Opinion of Probable Cost (OPC) signed and sealed, if required.



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#### 14. Affidavit of Authorization.

~~157.~~ Any additional relevant information as may be required by the ~~Planning & Zoning Department~~Development Review Division.

#### 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing required.

Decision maker The County Manager or designee.

Review Process The ~~Planning & Zoning Department~~Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.

Pre-Construction Meeting A pre-construction meeting is not required. However, all Federal, State, and local permits shall be submitted prior to construction. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

Digital Submittal Requirements After the final site development plan has been approved by the County Manager or designee for compliance with the LDC as provided in section 10.02.03, the **applicant's** professional **engineer** shall submit:

1. Digitally created construction/site plan documents, and
2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework

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pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.

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#### I.3.a. Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites - Existing Conditions Site Improvement Plan

|   |   |
|---|---|
| Reference                                       | LDC <del>sub</del> section 2.03.07 G.6.   |
| Applicability                                   | This procedure applies to mobile home parks or mobile home sites pursuing an existing conditions site improvement plan and which meet the criteria established in LDC section 2.03.07 G.6.  |
| Pre-application                                 | A pre-application meeting is required unless waived by the County Manager or designee at the request of the <b>applicant</b> , pursuant to LDC <del>sub</del> section 10.02.03 E.2.   |
| Initiation                                      | <p>The <b>applicant</b> files an “Existing Conditions Site Improvement Plan Application” with the <del>Planning &amp; Zoning Department</del><a href="#">Development Review Division</a>.</p> <p><a href="#">↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</a></p>  |
| Application Contents and Site Plan Requirements | <p>Submittal Credentials: The site improvement plan, as described below, is not required to be signed and sealed by a Professional Surveyor and Mapper or a professional engineer. The specific purpose survey, as described below, shall be signed and sealed by a Professional Surveyor and Mapper.</p> <p>Sheet size: The cover sheet and site improvement plan shall be prepared on a size sheet measuring 24 inches by 36 inches and drawn to scale.</p> <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. Cover letter briefly explaining the project.</li><li>4. A copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement demonstrating ownership and/or control of the mobile home park or mobile home site or parcel of land.</li><li>5. Site improvement plan shall include:<ul style="list-style-type: none"><li>• <a href="#">a.</a> Cover Sheet with the following information:<ul style="list-style-type: none"><li>⊖ <a href="#">i.</a> <del>The p</del>Project title <del>and the name, address and phone number of the preparer of the plans;</del></li><li>⊖ <a href="#">ii.</a> <b><u>Applicant contact information;</u></b></li><li>⊖ <a href="#">iii.</a> <b><u>Name, address and telephone number of the property owner;</u></b></li><li>⊖ <a href="#">iv.</a> <b><u>Zoning designation of the subject property and adjacent sites;</u></b></li></ul></li></ul></li></ol> |

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- ⊖ v. Vicinity map clearly identifying the location of the development within the Immokalee Urban Overlay and its relationship to the surrounding community;
- ⊖ vi. ~~The property appraiser's~~ **property identification number(s)** ~~/folio number(s)~~ for the subject property; ~~and~~
- ⊖ vii. Bar Scale, north arrow, and date;
- ⊖ viii. Acreage of site;
- ⊖ ix. Number of mobile home units; and
- ⊖ x. Number of vacant lots; ~~;~~
- b. Illustration of existing conditions, such as:
  - ⊖ i. Site address of mobile home units;
  - ⊖ ii. Location and dimension of access point(s) to the site;
  - ⊖ iii. Directional movement of internal vehicle traffic;
  - ⊖ iv. Location and configuration of streets;
  - ⊖ v. Location and configuration of parking spaces and loading areas;
  - ⊖ vi. Location of fire hydrants and fire alarms, if any;
  - ⊖ vii. Location, dimension and configuration of existing infrastructure, such as utilities, drainage facilities for the park; and
  - ⊖ viii. Utility connections for mobile home units.

6. Specific purpose survey shall include the following:

- a. The name and contact information of the person who prepared the site improvement plan;
- b. Property boundaries;
- c. Location and configuration of mobile home units, vacant lots, and other structures;
- d. Location and dimension of access point(s) to the site;
- e. Separations between mobile home units and other structures; and
- f. Easements.

7. Affidavit of Authorization.

8. Any additional relevant information as may be required by the ~~Planning & Zoning Department~~ Development Review Division.

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|  |  |
|--|--|
| Completeness and Processing of Application | <p><del>The Planning &amp; 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.</del></p> <p><u>⇒ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u></p> |
| Notice                                     | No notice is required.   |
| Public Hearing                             | No public hearing required.  |
| Decision maker                             | The County Manager or designee.  |
| Review Process                             | The <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.  |
| Digital Submittal Requirements             | <p>After the existing conditions site improvement plan has been approved by the County Manager or designee for compliance with the LDC as provided in section 2.03.07 G.6, the applicant shall submit <u>a</u>:</p> <p><del>1. Digital copy of the site plan document.</del></p>   |
| Updated                                    |  |

#### I.4. Site Development Plan Amendment (SDPA)

|                 |  |
|-----------------|--|
| Reference       | LDC <del>sub</del> section 10.02.03 F and other provisions of the LDC.   |
| Applicability   | <p>This process provides for amendments to a site development plan (SDP). A site development plan amendment (SDPA) shall meet the criteria identified in LDC <del>sub</del>section 10.02.03 F.</p> <p><u>⇒ See Chapter 4 I.5 of the Administrative Code for insubstantial changes to a site development plan (SDPI) or site improvement plan (SIPI).</u></p> |
| Pre-Application | A pre-application meeting is required.   |
| Initiation      | <p>The applicant files a "Site Development Plan Amendment Application" with the <del>Planning &amp; Zoning Department</del><u>Development Review Division</u>.</p> <p><u>⇒ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |

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#### Application Contents and Site Plan Requirements

A site development plan amendment application must include the following, in addition to the Application Contents and Requirements for site development plans, as applicable.  
↔ *See Chapter 4 I.2 of the Administrative Code.*

Submittal Credentials: Pursuant to **LDC** section 10.02.03, the engineering plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. For projects subject to **LDC** section 5.05.08, architectural drawings, shall be signed and sealed by a licensed **architect**, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed **landscape architect**, registered in State of Florida.

Sheet size: The site ~~improvement~~development plan amendment and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change "clouded" and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. Property information, including:
  - a. Original SDP number or AR/PL number;
  - b. Total area of project; and
  - c. Site address.
2. Description of proposed amendment.

#### 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process The ~~Planning & Zoning Department~~Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the ~~Engineering Services Department~~Development Review Division prior to the commencement of construction. All Federal,

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State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

#### Digital Submittal Requirements

After the final site development plan has been approved by the County Manager or designee for compliance with the **LDC** as provided in section **10.02.03**, the **applicant's** professional **engineer** shall submit:

1. Digitally created construction/site plan documents, and
2. 1 disk (CDROM) of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: Lot dimensions—Lottxt layer.

Updated

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## I.5 Insubstantial Change to a Site Development Plan (SDPI) or Site Improvement Plan (SIPI)

**Reference** LDC ~~sub~~section 10.02.03 F.

**Applicability** An insubstantial change must meet the criteria established in LDC ~~sub~~section 10.02.03 F.

In order to determine if a change is truly insubstantial and does not require an amendment to a SDP or SIP, the **applicant** shall contact the ~~Planning & Zoning Department~~Development Review Division to discuss the proposed change.

~~The applicant may request the meeting online (http://apps2.colliergov.net/webapps/vision/meetings) or contact the Planning & Zoning Department by mail or telephone to request a telephone consultation for Insubstantial Change to a SDP or SIP.~~

**Pre-Application** A pre-application meeting is not required, but the **applicant** must obtain pre-submittal authorization from the ~~Planning & Zoning Department~~Development Review Division.

**Initiation** The **applicant** files an “*Insubstantial Change to: Site Development Plans or Site Improvement Plans*” application with the ~~Planning & Zoning Department~~Development Review Division.

⇌ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents** Submittal Credentials: Pursuant to LDC section 10.02.03, the engineering plans shall be signed and sealed by the **applicant’s** professional **engineer** licensed to practice in the State of Florida. For projects subject to LDC section 5.05.08, architectural drawings, shall be signed and sealed by a licensed **architect**, registered in the State of Florida. Landscape plans shall be signed and sealed by licensed **landscape architect**, registered in State of Florida.

Sheet size: The site improvement plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, drawn to scale showing the areas affected by the amendment. The sheet must clearly show the change “clouded” and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. **Applicant contact information.**
2. Project information, including:
  - a. Project Name;
  - b. Assigned **Planner**;
  - c. Original SDP/SIP Number; and
  - d. Section, township and range.



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#### 3. Addressing Checklist.

4. Copy of email from the **planner** who deemed proposed changes to be insubstantial.
5. Cover letter describing in detail the proposed changes, including any discussions with the assigned **planner** that may be pertinent to the review of the application.
6. Cover sheet with the following included:

- a. The Project title;
- b. Reference stating the project is an Insubstantial Change to appropriate SDP, SDPA or SIP;
- c. Applicant Contact Information;
- d. Name, address and telephone number of the property owner;
- e. Zoning designation (if zoned PUD, include PUD Ordinance and Development Commitment Information);
- f. Vicinity map clearly identifying location of the development and its relationship to the surrounding community;
- g. Legal description; and
- h. Property identification Number(s) for the subject property.

#### 7. Affidavit of Authorization.

#### 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.~~

See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The ~~Planning & Zoning Department~~Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.

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## I.6 Nominal Approval Process

### Reference

**Applicability** The Nominal Approval Process applies to a requested change that does not require an insubstantial change or amendment to a Site Development Plan, or Site Improvement Plan, or to an existing site in which no site plan exists.

**Pre-Application** A pre-application meeting is not required, but the **applicant** must obtain pre-submittal authorization from the Development Review Division.

**Initiation** The **applicant** files an “Application for Nominal Approval Process” with the Development Review Division.

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents** Sheet size: The plan and the cover sheet shall be prepared on a maximum size sheet measuring 24 inches by 36 inches, showing the areas affected by the change. The sheet must clearly show the change “clouded” and clearly delineate the area and scope of the work to be done.

The application must include the following:

1. **Applicant contact information.**
2. Property information, including:
  - a. Project name;
  - b. Most recent approved Site Plan number;
  - c. Section, township, and range; and
  - d. Property identification number.
3. **Addressing checklist.**
4. Determination from the County Manager or designee that confirms the requested revisions qualify for the Nominal Approval Process.
5. Cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application.
6. For projects that have an existing SDP, SIP, etc., the NAP Plan is only required to show the plan sheets that have changed.
7. For projects that do not have an existing SDP, SIP, etc., a cover sheet with the following information is required:

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- a. The project title;
- b. Applicant contact information;
- c. Name, address, and telephone number of **property owner**;
- d. Zoning designation;
- e. Vicinity map clearly identifying the location of the development and its relationship to the surrounding community; and
- f. Legal description; and
- g. **Property identification number(s)** for the subject property.

#### 8. Affidavit of Authorization.

**Completeness and Processing of Application**    ⇌ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice**    No notice is required.

**Public Hearing**    No hearing is required.

**Decision Maker**    The County Manager or designee may approve.

**Review Process**    The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable **LDC** sections.

**Updated**

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## J. Temporary Permits

### J.1. Amplified Sound Permit

|                      |   |
|----------------------|---|
| Reference            | <b>Code of Laws and Ordinances</b> section 54-92.   |
| Applicability        | <p>This procedure applies to a request for a one-time, site-specific, Amplified Sound Permit for any commercial business or nonresidential land use which conducts such outdoor entertainment activities within 2,500 feet of any property containing a residential use or of any residential zoning district.</p> <p>⇨ See <b>Code of Laws and Ordinances</b> section 54-92 for information on how to measure the distance of the sound source to the affected residential property.</p>   |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | An <b>applicant</b> files an “Amplified Sound Permit” application with the <del>Planning &amp; Zoning Department</del> <u>Operations and Regulatory Management Division</u> .   |
| Application Contents | <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.</b> A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></li><li><b>3.</b> Consent/authorization of owner.</li><li><b>4.</b> Business or establishment information, including:<ul style="list-style-type: none"><li><b>a.</b> <u>Name of business/establishment;</u></li><li><b>b.</b> <u>Property identification number;</u></li><li><b>c.</b> <u>Address;</u></li><li><b>d.</b> <u>Phone number; and</u></li><li><b>e.</b> <u>Zoning classification.</u></li></ul></li><li><b>5.</b> A sketch and description of the area in which the event will occur on the property.</li><li><b>6.</b> A narrative description of any factors which might mitigate the impact of close proximity of the activity to adjacent residential use or zoning;</li><li><b>6.</b> Event information, including:<ul style="list-style-type: none"><li><b>a.</b> <u>Type of event (i.e. amplified, non-amplified, community event, enclosed, and/or non-enclosed);</u></li><li><b>b.</b> <u>Description of event;</u></li><li><b>c.</b> <u>Hours of operation;</u></li></ul></li></ol> |

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- d. Hours of music; and
- e. Identification of sound, method and number of loudspeakers and other amplifying devices to be used.

**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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **Code of Laws** section 54-92.

**Updated**

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## J.2. Annual Beach Event Permit

|  |   |
|--|---|
| Reference                                  | LDC section <u>5.04.01</u> , <u>5.04.07</u> , LDC <del>sub</del> section <u>10.02.06 F</u> , and LDC Appendix G.  |
| Applicability                              | This procedure applies to a request for an Annual Beach Event permit.   |
| Pre-Application                            | A pre-application meeting is not required.  |
| Initiation                                 | The <b>applicant</b> files an “Annual Beach Events Permit” application with the <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents                       | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Consent/authorization of owner.</li><li>3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></li><li>4. Event information, including:<ul style="list-style-type: none"><li>• <u>a.</u> <b>Property identification number;</b></li><li>• <u>b.</u> The effective dates of permit;</li><li>• <u>c.</u> Reason for event; and</li><li>• <u>d.</u> On-site contact information.</li></ul></li><li>5. Description of proposed uses.</li><li>6. Duration of use.</li><li>7. Hours of operation.</li><li>8. Impact of proposed use on adjacent properties.</li><li>9. FDEP field permits shall be submitted prior to commencement of activity, if applicable.</li></ol> |
| Completeness and Processing of Application | <del>The Planning &amp; 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.</del>  |

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↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

|                |   |
|----------------|---|
| Notice         | No notice is required.  |
| Public Hearing | No public hearing is required.  |
| Decision maker | The County Manager or designee.   |
| Review Process | The <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the LDC section <u>5.04.07</u> . |
| Updated        |   |

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### J.3.Carnival/ Circus Permit

|                      |   |
|----------------------|---|
| Reference            | <b>Code of Laws and Ordinances</b> sections 10-26 to 10-33, 10-46 to 10-51 and sections 66-89 to 66-91.   |
| Applicability        | <p>This applies to any operator, sponsor, or owner of a carnival or exhibition.</p> <p>This includes any activity (whether private or commercial) with the following characteristics not prohibited by state law to be open to the public for an admission or participation fee:</p> <ul style="list-style-type: none"><li>• <a href="#">a.</a> Menageries;</li><li>• <a href="#">b.</a> A circus, sideshow performances, ferris wheels and other ride activities, food and drink dispensing facilities;</li><li>• <a href="#">c.</a> Booths for the conduct of games of skill and chance; and</li><li>• <a href="#">d.</a> Freak and similar novelty shows.</li></ul>  |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | <p>The <b>applicant</b> files a “Carnival Operation Application” with the <del>Planning &amp; Zoning Department</del><a href="#">Operations and Regulatory Management Division</a>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></li><li>3. Property information, including;<ul style="list-style-type: none"><li>• <a href="#">a.</a> Legal description;</li><li>• <a href="#">b.</a> Address of subject site and general location; and</li><li>• <a href="#">c.</a> <b>property identification number.</b></li></ul></li><li>4. Current zoning of subject property.</li><li>5. A description of the nature of the application.</li><li>6. A surety bond in the penal sum of \$2,500.00, issued by a company authorized to issue such bonds in Florida, conditioned upon the operator complying with each provision of this section and subject to forfeiture under the terms provided in <b>Code of Laws</b> section 10-31 and section 10-33.</li></ol> |

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7. Evidence of current public liability insurance coverage, issued by a company authorized to do business in Florida, in the minimum amount of \$100,000.00 for any one person and \$300,000.00 for any one incident.
8. A current occupational license issued by the Collier County Tax Collector.
9. The name and headquarters address of the carnival or exhibition company with a direct or indirect financial interest; names and addresses of any sponsoring organizations, and the name and local address of the **applicant** representing the carnival or exhibition company.
10. A description of every activity to be conducted such as but not limited to, menageries; circus and side-show performances; amusement, merry-go-round and other ride activities; food and drink dispensing facilities; booths for conduct of games of skill or chance not prohibited by state law to be open to the public for an admission or participation fee and number of persons to operate the activities.
11. Name and identification of each person accountable for the operation of each activity.
12. A description and sketch of the site showing the location of each activity proposed, the location and number of sanitary facilities, parking facilities, and provision for lighting and public water.
13. Application for food establishment operating permit from the county health department as required by the **Code of Laws and Ordinances** section 66-89 through section 66-91.
14. The plan for refuse, garbage, debris, and sewage disposal during and after operation of the circus or exhibition.
15. Provisions for traffic control, fire safety and security precautions.
16. The date and time each activity is to be conducted and concluded.
17. Written approval from the owner of the property authorizing the use of his premises for such carnival activity.
18. An indication of whether the event has been held in Collier County in the past, and if so the location and time the event was held.
19. Individual booth and sponsor notification form for temporary events with the following included:
  - a. Name of Event;
  - b. Name of Booth;

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- c. Person in Charge of booth;
- d. Types of Food or Beverage to be served;
- e. Location of advanced food preparation;
- f. How food will be transported to event location;
- g. Method of keeping food hot and/or cold at event site;
- h. Method of cooking food at the location;
- i. The method for protecting food from dust, insects, flies, coughs, and sneezes; and
- j. The method for providing adequate facilities and supplies for employee hand washing.

20. A signed statement that the **applicant** understands that failure to comply with applicable food service requirements in accordance with Chapter 10D-13, Florida Administrative Code, may result in enforcement action.

#### 21. Addressing checklist.

22. Owner/agent affidavit as to the correctness of the application.

#### 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

**Public Hearing** The BCC shall hold at least 1 public hearing for events that have not been previously approved.

- Decision Maker**
1. For events that have been previously-approved, the County Manager or designee may, in their discretion, administratively approve any application for a carnival permit where the event being applied for is substantially identical to an event for which the BCC previously approved a permit application.
  2. For events that have not been previously approved and cannot be administratively approved, the BCC shall act as the decision-making body following interpretation of the criteria set forth in the **Code of Laws and Ordinances** section 10-49.

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- Review Process**
1. Except as set forth below, the ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application and forward one copy to the sheriff and one copy to the health department for review. The sheriff and health department will provide their comments within seven calendar days.
  2. If required, the ~~Planning & Zoning Department~~Operations and Regulatory Management Division will place the application on the agenda of the next regular meeting of the BCC for approval or denial.
  3. Previously-approved events: ⇔ See **Code of Laws and Ordinances** section 10-48 and section 10-51.

Updated

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#### J.4. Film Permit

|                      |   |
|----------------------|---|
| Reference            | LDC section <u>5.04.01</u> , <u>5.04.08</u> , and LDC <del>sub</del> section <u>10.02.06 F</u> .  |
| Applicability        | This procedure applies to the request for a Film Permit for the following activities taking place, in conjunction with commercial motion picture, film, television, video, or still photography production: the use of set scenery, temporary structures or other apparatus, special effects or closure of public streets or access ways.   |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | The <b>applicant</b> files a “Temporary Use Permit-Special Event” application with the <del>Planning &amp; Zoning Department</del> <u>Operations and Regulatory Management Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Consent/authorization of owner.</li><li>3. A current valid Business Tax Receipt in the case of a temporary sale, when required by section F.S. § 250.13 <i>et seq.</i></li><li>4. Locations, including the duration of use and hours of filming.</li><li>5. Description of proposed uses.</li><li>6. Impact of proposed use on adjacent properties.</li><li>7. Proof of comprehensive general liability insurance coverage in the amount of at least \$1,000,000.00 combined single limit, with Collier County named as an additional insured. The <b>applicant</b> shall provide to the County Manager or designee a certificate of insurance evidencing that said insurance is in effect and certifying that Collier County be given 30 days notice prior to the expiration or cancellation of the policy.</li><li>8. Special effects to be utilized, especially incendiary or explosive devices, with proof of not less than \$5,000,000.00 comprehensive general liability insurance combined single limit with Collier County listed as additional insured. In addition, the application shall list the person in charge (pyrotechnician) of such special effects, together with his qualifications and license from the applicable federal and/or state agencies, and authorization from the local fire district permitting the event.</li><li>9. The following information is required by the County Manager or designee, unless waived:<ul style="list-style-type: none"><li>• <u>a.</u> A conceptual plan indicating the location of film events and parking facilities provided;</li></ul></li></ol> |

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- b. Plans for construction or utilization of structures on subject site(s);
  - c. Number, type and location of sanitation facilities to be provided. Plans for disposal of refuse and debris, and restoration of the site(s) to its original condition;
  - d. A description of any lighting facilities that would be necessary and/or the need to disconnect any public lighting;
  - e. A description of any use which may encroach into environmentally sensitive areas;
  - f. Approximate number and type of vehicles and/or equipment to be used and any special parking requirements. The number of personnel to be on location with the production;
  - g. Necessity for closures of public streets or sidewalks and for what duration and location;
  - h. An indication of any utilization of aircraft/fixed-wing, helicopter, or balloons at the subject site(s);
  - i. List of county personnel or equipment requested, and an agreement to pay for extraordinary services provided by Collier County;
  - j. Provisions for traffic control, fire safety and security precautions;
  - k. If located on private property, not under the county's ownership or control, a written notarized agreement from the **property owner** to allow the filming to occur on his property; and
  - l. Additional information requested to assist Collier County in obtaining future film production.
10. A surety bond in an amount to be determined by Collier County and issued by a company authorized to issue bonds in Florida or cash payment in lieu of the bond may be required by the County Manager or designee to provide for cleanup and/or restoration of the subject site(s).
11. Office of the Fire Code Official's requirements, if applicable:
- a. Special Event Permitting Questionnaire/Checklist; and
  - b. Tent Installation Notification form.

#### 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.~~

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↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.08.

**Updated**

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#### J.5. Model Homes and Model Sales Centers

|                      |   |
|----------------------|---|
| Reference            | LDC section <u>5.04.01</u> , <u>5.04.04</u> and LDC <del>sub</del> section <u>10.02.06 F</u> .  |
| Applicability        | This procedure applies to a request for a Temporary Use permit for a model home or model sales center intended to facilitate the sale of a product similar in design as the model.  |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | <p>The <b>applicant</b> files a “<i>Temporary Use Permit-Model Home/Model Sales Center</i>” application with the Operations and Regulatory Management Division.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li><b>1. Applicant contact information.</b></li><li>2. Consent/authorization of owner.</li><li>3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></li><li>4. Property information, including;<ul style="list-style-type: none"><li>• <u>a.</u> <b>Property identification number;</b></li><li>• <u>b.</u> Subdivision/Development;</li><li>• <u>c.</u> Unit, lot and block;</li><li>• <u>d.</u> Developer/Builder information; and</li><li>• <u>e.</u> Address of subject site and general location.</li></ul></li><li>5. Current zoning of subject property.</li><li>6. Description of proposed uses.</li><li>7. Duration of use.</li><li>8. Hours of operation.</li><li>9. Identify the impact of proposed use on adjacent properties.</li><li>10. Model homes or model sales centers to be located within a proposed single-family development prior to final plat approval require the following additional application contents:<ul style="list-style-type: none"><li>• <u>a.</u> A plat and construction plans showing all required infrastructure for the lot(s) on which the model home or model sales center is to be located;</li></ul></li></ol> |



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- b. A site development plan ⇨ *See Chapter 4 I.2 of the Administrative Code;*
- c. A maximum of 5 models, or a number corresponding to 10% of the total number of platted lots, whichever is less, per platted, approved development shall be permitted prior to final plat approval as specified;
- d. Documentation showing all required utilities will be available to the subject site. The SDP must depict all required utilities in detail;
- e. The boundaries depicted on the preliminary subdivisions plat shall be depicted on the SDP in order to ensure compliance with the applicable development standards in effect on the subject property;
- f. Final lot grading and drainage conveyance shall be in conformance with the master grading plan for the project as depicted on the preliminary subdivision plat submittal documents; and
- g. Confirmation that the model home has not been previously used as a residence.

**11.** A Model Sales Center within an existing subdivision requires the following additional application contents:

- a. In the case of a permanent structure which is a dwelling unit, a site improvement plan (SIP), pursuant to **LDC** section 10.02.0403 and ~~sub~~section 5.04.04 C;
- b. In the case of a permanent structure, other than a dwelling unit, a site development plan (SDP), pursuant to **LDC** section 10.02.03 and ~~sub~~section 5.04.04 C; and
- c. In the case of a temporary structure (mobile home or sales trailer), either a conceptual site plan which addresses the requirements of **LDC** ~~sub~~section 5.04.04 C.

**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.~~

⇨ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.04.

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## J.6. Special Events

|                      |   |
|----------------------|---|
| Reference            | LDC section <u>5.04.01</u> , LDC <del>sub</del> section <u>5.04.05 A</u> , <u>10.02.06 F</u> , and Code of Laws <u>and Ordinances</u> section 118-131 to 118-155  |
| Applicability        | This procedure applies to a request for a Temporary Use Permit. Specifically, for a Special Event such as a sales and promotional event or a sports, religious, and community event.  |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | The <b>applicant</b> shall submit a “Temporary Use Permit-Special Event” application with the <del>Planning &amp; Zoning Department</del> <u>Operations and Regulatory Management Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents | <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. Consent/authorization of owner.</b></li><li><b>3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></b></li><li><b>4. Property information, including;</b><ul style="list-style-type: none"><li><b>a.</b> <u>a.</u> Legal description;</li><li><b>b.</b> <u>b.</u> <b>Property identification number;</b></li><li><b>c.</b> <u>c.</u> Shopping center;</li><li><b>d.</b> <u>d.</u> Business name; and</li><li><b>e.</b> <u>e.</u> Address of subject site and general location.</li></ul></li><li><b>5. Current zoning of subject property.</b></li><li><b>6. Type of event proposed.</b></li><li><b>7. Description of proposed uses.</b></li><li><b>8. Duration of use.</b></li><li><b>9. Hours of operation.</b></li><li><b>10. Impact of proposed use on adjacent properties.</b></li><li><b>11. A conceptual site plan (CSP) or a site development plan (SDP) is required for special events and seasonal sales. The site plan must demonstrate that provisions will be made to adequately address each of the following:</b></li></ol> |

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- a. Vehicular and pedestrian traffic safety measures;
  - b. Limited activity hours;
  - c. Watchmen, fencing, and lighting;
  - d. Fire protection and emergency access measures;
  - e. Sanitary facilities; and
  - f. If required, a faithful performance bond to guarantee compliance with the conditions of the permit.
  - g. Adequate on-site or additional off-site parking areas shall be provided as follows:
    - ⊖ i. A maximum of 10 percent of the parking required by **LDC** section **4.05.04** may be occupied or otherwise rendered unusable by the placement of temporary structures, equipment, and merchandise; and
    - ⊖ ii. The minimum required number of handicapped parking spaces pursuant to **LDC** section **4.05.07** shall remain available for use.
12. Temporary Event Recycling Plan, pursuant to **Code of Laws and Ordinances** section 118-131 to 118-155.
13. Office of the Fire Code Official's requirements, if applicable:
- a. Special Event Permitting Questionnaire/Checklist; and
  - b. Tent Installation Notification form.

#### 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.~~

⇒ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a

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letter of approval or denial utilizing the criteria identified in the LDC ~~sub~~section 5.04.05  
~~A.~~

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#### J.7. Temporary Uses during Construction

|  |   |
|--|---|
| Reference                                  | LDC section <u>5.04.01</u> , <u>5.04.03</u> and LDC <del>sub</del> section <u>10.02.06 F</u> .  |
| Applicability                              | This procedure applies to a request for a Temporary Use permit during the construction of any development for which at least a preliminary development order has been granted.  |
| Pre-Application                            | A pre-application meeting is not required.  |
| Initiation                                 | The <b>applicant</b> files a "Temporary Use Permit-Construction and Development" application with the <del>Planning &amp; Zoning Department</del> <u>Operations and Regulatory Management Division</u> .  |
| Application Contents                       | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. Applicant contact information.</li><li>2. Consent/authorization of owner.</li><li>3. A current valid Business Tax Receipt in the case of a temporary sale, when required by F.S. § 250.13 <i>et seq.</i></li><li>4. Property information, including;<ul style="list-style-type: none"><li>• <u>a.</u> Development/Subdivision;</li><li>• <u>b.</u> Developer;</li><li>• <u>c.</u> Address of subject site; and</li><li>• <u>d.</u> Site development plan number.</li></ul></li><li>5. Description of proposed uses.</li><li>6. Duration of use.</li><li>7. Hours of operation.</li><li>8. Impact of proposed use on adjacent properties.</li><li>9. Proposed temporary structures require the submittal of a conceptual site plan. ⇔<br/><i>See Chapter 4 I.1 of the Administrative Code.</i></li></ol> |
| Completeness and Processing of Application | <del>The Planning &amp; 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.</del>  |

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↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

The temporary use permit may be approved prior to or simultaneously with the submission of a building permit application, if applicable.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review the application, identify whether additional materials are needed and prepare a letter of approval or denial utilizing the criteria identified in the **LDC** section 5.04.03.

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## K. Zoning Certificate

Reference LDC ~~sub~~section 10.02.06 B.1.f.

- Applicability**
1. A Zoning Certificate provides a statement of compliance with the LDC for proposed uses.
  2. A Zoning Certificate is required prior to:
    - a. Applying for a business license, for residential and non-residential;
    - b. Prior to occupying land or a building space. This includes a subdivided building, such as a strip mall; and
    - c. Prior to conducting business in all zoning districts.
  3. It is recommended to obtain a Zoning Certificate prior to any building remodels.

**Pre-Application** A pre-application meeting is not required.

**Initiation** The **applicant** files one of the following applications with the ~~Planning and Zoning~~Operations and Regulatory Management Division:

- a. "Land Use and Zoning Certificate-Home Business," or
- b. "Land Use and Zoning Certificate-Non-Residential".

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents for Non-Residential** An application for a Non-Residential Zoning Certificate must include the following:

1. **Applicant contact information.**
2. Business and use information, including:
  - a. Name;
  - b. Phone number;
  - c. Address;
  - d. Owner or qualifiers name;
  - e. Property owner or leasing agent name;
  - f. Type of business or use;
  - g. Complex name, if applicable;
  - h. Type and name of business previously or presently occupying location; and
  - i. The length of time the property has been vacant, if applicable.



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#### 3. Building use information, including:

- a. Proposed building use, including the square footage devoted to the use;
- b. A brief description of the building (e.g., single-occupant building, shopping center, office or business center);
- c. Total building floor area; and
- d. Number of parking spaces for the building, and the number available for the proposed use.

#### Application Contents for a Home Business

An application for a Home Business Zoning Certificate must include the following:

1. **Applicant contact information.**
2. Business name, phone number, and address.
3. A brief description of the type of business or use.

#### 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.~~ ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process After the application is complete, the ~~Planning & Zoning Department~~Operations and Regulatory Management Division will review and evaluate the application and will issue or deny the Zoning Certificate based on the provisions of the LDC.

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## L. Zoning Verification Letters

### L.1. Zoning Verification Letter – Generally

|                      |   |
|----------------------|---|
| Reference            | LDC <del>sub</del> section <u>10.02.06 J.</u>   |
| Applicability        | <p>A Zoning Verification Letter may be used to verify:</p> <ol style="list-style-type: none"><li>1. The zoning of the property according to the Collier County Zoning Map;</li><li>2. Future Land Use according to the Collier County Growth Management Plan.</li></ol> <p>The letter may provide additional information about the subject property if the <b>applicant</b> requests it. This includes:</p> <ol style="list-style-type: none"><li>1. Permitted uses and development standards applicable to the property under the LDC;</li><li>2. Zoning of the adjacent properties;</li><li>3. Confirmation of any Site Development or Improvement Plans approved for the property;</li><li>4. Confirmation of any Variances or Conditional Uses approved for the property;</li><li>5. The nonconforming status of the property (whether the lot is “buildable”) will be provided if specifically requested; and</li><li>6. Additional zoning information may be provided, subject to the availability of information, and may be specifically requested.</li></ol> |
| Pre-Application      | A pre-application meeting is not required.  |
| Initiation           | <p>The <b>applicant</b> files a “Zoning Verification Letter: <u>General Verifications and Fence Finished Side Out</u><del>Application</del>” <u>application</u> with the <del>Planning &amp;</del> Zoning <del>Department</del><u>Division</u>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Address of subject site; and</li><li>• <u>b.</u> <b>Property identification number.</b></li></ul></li><li>3. Type of verification being requested.</li></ol>   |

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4. Additional materials may be requested, such as the original or amended site plan and/or survey.
5. If verification as to nonconforming status is requested, a copy of the Property Appraiser's Card shall be submitted with the application. This copy may be obtained from the Collier County Property Appraiser's Main Office located at 3950 Radio Rd., or by calling 239-252-8141.
6. Information on building permits must be obtained through the Growth Management Records Room at 239-252-~~5740~~2400.
7. Information on Code Enforcement cases/violations must be obtained through the Code Enforcement ~~Department~~Division at 239-252-2440.

#### 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The ~~Planning & Zoning Department~~Division will review the application, identify whether additional materials are needed, and prepare a Zoning Verification Letter for the **applicant**.

Updated

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

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section <u>10.02.06 J</u> and F.S. § 823.14 and F.S. § 553.73(10)(c)  |
| Applicability        | 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. However, the exemption applies to the structure and does not exempt the <b>applicant</b> from obtaining the necessary electrical, plumbing, mechanical, or gas permits for the structure.  |
| Pre-Application      | A pre-application meeting is not required.   |
| Initiation           | The <b>applicant</b> files a “Zoning Verification Letter: <u>Non-Residential Farm Building Application</u> ” <u>application</u> with the <del>Planning &amp;</del> Zoning <del>Department</del> <u>Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents | <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>• <u>a. Property identification number</u>; and</li><li>• <u>b. Address of subject site.</u></li></ul></li><li><b>3. Type of verification being requested.</b></li><li><b>4. Description of the existing/proposed use of the property.</b></li><li><b>5. Description of the proposed nonresidential farm building.</b></li><li><b>6. A survey or sketch, dawn-to-scale plan showing the 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 floodplain construction standards.</b></li><li><b>9. Proof of Bona Fide Farm Operation:</b><ul style="list-style-type: none"><li>• <u>a. Farm Serial Number assigned by USDA Farm Services</u>; or</li><li>• <u>b. Documentation that the land has an Agricultural Exemption through the Collier County Appraiser’s Office</u>; or</li></ul></li></ol> |

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- c. 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.~~

↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

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

Updated

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#### L.3. Zoning Verification Letter – Fence Finished Side Out Waiver

|  |  |
|--|--|
| Reference                                  | LDC <del>sub</del> section 5.03.02 F.5.a. and 10.02.06 J.  |
| Applicability                              | A zoning verification letter may be used to waive the requirement that fences, and walls are to be constructed to present the finished side to the adjoining lot or any abutting road right-of-way.  |
| Pre-application                            | A pre-application meeting is not required.   |
| Initiation                                 | The <b>applicant</b> files a “Zoning Verification Letter (ZLTR)”: <del>—Generally</del> <u>General Verifications and Fence Finished Side Out</u> ” application <u>with the Zoning Division</u> .   |
| Application Contents                       | The application must include the following:<br>↔ See Chapter 4 L.1 of the “Administrative Code- Zoning Verification Letter – Generally” application content requirements.  |
| Completeness and Processing of Application | The <del>Planning &amp; Zoning Department</del> <u>Division</u> will review the application for completeness. After submission of the completed application packet accompanied with the required fee, the <b>applicant</b> will receive a mailed or electronic response notifying the <b>applicant</b> 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 or designee.  |
| Review Process                             | The <del>Planning &amp; Zoning Department</del> <u>Division</u> will review the application, identify whether additional materials are needed and prepare the Zoning Verification Letter based on the criteria in LDC <del>sub</del> section 5.03.02 F.5.a.  |

Updated

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## M. Stormwater Plan

Reference ~~LDC sub~~section 6.05.03.

**Applicability** This process applies to single-family dwellings, two-family dwellings, and duplexes that meet the applicability criteria established in **LDC** section 6.05.03.

This process may also be used to demonstrate compliance with Collier County **Code of Laws and Ordinances** section 90-41(f)(8) as described in **LDC** section 6.05.03 G.

**Pre-application** A pre-application meeting is not required.

**Initiation** The **applicant** submits a Type I or Type II Stormwater Plan as part of the Building Permit application or when required by the Code Enforcement Board or Special Magistrate to demonstrate compliance with **Collier County Code of Laws and Ordinances** section 90-41(f)(8).

**Application Contents** Submittal Credentials: A Type I Stormwater Plan, as described below, shall be prepared by a Florida registered design professional, licensed contractor, or owner builder. A Type II Stormwater Plan, as described below, shall be prepared by a professional **engineer** licensed in the state of Florida. The name and contact information of the person who prepared the drainage plan shall be included on the document.

Type I and Type II Stormwater Plan applications must include the following:

1. **Applicant contact information.**
2. Property information, including:
  - a. Address of the subject property;
  - b. Zoning of the subject property; and
  - c. Description of the proposed activity.
3. The Stormwater Plan shall demonstrate the following:
  - a. Property boundaries;
  - b. Lot area;
  - c. Finished floor elevation of the subject property, as needed;
  - d. Elevation of adjacent properties at the property line and representative elevations of the subject site throughout the impacted area, as needed;
  - e. Location and area of all surfaces that prevent the percolation or absorption of water into the ground on the site;
  - f. Septic system location and dimensions, if applicable;
  - g. Location of existing topographical features, such as, watercourses, drainage ditches, lakes, marshes, if applicable;

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- h. Proposed drainage directional arrows;
- i. Location and type of all drainage infrastructure, if applicable;
- j. Square feet of retention or detention areas, if applicable;
- k. Depth of retention or detention areas in inches, if applicable;
- l. Cross-sections illustrating proposed grading and drainage infrastructure, including but not limited to: berms, walls, swales, pipes, gutters and downspouts, or other drainage facilities as needed to demonstrate compliance with LDC section 6.05.03; and
- m. Elevation of the wet season water table in the impacted area if detention or retention is proposed;

In addition to the ~~application~~Stormwater Plan contents above, Type II Stormwater Plans must include an engineer's analysis that demonstrates the following:

- a. Water quantity calculations required in LDC section 6.05.03 D.2;
- b. A matrix of all required separation distances between wells, drainfield systems, and stormwater retention/detention areas. The matrix may be included as a part of the site plan or on a separate engineer's report; and
- c. The wet season water table elevation.

4. Any additional information related to the subject site, impervious areas, or drainage requested by the County Manager or designee.

#### Completeness and Processing of Application

~~The Planning & Zoning Division 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. The Stormwater Plans are processed in conjunction with a Building Permit application or in order to address a code enforcement case.~~

**Notice** No notice is required.

**Public Hearing** No public hearing required.

**Decision maker** The County Manager or designee.

**Review Process** The Stormwater Plan will be reviewed by the ~~Planning & Zoning~~Development Review Division as a part of the Building Permit application or a code enforcement case.

**Updated**



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## N. Intent to Convert Application for Golf Course Conversions

|                      |  |
|----------------------|--|
| Reference            | <p>LDC sections <u>5.05.15</u>, and LDC Public Notice section <u>10.03.06 W</u>.</p> <p>⇒ See Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.</p>   |
| Applicability        | <p>This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. Approval of this application is required prior to submitting a conversion application (rezone, PUD, SRAA or Compatibility Design Review petition). This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in LDC section <u>2.03.09 A</u>.</p>  |
| Pre-Application      | <p>A pre-application meeting is required.</p>  |
| Initiation           | <p>The <b>applicant</b> files an “<i>Intent to Convert</i>” application with the <del>Planning &amp;</del> Zoning Division.</p> <p>⇒ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</p>   |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. Name of project.</li><li>4. The name and mailing address of all registered property owners’ associations that could be affected by the application.</li><li>5. Disclosure of ownership and interest information.</li><li>6. The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the dates of the option, date the option starts and terminates, and anticipated closing date.</li><li>7. A title opinion or title commitment that identifies the current owner of the property and all encumbrances against the property.</li><li>8. Boundary survey (no more than six months old).</li><li>9. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Legal description;</li><li>• <u>b.</u> Property identification number;</li><li>• <u>c.</u> Section, township, and range;</li><li>• <u>d.</u> Address of the subject site and general location;</li></ul></li></ol> |

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- e. Size of property in feet and acres; and
  - f. Zoning district.
10. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
- a. Legal description;
  - b. Property identification number;
  - c. Section, township and range; and
  - d. Subdivision, unit, lot and block, or metes and bounds description.
11. Zoning information, including adjacent zoning and land use.
12. Existing PUD Ordinance, SRA Development Document, Site Development Plan, or Plat.
13. An exhibit identifying the following:
- a. Any golf course acreage that was utilized to meet the minimum open space requirements for any previously approved project;
  - b. Existing preserve areas;
  - c. Sporadic vegetation less than ½ acre, including planted areas, that meet criteria established in **LDC** section **3.05.07 A.4**; and
  - d. A matrix demonstrating the following as required in **LDC** section **5.05.15 G.3**:
    - ⊖ i. For conventionally zoned districts:
      - a) County approved preserve acreage; and
      - b) Any sporadic vegetation acreage used to meet the preserve requirement for the conversion project.
    - ⊖ ii. For PUDs:
      - a) County approved preserve acreage; and
      - b) Any County approved preserve acreage in excess of the PUD required preserve acreage that is used to meet the preserve requirement for the conversion project.
14. Stormwater management requirements as required by **LDC** section **5.05.15 G.4**.
15. Floodplain compensation, if required by **LDC** section **3.07.02**.

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16. Soil and/or groundwater sampling results, as described in **LDC** section **5.05.15 G.6**.

17. List of deviations requested, as described in **5.05.15 C.4.a-b**. The specific LDC sections for which the deviations are sought shall be identified. The list of deviations shall be shared with stakeholders at the **SOM** or **NIM**.

**18. Electronic copies of all documents.**

#### Application Contents Required for Presentations at SOMs

In addition to the application contents above, the following must also be submitted with the Intent to Convert application and used during **SOM** presentations:

1. The Developer's Alternatives Statement as described in **LDC** section **5.05.15 C**, including:
  - **a.** A narrative clearly describing the goals and objectives for the conversion project.
  - **b. No Conversion Alternative:** A narrative describing the timeline of correspondence between the applicant and the property owners' associations relating to the applicant's examination of opportunities to retain all or part of the golf course as described in **LDC** section **5.05.15 C.2.b.i**, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the property owners' associations are ongoing.
  - **c. County Purchase Alternative:** A narrative describing the timeline of correspondence between the applicant and the County to determine if there is interest to retain all or portions of the property for public use as described in **LDC** section **5.05.15 C.2.b.ii**, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the County are ongoing.
  - **d. Conceptual Development Plan Alternative:** A conceptual development plan consistent with **LDC** section **5.05.15 C.2.b.iii**, and as described in the following section.
2. The conceptual development plan shall include all information described in **LDC** section **5.05.15 C.2.b.iii**, and the following:
  - **a.** An Access Management Exhibit, identifying the location and dimension of existing and proposed access points and legal access to the site.
  - **b.** A dimensional standards table for each type of land use proposed within the plan.
    - **i.** Dimensional standards shall be based upon the established zoning district, or that which most closely resembles the

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development strategy, particularly the type, density, and intensity of each proposed land use.

- ⊖ ii. For PUDs: Any proposed deviations from dimensional standards of the established zoning district, or of the most similar zoning district, shall be clearly identified. Provide a narrative describing the justifications for any proposed deviations that are not prohibited by **LDC** section 5.05.15 C.4.
- c. A plan providing the proposed location and design of the greenway (this may be included on the conceptual development plan):
  - ⊖ i. *Greenway Design:* A plan providing the proposed location and design of the greenway and illustrating the following (including any alternative designs as described in **LDC** section 5.05.15 G.2.a):
    - a) The proposed location of passive recreational uses;
    - b) Existing and proposed lakes, including lake area calculations;
    - c) Preserve areas;
    - d) Any structures or trails related to passive recreational uses;
    - e) Greenway widths demonstrating a minimum average width of 100 feet and no less than 75 feet shall be identified every 100 feet;
    - f) Locations of existing trees and understory (shrubs and groundcover) shall be located on the plan in accordance with **LDC** section 5.05.15 G.2.e;
    - g) A matrix identified on the plan shall demonstrate tree counts used to calculate the ratio described in **LDC** section 5.05.15 G.2.e; and
    - h) Location of any proposed wall or fence pursuant to **LDC** section 5.05.15 G.2.f.
  - d. A narrative describing how the applicant proposes to offset or minimize impacts of the golf course conversion on stakeholders' real property and provide for compatibility with existing surrounding land uses. Identify the compatibility measures on the conceptual development plan.
- 3. A narrative statement describing how the greenway will meet the purpose as described in **LDC** section 5.05.15 G.2 to retain open space views for stakeholders, support passive recreational uses, and support existing wildlife habitat.

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4. A narrative statement describing the public outreach methods proposed for the **SOMs**, consistent with Administrative Code Chapter 8.F.
5. Web-based survey, including the following:
  - a. A copy of the web-based survey;
  - b. The user-friendly website address where the survey will be available; and
  - c. The dates the survey will be available.

#### Completeness and Processing of Application

~~After submission of the completed application packet accompanied with the required fee, the applicant will receive an 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., XX201600000) assigned to the application. The tracking number should be noted on all future correspondence regarding the petition.~~ ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

#### Notice for the Intent to Convert Application

After the Intent to Convert application has been submitted, notice is required to inform stakeholders of a forthcoming golf course conversion application. However, no mailing is required if the applicant chooses to withdraw the Intent to Convert application. ↔ See Chapter 8 of the Administrative Code for additional notice information.

1. **Mailed Notice:** For the purposes of this **mailed notice**, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course. The notice shall be sent after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and **SOMs**, and at least 20 days prior to the first **SOM**. The mailed notice shall include the following:
  - a. Explanation of the intention to convert the golf course.
  - b. Indication that there will be at least two advertised **SOMs** and one web-based visual survey to solicit input from stakeholders on the proposed project. The date, time, and location of the **SOMs** does not need to be included in this mailing.
  - c. 2 in. x 3 in. map of the project location.
  - d. Applicant contact information.
2. **Sign:** (see format below) Posted after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and **SOMs**, and at least 20 days before the first **SOM**. The sign shall remain posted until all **SOMs** are complete. For the purposes of this section, signage, measuring 16 square feet, shall clearly indicate an applicant is petitioning the county to convert the golf course to a non-golf use (e.g. residential). A user-friendly website address shall be provided on the signs directing interested parties to visit Collier County's website to access materials for the **SOM** and the web-based visual survey. The sign shall

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remain posted for 7 days after the last required **SOM**. The location of the signage shall be consistent with *Chapter 8 of the Administrative Code*.

Notice of application for intent to convert  
[golf course name] to [brief description of  
the project].

To access materials for the Stakeholder  
Outreach Meeting and participate in the  
web-based visual survey, visit [user-  
friendly URL].

**Public Hearing** No public hearing is required for the Intent to Convert application. Public hearings will be required for subsequent conversion applications.

**Decision maker** The County Manager or designee.

**Review Process** The Zoning Division will review the Intent to Convert application and identify whether additional materials are needed.

**Updated**

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## 0. Boat Lift Canopy – Administrative Review

|   |  |
|---|--|
| <u>Reference</u>                                  | <u>LDC section 5.03.06 G.</u>  |
| <u>Applicability</u>                              | <u>A boat lift canopy application is required for a covering that is applied to a boat lift over a dock legally permitted.</u>   |
| <u>Pre-Application</u>                            | <u>A pre-application meeting is not required.</u>  |
| <u>Initiation</u>                                 | <u>The applicant files a “Boat Lift Canopy Application” with the Development Review Division.</u><br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| <u>Application Contents</u>                       | <u>The Boat Lift Canopy application must include the following:</u> <ol style="list-style-type: none"><li><u>1. Applicant contact information.</u></li><li><u>2. Property information, including:</u><ol style="list-style-type: none"><li><u>a. Property identification number;</u></li><li><u>b. Section, township, and range;</u></li><li><u>c. Subdivision, unit, lot and block; and</u></li><li><u>d. Address of subject site.</u></li></ol></li><li><u>3. Current zoning and land use of subject property.</u></li><li><u>4. Survey, signed and sealed showing an existing, permitted, dock facility.</u></li><li><u>5. Canopy Detail showing all dimensions.</u></li><li><u>6. Sample of the fabric for color review.</u></li><li><u>7. Addressing checklist.</u></li></ol> |
| <u>Completeness and Processing of Application</u> | <u>↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u>  |
| <u>Notice</u>                                     | <u>No notice is required.</u>  |
| <u>Public Hearing</u>                             | <u>No hearing is required.</u>   |
| <u>Decision Maker</u>                             | <u>The County Manager or designee may approve.</u>   |

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**Review Process** The Development Review Division will review the application, identify whether additional materials are needed, and prepare a letter of determination utilizing the criteria identified in LDC section 5.03.06 G.

**Updated**

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## P. Landscape Plans

**Reference** LDC sections 4.06.00, 10.02.03, and 10.02.14.

**Applicability** Landscape plans are required for any development application that proposes new required landscaping or proposes to modify the existing required landscaping.

**Pre-Application** A pre-application meeting may be required as a component of the submittal of the Site Development Plan (SDP), Site Improvement Plan (SIP), Subdivision Construction Plans and Plat Application (PPL) process, or any insubstantial change or amendment thereof.

**Initiation** The **applicant** submits landscape plans to the Development Review Division as a component of a site development or subdivision application.

**Application Contents** Submittal Credentials: Pursuant to LDC section 10.02.03 D.4, landscape drawings shall be signed and sealed by a licensed **landscape architect** registered in the State of Florida.

The landscape plan must be consistent with the site development plans and contain the following, as applicable:

1. North arrow, bar scale, and title information.
2. Labeled roadways, canals, and surrounding land uses.
3. The location of all property lines.
4. The location of all proposed and existing buildings.
5. The location of all easements and utility lines.
6. The location of access points, internal streets, and parking areas.
7. The configuration of pedestrian, vehicular, and bike circulation.
8. The location of light poles and the required separation from trees.
9. Adjacent outparcels, shopping center, or subdivisions, as applicable.
10. The location of permanent vegetation protection devices, such as barricades, curbing, and tree wells.
11. Landscape legend. A landscape legend in matrix form which shall include:
  - a. Graphic Symbol to indicate each type of plant material;
  - b. Botanical name;
  - c. Common name;
  - d. Total number of each type of plant material;
  - e. Height and spread of each type of plant material;

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- f. Spacing of each type of plant material;
  - g. Native status;
  - h. Drought tolerance rating; and
  - i. Type of mulch.
12. The location and dimension of all proposed landscaped areas, with appropriate graphic symbols, including existing trees that are being credited toward the development's landscaping requirements.
13. The location and configuration of all special or textured paving areas.
14. The location of the interior vehicular use area landscaping.
15. The location and width of perimeter landscape buffers.
16. The location of terminal landscape islands.
17. The location of building perimeter landscaping.
18. Required details, such as tree staking and shrub planting, per accepted industry practices and standards.
19. Specify Florida #1 or better plant material.
20. Landscaping calculations for vehicular use areas, perimeter buffers, and building foundation areas.
21. On a separate plan sheet, attached to the landscape plan, the following elements shall be provided as part of the irrigation plan:
- a. Location of existing vegetation;
  - b. Location of existing and proposed buildings, and other site improvements;
  - c. Location of parking spaces, aisles, and driveways;
  - d. Location of the water main, valve, and pump;
  - e. Pipe sizes and specifications;
  - f. Location of controller and specifications;
  - g. Location of backflow preventer, rain-sensing devices, a typical sprinkler zone plan indicating type specifications, spacing, and coverage; and
  - h. If drip irrigation or soaker hoses are proposed, their layout shall be shown.

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| <b><u>Completeness and Processing of Application</u></b> | <u>The Landscape Plans are processed as a component of the corresponding Site Development Plan (SDP), Site Improvement Plan (SIP), Subdivision Construction Plans and Plat (PPL) application, or any insubstantial change or amendment thereof.</u>                  |
| <b><u>Notice</u></b>                                     | <u>No notice is required.</u>  |
| <b><u>Public Hearing</u></b>                             | <u>No public hearing is required.</u>  |
| <b><u>Decision maker</u></b>                             | <u>The County Manager or designee.</u>   |
| <b><u>Review Process</u></b>                             | <u>The Landscape Plans will be reviewed by the Development Review Division as part of the Site Development Plan (SDP), Site Improvement Plan (SIP), Subdivision Construction Plans and Plat (PPL) application, or any insubstantial change or amendment thereof.</u> |
| <b><u>Updated</u></b>                                    |  |

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# 2019 Administrative Code Updates

| Chapter 5  |  |
|--|--|
| Entire Chapter   | <p>Non-substantive changes have been made, including:</p> <ul style="list-style-type: none"> <li>• Minor grammar updates;</li> <li>• Terminology updates;</li> <li>• Division name updates;</li> <li>• In the case of where a bulleted list is present, the bullets have been replaced with letters;</li> <li>• Cross-references to Chapter 1, where additional details can be found, were added within the <i>Initiation</i> and <i>Completeness and Processing of Application</i> sections;</li> <li>• ‘Property Ownership Disclosure Form’ has been added to the <i>Application Contents</i> section for all application types that have a public hearing; and</li> <li>• ‘Affidavit of Authorization’, and ‘Electronic Copies of All Documents’ have been added to all application types where these items are missing.</li> </ul> |
| <b>Ch. 5 A.</b> – Lot Split  | Added information to the <i>Applicability</i> section for consistency with the LDC, and to the <i>Recording</i> section, to identify the timing of when the recording must occur, and that evidence of the recorded document must be provided to GMD.  |
| <b>Ch. 5 B.</b> – Lot Line Adjustment  | Added information to the <i>Recording</i> section, to identify the timing of when the recording must occur, and that evidence of the recorded document must be provided to GMD.  |
| <b>Ch. 5 C.1</b> – Preliminary Subdivision Plat - Standard                       | Added ‘Cover Letter’, locational information, previous zoning actions, and source of utilities to <i>Application Contents</i> . Revised the ‘Engineer’s Report with Assumptions and Explanations’ in the <i>Requirements for Preliminary Subdivision Plat</i> section for clarity in what is required and to match the language revised for the SDP application.   |
| <b>Ch. 5 C.2</b> – Preliminary Subdivision Plat Amendment                        | Added a cross-reference to Preliminary Subdivision Plat section for the <i>Application Contents</i> , as the PSPA will require all of the same items as a PSP.   |
| <b>Ch. 5 D.1</b> – Construction Plans and Final Subdivision Plat - Standard      | Revised the ‘Engineer’s Report with Assumptions and Explanations’ in the <i>Application Contents</i> section for clarity in what is required and to match the language revised for the SDP application. Where datum requirements are mentioned, it has been updated to reference the NAVD datum only, as NGVD is no longer accepted.   |
| <b>Ch. 5 D.2</b> – Final Subdivision Plat – For Townhouse Fee Simple Development | Removed items under <i>Application Contents</i> that are within the <i>Application Contents</i> for Construction Plans and Final Subdivision Plat (this section cross-references the PPL section for all application contents).  |
| <b>Ch. 5 E.1</b> – Construction Plans-Standard                                   | Clarified ‘Streetlight Plans’ in <i>Application Contents</i> are required to be signed and sealed. Removed ‘contract bid price’ from the ‘Professional engineer’s opinion of the probable construction costs’,   |

|   |  |
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|   | as contract bid pricing is only required as basis for bond for recording a plat.   |
| <b>Ch. 5 E.2</b> – Insubstantial Change to Construction Plans | Removed references to SDP/SIP throughout various <i>Application Contents</i> . Added the ‘Engineer’s Report with Assumptions and Explanations’ to the <i>Application Contents</i> , this is an existing requirement that was missing from the Admin. Code. |
| <b>Ch. 5 G.</b> – Plat Recording                              | Removed <i>Public Hearing</i> information, as a hearing is not required for the recording of the plat, a hearing would have been held at time of Final Plat approval.  |

## **Chapter 5. Subdivision Procedures**

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The following applications and approvals listed in this Chapter are for subdivision procedures.

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#### A. Lot Split

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section <u>4.03.04 B.C.</u>   |
| Applicability        | <p>This <del>section</del><u>procedure</u> applies to the division of a lot, parcel, or lot of record into no more than two parcels. <u>This applies to all unplatted or platted lots of record in any subdivision, and to all lots in the Estates zoning district. This procedure does not apply to Lot Line Adjustments or to lots of record combined for tax purposes alone.</u></p> <p><del>No development order or development permit for the property will be approved until the lot split is recorded.</del></p>  |
| Pre-Application      | A pre-application meeting is not required.   |
| Initiation           | <p>The <b>applicant</b> files an application for “Lot Split” with <del>Planning &amp; Zoning Department</del><u>the Development Review Division</u>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Application Contents | <p>Submittal Credentials: The survey shall be signed and sealed by a professional surveyor and mapper registered to practice in the State of Florida.</p> <p>The application must include the following:</p> <ol style="list-style-type: none"><li><b>Applicant contact information;</b></li><li>Property information, including:<ul style="list-style-type: none"><li><u>a.</u> Legal description;</li><li><u>b.</u> <b>Property identification number;</b></li><li><u>c.</u> Section, township and range;</li><li><u>d.</u> Subdivision, unit, lot and block, or metes and bounds description;</li><li><u>e.</u> Address of subject site and general location;</li><li><del>Property Appraiser’s Parcel Number, if applicable;</del></li><li><u>f.</u> Area of existing lot in sq. ft.;</li><li><u>g.</u> Area of proposed lots in sq. ft.; and</li><li><u>h.</u> Width of proposed lots calculated according to the LDC defined term for “lot measurement, width.”</li></ul></li><li>Property History Card, indicating the date the lot first appeared in the Property Appraiser’s Records in its current configuration.</li><li>Recorded warranty deed to show the current ownership from the Clerk of Courts.</li></ol> |

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5. A signed and sealed boundary survey showing existing and proposed lot dimensions, easements of record, and all structures on the subject property.
6. A drawing or survey showing location of proposed access, including the location of proposed access easements.

**7. Addressing checklist.**

**8. Affidavit of Authorization.**

**9. Electronic copies of all documents.**

**Completeness and  
Processing of  
Application**

~~The Engineering Services 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., XXXPL201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.~~ ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

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

**Decision maker** The County Manager or designee.

**Review Process** The ~~Engineering Services Department~~ Development Review Division will review the lot split application and will approve, approve with conditions, or deny the application based on the criteria established in LDC ~~subsection 4.03.04 BC.~~

**Recording** Within 12 months of approval, t~~The applicant shall file~~ record the approved lot split with the ~~Property Appraiser or the~~ Clerk of Courts ~~and record it~~ in the Official Land Records of Collier County. ~~The lot split shall not be effective until it is recorded.~~ Evidence of the approved lot split shall be provided to the Property Appraiser for their consideration and record-keeping. No development order or development permit for the property will be approved until the lot split is recorded. A copy of the recorded document shall be provided to the Growth Management Department.

**Updated**



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## B. Lot Line Adjustment

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section <u>4.03.04 AB</u> .   |
| Applicability        | A lot line adjustment between contiguous lots or parcels, which may be platted or unplatted and under the same or separate ownership, may be requested to correct an engineering or surveying error or to allow an insubstantial boundary change between adjacent parcels.   |
| Initiation           | The <b>applicant</b> files a “ <i>Lot Line Adjustment (LLA)</i> ” application with the <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Pre-Application      | A pre-application meeting is required unless waived by the County Manager or designee.   |
| Application Contents | <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. Addressing checklist.</b></li><li><b>3. Property information, including:</b><ul style="list-style-type: none"><li>• <u>a.</u> Project name;</li><li>• <u>b.</u> Legal description of each lot;</li><li>• <u>c.</u> <b>Property identification number</b> of each lot;</li><li>• <u>d.</u> Section, township and range;</li><li>• <u>e.</u> Subdivision, unit, lot and block, or metes and bounds description;</li><li>• <u>f.</u> Address of subject site and general location; and</li><li>• <u>g.</u> Zoning designations of each lot.</li></ul></li><li><b>4. A narrative describing the reason for the lot line adjustment and proposed reconfiguration.</b></li><li><b>5. An affidavit by all <b>property owners</b> that they consent to the lot line adjustment and resulting lot formation. The affidavit shall include the number of existing and resulting lots and that the lot line adjustment complies with the criteria set out in LDC section <u>4.03.04</u>. The affidavit shall be signed by all <b>property owners</b> and include the following attachments:</b><ul style="list-style-type: none"><li>• <u>a.</u> Drawings that clearly show the original and the proposed configuration of the lots involved including acreages;</li><li>• <u>b.</u> Lot width before and after, calculated according to the LDC definition of “lot measurement, width”;</li><li>• <u>c.</u> Lot width provided to depth equal to that of minimum required front yard;</li><li>• <u>d.</u> A table and drawing showing setbacks required by the zoning district as they apply to the reconfigured lot; and</li></ul></li></ol> |

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|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• <u>e.</u> Copy of signed and sealed survey by a professional surveyor and mapper showing all structures on each lot or noted as “vacant.” The existing and proposed setbacks shall be included on the survey.</li></ul>  |
|  | 6. A drawing or survey showing location of proposed access, including the location of proposed access easements.   |
|  | 7. Quitclaim Deed(s) <u>or warranty deed (s).</u>  |
|  | <u>8. Electronic copies of all documents.</u>  |
|  | <u>9. Affidavit of Authorization.</u>  |
| Completeness and Processing of Application | <del>The Engineering Services Director 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., XXXPL201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.</del> |
|  | <u>⇒ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u>  |
| Notice                                     | No notice is required.   |
| Public Hearing                             | No public hearing is required.   |
| Decision Maker                             | The County Manager or designee.  |
| Review Process                             | The <del>Engineering Services Director</del> <u>Development Review Division</u> will approve, approve with conditions, or deny the lot line adjustment using the criteria in <b>LDC</b> <del>sub</del> section <u>4.03.04 AB</u> .   |
| Timing                                     | <del>⇒ See LDC subsection 4.03.04 A for timing requirements.</del>   |
| Recording                                  | <u>Within 12 months of approval, t</u> <del>The</del> <b>applicant</b> shall file the approved lot line adjustment affidavit, quitclaim deed(s) to complete the lot line adjustment, and exhibits with Clerk of Courts, and record it in the Official Land Records of Collier County. The lot line adjustment shall not be effective until it is recorded. <u>A copy of the recorded document shall be provided to the Growth Management Department.</u>   |
| Updated                                    |  |

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## C. Preliminary Subdivision Plat (PSP)

### 1. Preliminary Subdivision Plat – Standard

|   |   |
|---|---|
| Reference   | LDC <del>sub</del> section <u>10.02.04 A</u> and other provisions of the LDC.   |
| Applicability   | The preliminary subdivision plat (PSP) process is required for integrated phased developments, but is otherwise an optional procedure for subdivision development. If an <b>applicant</b> chooses to submit a PSP, the <b>applicant</b> shall provide all of the submittal requirements.  |
| Pre-application   | The PSP application shall be submitted for the entire property to be subdivided.<br>A pre-application meeting is required.  |
| Initiation  | The <b>applicant</b> files a “Preliminary Subdivision Plat Petition” with <del>Planning &amp; Zoning Department</del> <u>the Development Review Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents <del>for Preliminary Subdivision Plats</del> | <p>The application must include the following:</p> <ol style="list-style-type: none"><li><b>Applicant contact information.</b></li><li><b>Addressing checklist.</b></li><li>Property information, including:<ul style="list-style-type: none"><li><u>a. Legal description;</u></li><li><del>b. General location and cross streets</del> <u>Address of subject site and general location;</u></li><li><u>c. Metes and bounds description;</u></li><li><u>d. Section, township and range;</u></li><li><u>e. Size of plat in acres;</u></li><li><del>f. Number of lots and minimum lot size;</del> <u>and</u></li><li><del>g. Name of development;</del></li><li><u>h. Zoning petition number (Rezone, Conditional Use, and Site Development Plan), if applicable; and</u></li><li><u>i. Source of utilities.</u></li></ul></li><li><u>Cover letter explaining the project or proposed changes.</u></li><li><del>Current zoning designation of subject property.</del></li><li>PUD Monitoring Schedule, if applicable.</li><li>Aerial photograph(s), taken within the previous 12 months at a minimum scale of 1 in. = 200 ft., illustrating existing conditions and any site improvements.</li><li>Environmental Data Requirements. ↔ See <b>LDC</b> <del>sub</del>section <u>3.08.00 A</u>.</li><li>Traffic Impact Study, if applicable. ↔ See Chapter 7 of the Administrative Code.</li></ol> |

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9. Original petition number (PUD name and ordinance, rezone, conditional use, site development plan, etc.), if applicable.
10. Owner/agent affidavit as to the correctness of the application.
11. Historical/Archeological Survey or waiver, if applicable.
12. Conditional Use application, if applicable.
13. If ~~conditions~~substitutions are requested, pursuant to LDC section 10.02.04 A.5, justification based on sound engineering ~~principals~~principles and practices shall be provided for each ~~condition~~substitution.
14. Generalized statement of subsurface conditions on the property, location, and results of tests made to ascertain subsurface soil conditions and groundwater depth.
15. ~~If not shown on the plans, the~~ zoning classification of the tract and all contiguous properties.
16. For residential projects subject to the provisions of **LDC** section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.
17. **Electronic copies of all documents.**
18. Affidavit of Authorization.

#### Requirements for Preliminary Subdivision Plat

Submittal Credentials: The preliminary subdivision plat shall be prepared by the **applicant's engineer** and professional surveyor and mapper. The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The preliminary subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county with a north arrow, graphic scale, and date.
2. The name of subdivision or identifying title which shall not duplicate or closely approximate the name of any other subdivision in the incorporated or unincorporated area of Collier County.
3. Boundary survey, with bearings and distances as a written description with a reference to section corners.
4. The location and names of adjacent subdivisions and plat book and page reference, if any.
5. A land plan with the following information identified:
  - a. Location, dimensions, and purpose of all existing and proposed streets, alleys, property lines, easements, and rights-of-way of record;
  - b. Existing streets and alleys of record adjacent to the tract including name, right-of-way width, street or pavement width and established centerline elevation. Existing streets shall be dimensioned to the tract boundary;

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- c. Location of existing and proposed sidewalks and bike paths;
  - d. Location of all existing and proposed utilities and related easements;
  - e. Location and purpose of existing drainage district facilities and their right-of-way requirements;
  - f. Location of existing and proposed watercourses, drainage ditches, bodies of water, marshes and wetlands;
  - g. Location of existing possible archaeological sites and other significant features;
  - h. The proposed layout of the lots and blocks;
  - i. The plan shall indicate whether the streets are to be public or private. Proposed street names shall be identified on all public and private thoroughfares;
  - j. Location of proposed sites for parks, recreational areas, and school sites or the like, in accordance with any existing ordinances requiring such a dedication;
  - k. Location of buffer areas required by **LDC** section **4.06.01** shall be illustrated and the dimensions provided, if appropriate at this time; and
  - l. Typical right-of-way and pavement cross sections shall be graphically illustrated on the plans and shall include but not be limited to the location of sidewalks, bike paths, and utilities.
6. Interconnectivity of local streets between developments shall be consistent with **LDC** section **6.06.01 B** and GMP Objective 9.
7. Access Management Plan. All access provisions to the nearest public street(s) shall be identified, including all existing and proposed driveways.
8. Water Management Plan. The master water management plan shall outline the existing and proposed surface watercourses and their principal tributary drainage facilities needed for proper drainage, water management, and development of the subdivision. All existing drainage district facilities and their ultimate right-of-way requirements as they affect the property to be subdivided shall be identified on the plan. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional engineer shall include drainage data, assumed criteria, and hydraulic calculations, consistent with the criteria and design method established by the SFWMD in addition to the following information: ~~shall be included in the Engineer's Report.~~
- ~~The plan and report shall include the preliminary design calculations indicating the method of drainage, existing water elevations, recurring high water elevations, the proposed design water elevations, drainage structures, canals, ditches, delineated wetlands, and any other pertinent information pertaining to the control of storm and ground water. Any additional information submitted to SFWMD shall also be provided with the plans.~~

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- a. For all developments, the following Stormwater related information:
      - i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
      - ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
      - iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and
      - iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.
    - b. If within Collier County Public Utilities Service Area, the Report must also contain the following:
      - i. Estimated cost of utilities construction, Water and Sewer calculations;
      - ii. Sewer Hydraulics;
      - iii. Lift station hydraulics to first downstream master station;
      - iv. Lift station buoyancy calculations;
      - v. Chloramine Dissipation Report; and
      - vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.
- 9. Lot configurations. Typical lot configurations shall be illustrated and the minimum area of the lots required by the approved zoning classification shall be referenced by note.
  - a. For fee-simple residential lots, the illustration shall portray the type of unit identified by LDC definition and developer's description to be placed on each lot (i.e., Lots 1-20, single-family attached (patio home), and show a typical unit on typical interior and corner lots, depicting setbacks (including preserve setbacks, if applicable) and/or separation of structures. In addition, for fee simple residential lots the illustration shall portray the location of typical units on atypical lots, such as cul-de-sac, hammerhead, and all irregular lots.
  - b. For non-residential lots (i.e., multi-family amenity lots or parcels, commercial/industrial lots), the illustration shall portray setbacks and building envelope. Setbacks required by the approved zoning classification shall be provided verbatim on the plan in matrix form. Where there is more than one type of dwelling unit proposed (i.e., single-family detached, single-family attached, zero lot line), lots must be linked to the type, or types, of unit which they are intended to accommodate.

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- c. A table shall be provided showing lot area and lot width for each irregular lot. Regular corner and interior lots may show only typical width and area.
10. Master utilities. Utilities such as telephone, power, water, sewer, gas, and the like, on or adjacent to the tract including existing or proposed water and sewage treatment plants.
- a. The plans shall contain a statement that all utility services shall be available and have been coordinated with all required utilities.
  - b. Evidence of such utility availability shall be provided in writing from each utility proposed to service the subdivision.

|  |   |
|--|---|
| Completeness and Processing of Application | <del>The Engineering Services 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., XXPL201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.</del> <u>See Chapter 1 D. for information regarding the completeness and processing steps of the application.</u> |
| Notice                                     | No notice is required.  |
| Public Hearing                             | No public hearing is required.  |
| Decision Maker                             | The County Manager or designee.   |
| Review Process                             | The <del>Engineering Services Department</del> <u>Development Review Division</u> will review the application, identify whether additional materials are needed and review the application based on the criteria in <b>LDC</b> <del>sub</del> section <b>10.02.04 A</b> and other provisions of the <b>LDC</b> and shall approve, approve with conditions, or deny the preliminary subdivision plat.  |

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## 2. Preliminary Subdivision Plat Amendment (PSPA)

|   |   |
|---|---|
| Reference   | LDC <del>sub</del> section 10.02.04 A.4 and other provisions of the LDC.  |
| Applicability   | The County Manager or designee is authorized to make amendments to the approved PSP pursuant to LDC <del>sub</del> section 10.02.04 A.4.  |
| Initiation  | <p>The <b>applicant</b> files an “Amendment to Preliminary Subdivision Plat (PSPA)” application with the <del>Planning &amp; Zoning Department</del><u>Development Review Division</u>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>   |
| Pre-Application   | A pre-application meeting is not required.  |
| Application Contents and Requirements for Preliminary Subdivision Plat Amendments | <p><u>A preliminary subdivision plat amendment application must include the following, in addition to the Application Contents and Requirements for Preliminary Subdivision Plan, as applicable. ↔ See Chapter 5 C.1 of the Administrative Code.</u></p> <p>Submittal Credentials: The preliminary subdivision plat amendment shall be <u>prepared by the applicant’s engineer and</u><del>signed and sealed by a</del> professional surveyor and mapper, <del>registered in the State of Florida.</del> <u>The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.</u></p> <p>Sheet size: The preliminary subdivision plat amendment shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.</p> <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. Name of development.</li><li>4. Amendment to PSP Number (original PSP number).</li><li>5. Cover letter describing the proposed changes.</li><li><del>6. Owner/Agent Affidavit.</del></li><li><del>7. Revised plat.</del></li><li><del>8. PUD Monitoring Schedule, if applicable.</del></li></ol> |
| Completeness and Processing of Application  | <p><del>The Engineering Services 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., XXPL201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition. ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</del></p>   |
| Notice  | No notice is required.  |
| Public Hearing  | No public hearing is required.  |
| Decision Maker  | The County Manager or designee.   |



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**Review Process** The ~~Engineering Services Department~~Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** ~~subsection~~ 10.02.04 A.4 and shall approve, approve with conditions, or deny the amendment to the preliminary subdivision plat.

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## D. Construction Plans and Final Subdivision Plat (PPL)

### D.1. Construction Plans and Final Subdivision Plat – Standard

|                         |  |
|-------------------------|--|
| Reference               | LDC <del>sub</del> sections <u>10.02.04 B</u> and <u>10.02.04 C</u> and other provisions of the LDC.   |
| Applicability           | <p>The procedure applies to Construction Plans and Final Subdivision Plats (PPL) which is a required process prior to development and recording of a subdivision where improvements are required.</p> <p>⇔ <i>See Chapter 5 F. of the Administrative Code to submit a Minor Final Plat (FP) – when improvements are not required.</i></p> <p>⇔ <i>See Chapter 5 E. of the Administrative Code to submit Construction Plans (CNSTR) – when there are only improvements and no platting or recording is required.</i></p>  |
| Pre-Application Meeting | <p>A pre-application meeting is required for a Construction Plans and Final Subdivision Plat application. The following information is beneficial to bring for discussion at the pre-application meeting:</p> <p>Written and mapped information describing:</p> <ol style="list-style-type: none"><li>1. A brief description of the land subject to the application and existing conditions.</li><li>2. Existing and proposed zoning classifications.</li><li>3. The proposed development – include the property subject to the application and any future phases.</li><li>4. Existing covenants or restrictions.</li><li>5. Location of utility facilities, public facilities, and anticipated utility sources.</li><li>6. Water retention areas.</li><li>7. Public areas.</li><li>8. General soil characteristics.</li><li>9. Proposed number of parcels, lots, or tracts.</li><li>10. Typical lot or other parcel configuration.</li><li>11. Current aerial photograph with a clear film overlay with the proposed subdivision configuration superimposed on the aerial photograph. Aerials and overlay information must be legible at the scale provided.</li><li>12. Any other information needed to prepare and review of the application.</li><li>13. A map, at a scale of at least 1 in. =200 ft., identifying the following:<ul style="list-style-type: none"><li>• <u>a.</u> Location of the subject property and identification of adjacent lands;</li><li>• <u>b.</u> Approximate acreage;</li><li>• <u>c.</u> Date of map;</li><li>• <u>d.</u> North arrow and scale;</li></ul></li></ol> |

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- e. Natural features such as native habitat identified by vegetative cover and depicted in aerial imagery; low or swampy areas; water bodies, streams, lakes, canals or the like;
- f. Streets and layout of all adjoining streets;
- g. General lot and block layout;
- h. Zoning classification of the property subject to the application and adjacent properties;
- i. Location of existing improvements; and
- j. Any other significant features.

**Initiation** The **applicant** files a “*Subdivision Construction Plans and Plat Application*” with ~~Planning & Zoning Department~~Development Review Division.

Pursuant to LDC ~~subsection~~ 10.02.04 B.6, site development plans may be submitted for review once the first review comments of the construction plans and final subdivision plat are posted. No site development plans may be approved until the final subdivision plat is approved by the County Manager or designee.

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application  
Contents for  
Construction  
Plans and Final  
Subdivision Plats**

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
  - ~~Legal description;~~
  - a. Zoning district;
  - b. **Property identification number;**
  - c. Project name;
  - d. Section, township and range;
  - e. Subdivision, unit, lot and block; and
  - f. General location and cross streets.
4. Zoning designation of subject property.
5. PUD Monitoring Schedule and Report, if applicable.
6. Digital file of conditional use or PUD application, if applicable.
7. Cover letter explaining the project.
8. **PUD Ordinance and Development Commitment Information**, as applicable.
9. ~~Owner/Agent Affidavit and Evidence of Authority~~Affidavit of Authorization.

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10. Opinion of title.
11. Letter of intent as to the timeline for construction and platting.
12. Home Owner Association documents, if applicable.
13. An aerial photograph. All information must be legible at the scale provided.
14. Certificate of Public Facility Adequacy application.
15. Fire Flow test.
16. Zoning Data Sheet, including:
  - a. Name of Plat (and PUD, if applicable);
  - b. Development Standards per **LDC** or PUD;
  - c. Overall subdivision layout;
  - d. Table showing lot area and lot width for regular, interior and irregular lots;
  - e. Density, as allowed by zoning district;
  - f. For Residential lots:
    - ⊖ i. Type of unit identified by **LDC** definition and description of what is permitted on each lot;
    - ⊖ ii. Drawing of typical unit or typical interior and corner lots, showing setbacks, including preserve setbacks) and separation from structures; and
    - ⊖ iii. Lot layout and setbacks, particularly for the unique lots.
  - g. For Non-Residential lots:
    - ⊖ Identification of setbacks and building envelopes.
17. Historical/Archeological Survey or waiver, if applicable.
18. Environmental Data Requirements. ⇔ See **LDC** ~~sub~~section 3.08.00 A.
19. Traffic Impact Study. ⇔ See Chapter 7 of the Administrative Code.
20. School Impact Analysis, for residential projects only.
21. Information and data relating to previous zoning actions affecting the project site.
22. Utility letters of availability and plat easement approval letter for utility easements, if applicable.
23. ~~Engineer's Report including:~~ The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional engineer shall include the following:
  - ~~Complete calculations used to design the facilities, including but not limited to all water, sewer, road, water management systems, and all accessory facilities, public or private;~~

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- ~~○ Detailed hydraulic design calculations utilized to design the water management facilities for the subdivision or development; and~~
- ~~○ Detailed hydraulic design calculations utilized to design the water and sewer facilities regulated by the county.~~

- ~~● Geo-technical report with soil boring results;~~
- ~~● Engineering Review Checklist, signed and sealed by the applicant's professional Engineer;~~
- ~~● Engineer's Opinion of probable cost; and~~
- ~~● Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.~~

a. For all developments, the following Stormwater related information:

- i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
- ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
- iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and
- iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.

b. If within Collier County Public Utilities Service Area, the Report must also contain the following:

- i. Estimated cost of utilities construction, Water and Sewer calculations;
- ii. Sewer Hydraulics;
- iii. Lift station hydraulics to first downstream master station;
- iv. Lift station buoyancy calculations;
- v. Chloramine Dissipation Report; and
- vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

**24. Vegetation Removal and Site Filling permit (VRSFP), if requested.**

- a. Provide separate acreage calculations for each phase of clearing requested;
- b. If clearing or filling lots and building sites, with or without stockpiling, a separate VRSFP application shall be submitted, pursuant to **LDC** ~~subsection~~ 4.06.04.A.2; and
- c. A site clearing plan. ⇔ *See Requirements for Construction Plans for more information.*

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#### ~~25. Additional plans included in the construction plans packet:~~

- ~~• Streetlight plans, signed and sealed by a professional **engineer** licensed to practice in the State of Florida or the utility provider;~~
- ~~• Landscape plans, signed and sealed by a **landscape architect** registered in the State of Florida; and~~
- ~~• Irrigation plans, signed and sealed by a **landscape architect** or irrigation designer.~~

#### 25. Property Ownership Disclosure Form.

26. Permits: All Federal, State and local permits, including but not limited to the following, shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

- a. SFWMD Permit, Permit Modification, or waiver, including staff report exhibits;
- b. DEP utility installation permits, water/sewer; and
- c. US Army ~~Core~~Corps of Engineers permit and exhibit, if applicable.

#### 27. Electronic copies of all documents.

##### Requirements for Construction Plans

Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The following are required to identify and provide on the construction plans:

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county. The map shall include a north arrow, graphic scale, and date.
2. Construction plans with specifications detailing/showing:
  - a. Complete configurations of all required improvements including, but not limited to, all water, sewer, roads, water management systems, and all appurtenant facilities, public or private;
  - b. Complete calculations used to design these facilities shall be included with the plans; and
  - c. If the development is phased, each phase boundary shall be clearly delineated.
3. Soil Erosion and Sediment Control Plan. ⇔ *See Chapter 7 of the Administrative Code.*

~~4. Vegetation Removal and Site Filling permit (VRSFP), if requested by **applicant**.~~

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- ~~If clearing or filling outside infrastructure is requested, the plans shall differentiate on a site clearing plan (using hatching and legend) the infrastructure clearing and storage of fill as allowed by VRSFP.~~

#### 4. Additional plans included in the construction plans packet:

- a. Streetlight plans signed and sealed by a professional **engineer** licensed to practice in the State of Florida or the utility provider; and
- b. Landscape plans. ↔ See Chapter 4.P of the Administrative Code for Landscape Plan submittals

- 5. Preserve Management Plan, including a Native Vegetation Retention/Mitigation Plan, if requested by **applicant**.
- 6. Boundary and topographic survey, less than six months old.
- 7. Site Clearing Plan, including a vegetation inventory.
  - Areas where improvements are to be constructed with a maximum limit of 10 feet beyond any approved rights-of-way line or 5 feet beyond any easement line.
- 8. Design sections, i.e., cross sections of roads, lakes, berms, and lots.
- 9. Construction details showing compliance with applicable federal, state, and local standards.
- 10. For required improvements which will be constructed within an existing easement, the existing easement and facilities and the proposed easement and facilities shall be illustrated.
  - The **applicant** shall provide copies of the plans to the holder of the easement(s) simultaneously with its submission of the application to the county.
- 11. Plan and profile sheets, showing roads, water, sewer, conflict crossings, drainage, utilities, sidewalks, bike paths, and any unique situations.
- 12. Benchmark, based on NOAA datum NAVD ~~(both NAVD and NGVD).~~
- 13. Locations of test borings of the subsurface condition of the tract to be developed.
- 14. The construction plans and attachments shall address special conditions pertaining to the subdivision in note form on the construction plans, including statements indicating:
  - a. Compliance with federal, state, and local standards as currently adopted;
  - b. Source of water and sewer service; and
  - c. Required installation of subsurface construction such as water lines, sewer lines, public utilities and storm drainage prior to compaction of subgrade and roadway construction.

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#### Requirements for Water Management for Construction Plans

Submittal Credentials: The water management plans and specifications in report form shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

The Water Management plans and specifications shall include, but not be limited to, the following:

1. A topographic map of the land development related to ~~both~~ NAVD ~~and~~ NGVD with sufficient spot elevations to accurately delineate the site topography, prepared by a professional surveyor. ~~The information may be shown referenced to 1 datum with a note on the cover sheet listing a site specific equation for determining the grades in the other datum.~~
2. A drainage map of the entire basins within which the development or subdivision lies. This map may be combined with the above topographic data in a manner acceptable to the County Manager or designee. All ridges lying within the basins and the area of the basins stated in acres, of all the existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration.
3. Flow paths shall be indicated throughout including final outfalls from the development and basins, existing water elevations, all connected and isolated wetlands, recurring high water elevations, proposed design water elevations, and other related hydrologic data.
4. Drainage data, assumed criteria and hydraulic calculations, consistent with the criteria and design method established by the SFWMD. This includes routings for the 10-yr, 25-yr and 100 -yr storm events.
5. Pipe sizing calculations for the site.
6. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures, roads and curbs, and other proposed development construction.
7. Plans and profiles of all proposed roads. Where proposed roads intersect existing roads, elevations and other pertinent details shall be shown for existing roads. Where additional ditches, canals or other watercourses are required to accommodate contributory surface waters, sufficient right-of-way shall be provided by the developer or subdivider to accommodate these and future needs.
8. For projects that require a construction permit to be issued by the SFWMD, work shall not commence until the **applicant** has provided the County Manager or designee a copy of the permit ~~or an acceptable "early work" permit.~~
9. The master drainage plan shall include the drainage plans and details for all lots. The master drainage plan shall show proposed finished grade elevations at all lot corners and breaks in grade. The **engineer** shall state on the water management calculations the basis for wet season water table selection.
10. Construction plans for all subdivisions, ~~site development plans, site development plan amendments and site improvement plans~~ shall include a general note stating that all off-site drainage improvements associated with the current phase of development, including perimeter berms, swales, stormwater outfall systems and



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on-site perimeter swales shall be completed and operational prior to commencement of construction of on-site improvement.

- **a.** This requirement shall be established at the mandatory pre-construction ~~conference~~meeting. Failure to comply with completion of the required offsite improvements will result in a stop work order being issued until such time as the project is brought into compliance with this requirement; and
- **b.** The **Engineer** of record prior to final acceptance shall provide documentation from the stormwater maintenance entity that it has been provided information on how the stormwater system works and their responsibility to maintain the system.

#### Requirements for Final Subdivision Plats

Submittal Credentials: The final subdivision plat shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets of mylar or other approved material in conformance with F.S. Ch. 177, drawn to scale.

The final subdivision plat shall include at a minimum the following requirements:

1. The final plat shall be prepared in accordance with the provisions of F.S. Chapter 177, as may be amended.
2. The plat shall be clearly and legibly drawn with black permanent drawing ink or a photographic silver emulsion mylar to a scale of not smaller than 1 inch equals 100 feet.
3. Name of subdivision. The plat shall have a title or name acceptable to the County Manager or designee. When the plat is a new subdivision, the name of the subdivision shall not duplicate or be phonetically similar to the name of any existing subdivision. When the plat is an additional unit or section by the same developer or successor in title to a recorded subdivision, it shall carry the same name as the existing subdivision and as necessary a sequential numeric or alphabetic symbol to denote and identify the new plat from the original plat. ~~If the name of the subdivision is not consistent with the name utilized for any zoning action for the subject property, a general~~ A note shall be added to the plat cover sheet which identifies the zoning action name and ordinance number which approved such action.
4. Title. The plat shall have a title printed in bold legible letters on each sheet containing the name of the subdivision. The subtitle shall include the name of the county and state; the section, township and range as applicable or if in a land grant, so stated; and if the plat is a replat, amendment or addition to an existing subdivision, it shall include the words "section," "unit," "replat," "amendment," or the like.
5. Description. There shall be lettered or printed upon the plat a full and detailed description of the land embraced in the plat. The description shall show the section, township and range in which the lands are situated or if a land grant, so stated, and shall be so complete that from it without reference to the map the starting point can be determined and the boundaries identified.

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6. Index. The plat shall contain a sheet index on page 1, showing the entire subdivision on the sheet indexing the area shown on each succeeding sheet and each sheet shall contain an index delineating that portion of the subdivision shown on that sheet in relation to the entire subdivision. When more than 1 sheet shall be used to accurately portray the lands subdivided, each sheet shall show the particular number of that sheet and the total number of sheets included as well as clearly labeled match lines to each sheet.
7. Survey data. The final plat shall comply with F.S. Ch. 177, and shall show the length of all arcs together with central angles, radii, chord bearing, chord length and points of curvature. Sufficient survey data shall be shown to positively describe the boundary of each lot, block, right-of-way, easement, required conservation or preserve area and all other like or similar areas shown on the plat or within the boundary of the plat as shown in the description. The survey data contained on the plat shall also include:
  - a. The cover sheet or first page of the plat shall show a location plan, showing the subdivision's location in reference to other areas of the county;
  - b. The scale, both stated and graphically illustrated, on each graphic sheet;
  - c. A north arrow shall be drawn on each sheet that shows the geometric layout and the configuration of the property to be platted. The north direction shall be at the top or left margin of the map where practicable;
  - d. The minimum size for any letter or numeral shall be 1/10 inch;
  - e. The points of beginning and the commencement shall be boldly shown for any metes and bounds description;
  - f. All intersecting street right-of-way lines shall be joined by a curve with a minimum radius of 25 feet;
  - g. All adjoining property shall be identified by a subdivision title, plat book and page or if unplatted, the land shall be so designated;
  - h. Permanent reference monuments shall be shown in the manner prescribed by F.S. ch. 177, as amended, and shall be installed prior to recording of the final plat;
  - i. There shall be reserved a space in the upper right hand corner of each sheet for the words "Plat Book \_\_\_\_\_" and "Page \_\_\_\_\_" with the minimum letter size of ¼ inch. On the line directly below, a space for "Sheet \_\_\_\_\_ of \_\_\_\_\_.";
  - j. The map shall mathematically close and when practical shall be tied to all section, township and range lines occurring within the subdivision by distance and bearing where applicable; and
  - k. All line and curve tables are to be shown on the same sheet as the graphic drawing they relate to. When possible, dimensions shall be shown directly on the map.

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8. Lot and block identification. Each lot, block, or other like or similar parcel, however described, shall be numbered or lettered. All lots shall be numbered or lettered by progressive numbers or letters individually throughout the subdivision or progressively numbered or lettered in each block, not necessarily starting with the number "1" or letter "A." Parcels and blocks in each incremental plat shall be numbered or lettered consecutively throughout a subdivision.
9. Protected/Preserve easements. All parcels which constitute a protected/preserve area shall be labeled as an easement or tract. All protected/preserve area easements or tracts shall be dedicated on the final subdivision plat to Collier County without the responsibility for maintenance and to a **property owners'** association or similar entity with maintenance responsibilities.
10. Street names. The plat shall contain the name of each street shown on the plat in conformance with the design requirements of this section.
11. Utilities. The construction plans for required improvements which will be constructed within an existing easement must illustrate the existing easement and existing facilities, and the proposed easement and the proposed facilities.
  - ◆ Copies of the construction plans shall be provided by the **applicant** to the holder of the easement(s) simultaneously with its submission to the county.
12. Outparcels. All interior excepted parcels shall be clearly indicated and labeled "Not a Part of this Plat."
13. Rights-of-way and easements. All right-of-way and easement widths and dimensions shall be shown on the plat. All lots must have frontage on a public or private right-of-way in conformance with the **LDC**. Exceptions to lot frontage requirements are identified in **LDC** section **4.03.04**.
14. Restrictions, reservations, and restrictive covenants. Restrictions pertaining to the type and use of water supply, type and use of sanitary facilities; use, responsibility of maintenance and benefits of water or water management areas, canals, preserve and conservation areas, and other open spaces; odd-shaped and substandard parcels; restrictions controlling building lines; establishment and maintenance of buffer strips and walls; and restrictions of similar nature shall require the establishment of restrictive covenants and the existence of such covenants shall be noted on the plat by reference to official record book and page numbers in the public records of Collier County. Documents pertaining to restrictive covenants shall be submitted with the final plat.
15. Location. The name of the section, township, range, and if applicable city, town, village, county and state in which the land being platted is situated shall appear under the name of the plat on each sheet. If the subdivision platted is a resubdivision of a part or the whole of a previously recorded subdivision, the fact of its being a resubdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat.
16. Basis of bearings. The basis of bearings must be clearly stated, i.e., whether to "True North," "Grid North" as established by the National Oceanic Society (NOS), "Assumed North," etc., and must be based on a well-defined line.

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17. Existing or recorded streets. The plat shall show the name, location, and width of all existing or recorded streets intersecting or contiguous to the boundary of the plat, accurately tied to the boundary of the plat by bearings and distances.
18. Private streets and related facilities. All streets and their related facilities designed to serve more than 1 **property owner** shall be dedicated to the public use; however private streets shall be permitted within property under single ownership or control of a property Home Owners' Association a condominium or cooperative association or other like or similar entity. Where private streets are permitted, ownership and maintenance association documents shall be submitted with the final plat and the dedication contained on the plat shall clearly dedicate the roads and maintenance responsibility to the association without responsibility to the county or any other public agency. The rights-of-way and related facilities shall be identified as tracts for roads and other purposes under specific ownership. All private streets shall be constructed in the same manner as public streets and the submission of construction plans with required information shall apply equally to private streets.
19. Preserve Setbacks. The required preserve principal structure setback line and the accessory structure setback lines shall be clearly indicated and labeled on the final plat where applicable. The boundaries of all required easements shall be dimensioned on the final subdivision plat. Required protected/preserve areas shall be identified as separate tracts or easements having access to them from a platted right-of-way. No individual residential or commercial lot or parcel lines may project into them when platted as a tract. If the protected/preserve area is determined to be jurisdictional in nature, verification must be provided which documents the approval of the boundary limits from the appropriate local, state or federal agencies having jurisdiction and when applicable pursuant to the requirements and provisions of the growth management plan. ⇔ See **LDC section 6.01.02** for further information.
20. Certification and approvals. The plat shall contain, except as otherwise allowed below, on the first page (unless otherwise approved by the ~~Engineering Services Director~~ County Manager or Designee and office of the county attorney prior to submittal) the following certifications and approvals, acknowledged if required by law, all being in substantially the form set forth in Appendix C to the **LDC**. The geometric layout and configuration of the property to be platted shall not be shown on the page(s) containing the certifications, approvals and other textual data associated with the plat when practical.
  - a. Dedications. The purpose of all dedicated or reserved areas shown on the plat shall be defined in the dedication on the plat. All areas dedicated for use by the residents of the subdivision shall be so designated and all areas dedicated for public use, such as parks, rights-of-way, easements for drainage and conservation purposes and any other area, however designated, shall be dedicated by the owner of the land at the time the plat is recorded. Such dedication and the responsibility for their maintenance shall require a separate acceptance by resolution of the Board of County Commissioners. No dedication items shall be included in the general note for the plat;

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- b. Mortgagee's consent and approval. Identification of all mortgages and appropriate recording information together with all mortgagees' consents and approvals of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signature(s) of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged in the same manner as deeds are required to be witnessed and acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president, vice-president or chief executive officer. At the **applicant's** option, mortgagee's consents do not have to be included on the plat to be recorded, so long as they are provided as fully executed and acknowledged separate instruments along with the plat recording submittal;
- c. Certification of surveyor. The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat was prepared under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all of the requirements of F.S. ch. 177, part I, as amended. The certification shall also state that permanent reference monuments (P.R.M.), have been set in compliance with F.S. chapter 177, part I, as amended, and this section, and that permanent control points (P.C.P.s) and lot corners will be set under the direction and supervision of the surveyor prior to final acceptance of required improvements. Upon installation of the P.C.P.s, the surveyor must submit to the County Manager or designee written certification that the installation work has been properly completed. When required improvements have been completed prior to the recording of a plat, the certification shall state the P.C.P.s and lot corners have been set in compliance with the laws of the State of Florida and ordinances of Collier County. When plats are recorded and improvements are to be accomplished under performance security posted as provided for by this section, the required improvements and performance guarantee shall include P.C.P.s;
- d. Surveyor's seal. The surveyor of record shall sign and seal copies of the plat submitted for approval;
- e. Signature block for county attorney. The plat shall contain the approval and signature block for the county attorney;
- f. Signature block for Board of County Commissioners and clerk of circuit court. The plat shall contain the approval and signature block for the Board of County Commissioners and the acknowledgement and signature block of the clerk of circuit court;
- g. Evidence of title. A title certification or opinion of title complying with section 177.041, F.S., must be submitted with the plat. The evidence of title provided must state or describe: (1) that the lands as described and shown on the plat are in the name, and record title is held by the person, persons or organization executing the dedication, (2) that all taxes due and payable at the time of final plat recording have been paid on said lands, (3)

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all mortgages on the land and indicate the official record book and page number of each mortgage. The evidence of title may, at the **applicant's** discretion, be included on the first page of the plat, so long as the information required by section 177.041, F.S., and this paragraph is clearly stated, an effective date is provided, and the statement is properly signed; and

- **h.** Instrument prepared by. The name, street and mailing address of the natural person who prepared the plat shall be shown on each sheet. The name and address shall be in statement form consisting of the words, "This instrument was prepared by (name), (address)."

**Completeness and Processing of Application** ~~The Engineering Services Department will review the final subdivision plat 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.~~ ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

**Notice** No notice is required.

**Public Hearing** The BCC shall hold at least 1 advertised public hearing.

**Decision Maker** The BCC.

**Review Process** The ~~Engineering Services Department~~ Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** ~~subsections~~ 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

**Pre-Construction Meeting** A pre-construction meeting shall be scheduled with the ~~Engineering Services Department~~ Development Review Division prior to the commencement of construction. All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

**Re-submittal of Construction Plans and Final Subdivision Plats** Upon re-submittal of construction plans and final subdivision plat, the **engineer** shall identify all revisions to the construction plans by lettering or numbering; the surveyor shall identify all revisions to the plat by highlighting the current revisions. The **applicant**

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shall also provide a written response to the county's comments, responding to each comment individually.

**Digital Submittal Requirements** After the construction plans and final subdivision plat has been approved by the County Manager or designee for compliance, the **applicant** shall submit the following:

1. The **applicant's** professional **engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

**Recording Process Updated** The final subdivision plat shall be recorded pursuant to **LDC** ~~sub~~section **10.02.04 F**.  
↔ *See Chapter 5 G. of the Administrative Code*



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#### D.2. Final Subdivision Plat – For Townhouse Fee Simple Development

**Reference** LDC ~~sub~~sections 10.02.04.B and 10.02.04 C and other provisions of the LDC.

**Applicability** For final subdivision plat incorporating a townhouse development on fee simple lots, the additional application contents identified below shall be provided with the final subdivision plat application.

**Pre-Application** A pre-application meeting is required.

**Initiation** The **applicant** files a “Subdivision Construction Plans and Plat Application” with ~~Planning & Zoning Department~~Development Review Division.

Pursuant to LDC ~~sub~~section 10.02.04 B.6, site development plans may be submitted for review once the first review comments of the construction plans and final subdivision plat are posted. No site development plans may be approved until the final subdivision plat is approved by the County Manager or designee.

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents** A Townhouse Fee Simple Development application must include the following, in addition to the Application Contents and Requirements for construction plans and final subdivision plat. ↔ See Chapter 5 D.1 of the Administrative Code.

Submittal Credentials: The construction plans shall be signed and sealed by the **applicant’s** professional **engineer** licensed to practice in the State of Florida. The final subdivision plat shall be prepared by a professional surveyor and mapper registered in the State of Florida. The landscape plans shall be signed and sealed by a **landscape architect** registered in the State of Florida.

Sheet size: The construction plans and final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

1. A coversheet which includes:

- a. **Applicant contact information;**
- b. The name of the development;
- c. The zoning district;
- d. **PUD Ordinance and Development Commitment information;**
- e. Legal description of the subject property, ~~both prior to and after subdivision;~~ and
- f. A location map, showing the location of the tract in reference to other areas of the county. The map shall include a north arrow, graphic scale, and date.

~~2. Landscape plans, signed and sealed, in accordance with LDC section 10.02.14.~~



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~~3. Traffic Impact Study~~ ↔ ~~See Chapter 7 of the Administrative Code.~~

~~4. For residential projects subject to the provisions of LDC section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.~~

**52.** The following information in table format:

- **a.** Total site acreage;
- **b.** Total square footage of impervious area, including all parking areas, drive aisles, internal streets, and the percentage of impervious area of the total site area;
- **c.** Total number of units, units per acre, and a unit breakdown by square footage and number of bedrooms, as well as minimum/maximum (as applicable) floor area required and floor area proposed;
- **d.** All required and provided setbacks and separations between principal and accessory structures;
- **e.** Maximum building height allowed by zoning district and height proposed;
- **f.** Zoning and land use of the subject property and adjacent properties, including properties abutting an adjacent right-of-way or right-of-way easement;
- **g.** A parking summary, showing number of spaces required, and number of spaces provided; and
- **h.** Preserve area required and provided.

**63.** A Site Plan illustrating the following:

- **a.** Name and alignment of existing/proposed rights-of-way of all streets bordering the development;
- **b.** Name and alignment of existing/proposed rights-of-way for all internal streets and alleys;
- **c.** Location of all existing driveways or access points of the opposite sides of all streets bordering the development;
- **d.** Location of all traffic calming devices;
- **e.** Location and configuration of all development ingress and egress points;
- **f.** Location and arrangements of all proposed principal and accessory structures;
- **g.** Directional movement of internal vehicular traffic and its separation from pedestrian traffic;
- **h.** Location of emergency access lanes, fire hydrants and fire lanes;
- **i.** Location of all handicapped parking spaces;

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- j. Location of trash enclosures or compactors, if applicable;
- k. Location and proposed heights of proposed walls or fences;
- l. Location of sidewalks and pathways designed in accordance with LDC section 6.06.02;
- m. Location of residential off-street parking in accordance with LDC ~~subsection~~ 4.05.04 D.1;
- n. Location of all required preserves with area in square feet; and
- o. Any additional relevant information as may be required by the County Manager or designee.

#### 4. Property Ownership Disclosure form.

##### Completeness and Processing of the Application

~~The Planning & Zoning Department will review the final subdivision plat 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.~~ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

Notice No notice is required.

Public Hearing The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC.

Review Process The ~~Engineering Services Department~~ Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with LDC ~~sub~~sections 10.02.04 B and 10.02.04 C and other provisions of the LDC.

Once submitted for review, the townhouse construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the ~~Engineering Services Department~~ Development Review Division prior to the commencement of construction. All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

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|                                       |  |
|---------------------------------------|--|
| <b>Digital Submittal Requirements</b> | <p>After the final subdivision plat has been approved by the County Manager or designee for compliance the <b>applicant</b> shall submit the following:</p> <ol style="list-style-type: none"><li>1. The <b>applicant's</b> professional <b>engineer</b> shall submit a digitally created construction/site plan documents; and</li><li>2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.</li></ol> |
| <b>Recording Process Updated</b>      | <p>The Townhouse Construction Plans and Final Subdivision Plats shall be recorded pursuant to <b>LDC</b> <del>sub</del>section <u>10.02.04 F</u> ⇔ See Chapter 5 G. of the Administrative Code.</p>  |

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## E. Construction Plans (CNSTR)

### E.1. Construction Plans – Standard

Reference LDC ~~sub~~section 10.02.04 E.

**Applicability** This procedure applies to construction improvements which do not require platting or recordation of land.

**Pre-application** A pre-application meeting is required.

**Initiation** The **applicant** files an “Application for Construction Plans (CNSTR)” with the ~~Planning & Zoning Department~~[Development Review Division](#).

[↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.](#)

**Application Contents** The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
  - [a.](#) Legal description;
  - [b.](#) **Property identification number;**
  - [c.](#) Section, township and range;
  - [d.](#) Subdivision, unit, lot and block;
  - [e.](#) Project name; and
  - [f.](#) General location.
4. Cover letter, briefly describing the project.
5. Streetlight plans, [signed and sealed by a professional Engineer, licensed to practice in the State of Florida.](#)
6. Landscape plans. [↔ See Chapter 4.P of the Administrative Code for Landscape Plan submittals.](#)
7. Professional engineer’s report.
8. Construction Plans.
9. Professional **engineer’s** opinion of the probable construction ~~costs or contract bid price.~~
10. **Electronic copies of all documents.**

**Requirements for Construction Plans** [↔ See Chapter 5 D.1 - Construction Plans and Final Subdivision Plat section of the Administrative Code for the construction plans and water management plan requirements.](#)

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Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida. The landscape plans shall be signed and sealed by a **landscape architect** registered in the State of Florida. The streetlight plans shall be signed and sealed by an irrigation designer or **landscape architect** registered in the State of Florida

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

#### Completeness and Processing of Application

~~The Engineering Services 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.~~ [↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.](#)

Notice No notice is required.

Public Hearing No public hearing is required.

Decision maker The County Manager or designee.

Review Process The ~~Engineering Services Department~~[Development Review Division](#) will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** ~~subsection~~ [10.02.04 E](#) and shall approve or deny the application.

Once submitted for review, the construction plans application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the ~~Engineering Services Department~~[Development Review Division](#) prior to the commencement of construction. All Federal, State, and local permits shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

Digital Submittal Requirements following approval by the County Manager or designee After the final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be

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delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

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#### E.2. Insubstantial Change to Construction Plans (ICP)

**Reference** LDC ~~sub~~sections 10.02.04 B.5 and 10.02.05 A.5

**Applicability** Approved construction plans may request minor or insubstantial changes due to site inspections and/or unexpected conditions that warrant changes to the plans. All changes must be noted on the record drawings.

No changes to the final subdivision plat are permitted.

**Pre-application** A pre-application meeting is required unless waived by the County Manager or designee.

**Initiation** The **applicant** files an “*Application for Insubstantial Change to Construction Plans*” with the ~~Planning & Zoning Department~~Development Review Division.

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

**Application Contents** Submittal Credentials: Construction plans for all of the improvements required shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Project information, including:
  - a. Assigned **Planner**;
  - b. Project name;
  - c. Original ~~SDP/SIP~~CNSTR/PPL number; and
  - d. Section, township and range.
4. Determination (i.e. email correspondence) from the County Manager or designee that confirms the ~~following~~:
  - ~~The proposed revisions to a PPL, or CNSTR, SDP or SIP is~~ are consistent with the insubstantial change criteria; and
5. Cover letter describing in detail the requested changes and identification of the sheet number and the plans affected by the requested change. The cover sheet shall be signed and sealed and include the following information:
  - a. Project Title;

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- **b.** Reference the project is an Insubstantial Change for PPL; or CNSTR;  
~~SDP or SIP;~~
- **c.** Zoning Designation;
- **d.** Vicinity map clearly identifying the location of the development;  
and
- **e.** Property information, including:
  - ⊖ **i.** Legal description; and
  - ⊖ **ii.** **Property identification number.**

**6.** The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional engineer shall include the following:

- a.** For all developments, the following Stormwater related information:
  - i.** Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;
  - ii.** Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;
  - iii.** Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and
  - iv.** Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.
- b.** If within Collier County Public Utilities Service Area, the Report must also contain the following:
  - i.** Estimated cost of utilities construction, Water and Sewer calculations;
  - ii.** Sewer Hydraulics;
  - iii.** Lift station hydraulics to first downstream master station;
  - iv.** Lift station buoyancy calculations;
  - v.** Chloramine Dissipation Report; and
  - vi.** Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.

**Completeness  
and Processing of  
Application**

~~The Engineering Services 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~~



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~~correspondence regarding the petition.~~ ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.

|                          |   |
|--------------------------|---|
| Notice                   | No notice is required.  |
| Public Hearing           | No public hearing is required.  |
| Decision maker           | The County Manager or designee.   |
| Review Process           | <p>The <del>Engineering Services Department</del><u>Development Review Division</u> will review the application and identify whether additional materials are needed and review the application for compliance with LDC sections <u>10.02.04</u> and <u>10.02.05</u> and any other applicable LDC sections.</p> <p>Once submitted for review, the insubstantial change application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the <b>applicant</b>. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.</p> |
| Pre-Construction Meeting | A pre-construction meeting shall have occurred with the <del>Engineering Services Department</del> <u>Development Review Division</u> prior to the initial commencement of construction.  |
| Updated                  |   |

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#### F. Minor Final Subdivision Plat (FP)

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section <u>10.02.04 D.</u>  |
| Applicability        | This procedure applies to a minor final subdivision plat. A minor final subdivision plat generally does not require improvements, a construction maintenance agreement, a security performance bond, or phasing.   |
| Pre-application      | A pre-application meeting is required unless waived by the County Manager or designee.   |
| Initiation           | The <b>applicant</b> files a “Minor Subdivision Plat Application” with the <del>Planning &amp; Zoning Department</del> <u>Development Review Division</u> .<br><br><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u>  |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. <b>Addressing checklist.</b></li><li>3. <b>PUD Ordinance and Development Commitment Information.</b></li><li>4. Property information, including:<ul style="list-style-type: none"><li>• <u>a.</u> Legal description;</li><li>• <u>b.</u> <b>Property identification number;</b></li><li>• <u>c.</u> Project name;</li><li>• <u>d.</u> Section, township and range;</li><li>• <u>e.</u> Subdivision, unit, lot and block; and</li><li>• <u>f.</u> Total acreage.</li></ul></li><li>5. Current zoning designation of subject property.</li><li>6. Cover letter briefly explaining the project.</li><li>7. PUD Monitoring Schedule, if applicable.</li><li>8. Owner/agent affidavit as to the correctness of the application.</li><li>9. Signed and sealed Plat, less than 6 months old.</li><li>10. Signed and sealed boundary survey, less than 6 months old.</li><li>11. <del>Evidence of Authority</del><u>Affidavit of Authorization</u>.</li><li>12. Zoning Data Sheet.</li><li>13. Certificate of Adequate Public Facilities application, if applicable.</li><li>14. School Impact Analysis application, if applicable.</li></ol> |

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|  |   |
|--|---|
| Final Subdivision Plat Requirements        | <p>↔ See Chapter 5 D.1 - "Requirements for Final Subdivision Plat" within the Construction Plans and Final Subdivision Plat section of the Administrative Code.</p> <p>Submittal Credentials: Minor final plats shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.</p> <p>Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.</p>   |
| Completeness and Processing of Application | <p><del>The Engineering Services 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.</del> ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.</p>   |
| Notice                                     | No notice is required.  |
| Public Hearing                             | The BCC shall hold 1 public hearing.  |
| Decision maker                             | The County Manager or designee.   |
| Review Process                             | <p>The <del>Engineering Services Department</del> <u>Development Review Division</u> will review the application, identify whether additional materials are needed and review the application for compliance with and shall approve, approve with conditions, or deny the minor final subdivision plat.</p> <p>Once submitted for review, the minor final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the <b>applicant</b>. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.</p> <p>The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the minor final subdivision plat.</p> |
| Digital Submittal Requirements             | <p>After the minor final subdivision plat has been approved by the County Manager or designee for compliance the <b>applicant</b> shall submit the following:</p> <ol style="list-style-type: none"><li>1. The <b>applicant's</b> professional <b>Engineer</b> shall submit a digitally created construction/site plan documents; and</li><li>2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF)</li></ol>                |

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format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

**Recording Process** The minor final subdivision plat shall be recorded pursuant to **LDC** section **10.02.04**  
**F** ⇌ *See Chapter 5 G. of the Administrative Code*

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## G. Plat Recording

|                      |  |
|----------------------|--|
| Reference            | LDC <del>sub</del> section 10.02.04 F.   |
| Applicability        | <p>This procedure is to ensure proper legal description, identification, documentation, and recording of real estate boundaries.</p> <p>No building permit for habitable structures shall be issued prior to approval by the BCC and recordation of the final subdivision plat, except as identified in LDC sections 5.05.04 and 10.02.04 B.6.</p>   |
| Pre-Application      | A pre-application meeting will have occurred at the time of submittal of the construction plans and final subdivision plat or minor final subdivision plat.  |
| Initiation           | <p>The <b>applicant</b> files an "Application for Plat Recording (PR)" with the <del>Engineering Services Department</del><u>Development Review Division</u>.</p> <p><u>↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.</u></p>  |
| Application Contents | <p>The application must include the following:</p> <ol style="list-style-type: none"><li>1. <b>Applicant contact information.</b></li><li>2. Original PPL number.</li><li>3. Construction and Maintenance Agreement.</li><li>4. Original sepia mylar of the final subdivision plat.<ul style="list-style-type: none"><li>• Surveyor's certification that the mylar contains no revisions from the most recent submittal of the final subdivision plat to the Engineering Services Department.</li></ul></li><li>5. Pursuant to LDC <del>sub</del>section 10.02.04 F.3, an original title opinion from an attorney licensed to practice in the State of Florida, which contains the following:<ul style="list-style-type: none"><li>• <u>a.</u> A legal description of at least the lands being platted;</li><li>• <u>b.</u> A statement that the attorney is licensed to practice in the State of Florida and that the attorney has examined title to the subject real property, if a title opinion is being provided;</li><li>• <u>c.</u> Identification of the exact name of any person who is the record owner of the subject real property and a specific citation to the official records book and page, where each record legal owner obtained title to the subject real property. The title information shall have attached thereto a copy of said instrument(s) of conveyance; and</li><li>• <u>d.</u> Identification of liens, encumbrances, easements, or matters shown or that should be shown as exclusions to coverage on a title insurance policy. As may be applicable, the title information shall include in a neatly bound fashion, and make citation to the recording information of, all referenced liens, encumbrances, easements, or</li></ul></li></ol> |

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exclusions. The title information shall have attached thereto a copy of any such instruments.

6. Joinder and consent of mortgagee, if applicable.
7. If any dedications, grants, conveyances, easements, consents (including mortgagee consents), reservations, covenants, or other like instruments are to be recorded simultaneously with the final subdivision plat, appropriate fees and original documentation must be provided to the County Manager or designee for processing and recording by the clerk of court prior to, or simultaneously with, the recording of the final subdivision plat.
8. Homeowner Association Documents, if applicable.
9. Affidavit by surveyor.

#### Supporting "gap" title information

1. Pursuant to LDC ~~sub~~section 10.02.04 F.3, within 60 days of recordation of the final subdivision plat the **applicant** shall submit to the County Manager or designee final supporting "gap" title information.
2. The final supporting title information must meet all of the requirements in the above (Plat Recording – Application Contents).
3. The effective date of the supporting "gap" title information must be through the date of recordation of the final subdivision plat and must, at a minimum, cover the "gap" between the time the effective date of the information required above (Plat Recording – Application Contents) and the date and time of recording of the final plat.
4. The title information must identify and provide copies of any recorded documentation of the holders of any estates, liens, encumbrances, or easements not properly included or joined in the dedication or consents on the final subdivision plat. The supporting "gap" title information must have attached a copy of any required instruments not previously provided in connection with submittals for the final plat's recording.

#### Completeness and Processing of Application

~~The Engineering Services 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. ↔ See Chapter 1 D. for information regarding the completeness and processing steps of the application.~~

Notice No notice is required.

Public Hearing ~~The BCC shall hold 1 public hearing.~~ No public hearing is required.

Decision Maker ~~The BCC.~~ The County Manager or Designee.

Review Process The ~~Engineering Services Department~~ Development Review Division will review the application and identify whether additional materials are needed pursuant to LDC ~~sub~~section 10.02.04 F.

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The ~~Engineering Services Department~~Development Review Division will submit the final subdivision plat materials to the Collier County Clerk of Courts for recording.

#### Digital Submittal Requirements

After the final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

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#### H. Vacation of Subdivision Plats

Reference ⇔ See F.S. § 177.101, as amended and **LDC** ~~sub~~section 10.02.04 G.

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