

RESOLUTION NO. 2017 - 52

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA AMENDING ORDINANCE NO. 2004-66, AS AMENDED, THAT CREATED AN ADMINISTRATIVE CODE FOR COLLIER COUNTY, TO AMEND EXHIBIT “B,” ADMINISTRATIVE CODE FOR LAND DEVELOPMENT, BY AMENDING CHAPTER THREE, QUASI-JUDICIAL PROCEDURES WITH A PUBLIC HEARING, MORE SPECIFICALLY TO ADD SECTION K, COMPATIBILITY DESIGN REVIEW; AMENDING CHAPTER FOUR, ADMINISTRATIVE PROCEDURES, MORE SPECIFICALLY TO ADD SECTION N, INTENT TO CONVERT APPLICATION FOR GOLF COURSE CONVERSIONS; AMENDING CHAPTER EIGHT, PUBLIC NOTICE, MORE SPECIFICALLY TO ADD SECTION F, STAKEHOLDER OUTREACH MEETING FOR GOLF COURSE CONVERSION (SOM); AMENDING CHAPTER 12, ACRONYMS; AND AMENDING CHAPTER 13, GLOSSARY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (“Board”) adopted Ordinance No. 2004-66 on October 12, 2004, which created an Administrative Code for Collier County; and

WHEREAS, the Board subsequently amended Ordinance No. 2004-66 through the adoption of Ordinance No. 2013-57 on September 24, 2013; and

WHEREAS, Ordinance No. 2013-57 provides for the adoption of Exhibit “B,” Administrative Code for Land Development; and

WHEREAS, Ordinance No. 2013-57 also provides that amendments required to maintain the Administrative Code shall be made by resolution adopted by the Board; and

WHEREAS, the Board desires to revise Exhibit “B,” Administrative Code for Land Development, to add procedures and public notice requirements for applications relating to the conversion of constructed golf courses to non-golf course land uses in accordance with Sections 5.05.15 and 10.03.06 of the Collier County Land Development Code.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that Exhibit “B”, Administrative Code for Land Development, of Ordinance No. 2004-66, as amended, is hereby amended as follows:

SECTION ONE: AMENDMENT OF CHAPTER THREE – QUASI-JUDICIAL PROCEDURES WITH A PUBLIC HEARING

Section K, entitled “Compatibility Design Review” is hereby added to Chapter Three, Quasi-Judicial Procedures with a Public Hearing, of Exhibit “B,” Administrative Code for Land Development, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION TWO: AMENDMENT OF CHAPTER FOUR – ADMINISTRATIVE PROCEDURES

Section N, entitled “Intent to Convert Application for Golf Course Conversions” is hereby added to Chapter Four, Administrative Procedures, of Exhibit “B,” Administrative Code for Land Development, as set forth in Exhibit B, attached hereto and incorporated herein by reference.

SECTION THREE: AMENDMENT OF CHAPTER EIGHT – PUBLIC NOTICE

Section F, entitled “Stakeholder Outreach Meeting for Golf Course Conversion (SOM)” is hereby added to Chapter Eight, Public Notice, of Exhibit “B,” Administrative Code for Land Development, as set forth in Exhibit C, attached hereto and incorporated herein by reference.

SECTION FOUR: AMENDMENT OF CHAPTER 12 – ACRONYMS

Chapter 12, entitled “Acronyms,” of Exhibit “B,” Administrative Code for Land Development, is hereby amended as set forth in Exhibit D, attached hereto and incorporated herein by reference.

SECTION FIVE: AMENDMENT OF CHAPTER 13 – GLOSSARY

Chapter 13, entitled “Glossary,” of Exhibit “B,” Administrative Code for Land Development, is hereby amended as set forth in Exhibit E, attached hereto and incorporated herein by reference.


SECTION FIVE: EFFECTIVE DATE

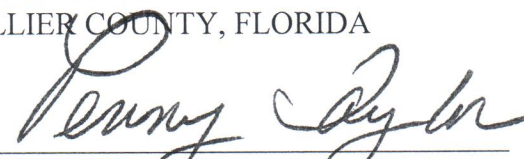
This Resolution shall become effective on the date of adoption by the Board.

THIS RESOLUTION ADOPTED by majority vote this 28th day of March, 2017.

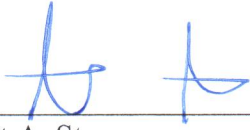
ATTEST:
DWIGHT E. BROCK, CLERK

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: 
Deputy Clerk
Attest as to Chairman's

By: 
PENNY TAYLOR, CHAIRMAN

Approved as to form and legality:



Scott A. Stone
Assistant County Attorney

Attachments: Exhibit A – Chapter 3, Section K, “Compatibility Design Review”
Exhibit B – Chapter 4, Section N, “Intent to Convert Application for Golf Course
Conversions”
Exhibit C – Chapter 8, Section F, “Stakeholder Outreach Meeting for Golf Course
Conversion (SOM)”
Exhibit D – Chapter 12, “Acronyms”
Exhibit E – Chapter 13, “Glossary”

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Chapter 3 | Quasi-Judicial Procedures with a Public Hearing

K. Compatibility Design Review

Reference LDC sections 5.05.15, and LDC Public Notice section 10.03.06.

⇔ See Chapter 4.N of the Administrative Code for Intent to Convert Applications and Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.

Purpose The Compatibility Design Review process is intended to address the impacts of golf course conversions on real property by reviewing the conceptual development plan for compatibility with existing surrounding uses.

Applicability This process applies to a golf course constructed in any zoning district or designated as a Stewardship Receiving Area that utilize a non-golf course use which is a permitted, accessory, or conditional use within the existing zoning district or designation.

This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in LDC section 2.03.09 A.

Conditional uses shall also require conditional use approval subject to LDC section 10.08.00. The conditional use approval should be a companion item to the compatibility design review approval.

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

Initiation The **applicant** files an "Application for Compatibility Design Review" with the Zoning Division after the "Intent to Convert" application is deemed complete by County staff and the Stakeholder Outreach Meetings (**SOMs**) are completed. ⇔ See Chapter 4 of the Administrative Code for information regarding the "Intent to Convert" application and Chapter 8 of the Administrative Code for requirements for SOMs and additional notice information.

Application Contents The application must include the following:

- 1. Applicant contact information.**
- 2. Addressing checklist.**
- 3. Name of project.**
- 4. The proposed conceptual development plan.**
- 5. The name and mailing address of all registered property owners' associations that could be affected by the application.**
- 6. Disclosure of ownership and interest information.**
- 7. 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.**
- 8. Property information, including:**
 - Legal description;
 - Property identification number;
 - Section, township, and range;

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- Address of the subject site and general location;
 - Size of property in feet and acres;
 - Zoning district;
 - Plat book and page number; and
 - Subdivision, unit, lot and block, and metes and bounds description.
9. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
- Legal description;
 - Property identification number;
 - Section, township and range; and
 - Subdivision, unit, lot and block, or metes and bounds description.
10. Zoning information, including adjacent zoning and land use.
11. Soil and/or groundwater sampling results, as described in LDC section 5.05.15 G.6;
12. The approved Intent to Convert application, as described in LDC section 5.05.15 C.1; and
13. The SOM Report, as described in LDC section 5.05.15 C.3.
14. A narrative describing how the applicant has complied with the criteria in LDC sections 5.05.15 F.3, including:
- A list of examples depicting how each criterion is met;
 - A brief narrative describing how the examples meet the criterion; and
 - Illustration of the examples on the conceptual development plan that are described above.

Completeness and Processing of Application The 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.

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

1. **Newspaper Advertisements:** The legal advertisement shall be published at least 15 days prior to the hearing in a newspaper of general circulation. The advertisement shall include at a minimum
 - Date, time, and location of the hearing;
 - Description of the proposed land uses; and
 - 2 in. x 3 in. map of the project location.
2. **Mailed Notice:** For the purposes of this mailed notice requirement, written notice

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shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days prior to the advertised public hearings.

- Public Hearing**
1. The Planning Commission shall hold at least 1 advertised public hearing.
 2. The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC, following a recommendation by the Planning Commission.

Review Process Staff will prepare a staff report consistent with LDC section 5.05.15 F and schedule a hearing date before the Planning Commission to present the petition. Following the Planning Commission's review, Staff will prepare an Executive Summary and will schedule a hearing date before the BCC to present the petition.

Updated

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N. Intent to Convert Application for Golf Course Conversions

Reference LDC sections 5.05.15, and LDC Public Notice section 10.03.06.

↔ See Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.

Applicability 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 2.03.09 A.

Pre-Application A pre-application meeting is required.

Initiation The applicant files an "Intent to Convert" application with the Planning & Zoning Division.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Name of project.
4. The name and mailing address of all registered property owners' associations that could be affected by the application.
5. Disclosure of ownership and interest information.
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.
7. A title opinion or title commitment that identifies the current owner of the property and all encumbrances against the property.
8. Boundary survey (no more than six months old).
9. Property information, including:
 - Legal description;
 - Property identification number;
 - Section, township, and range;
 - Address of the subject site and general location;
 - Size of property in feet and acres; and
 - 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:
 - Legal description;

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- Property identification number;
 - Section, township and range; and
 - 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:
 - Any golf course acreage that was utilized to meet the minimum open space requirements for any previously approved project;
 - Existing preserve areas;
 - Sporadic vegetation less than ½ acre, including planted areas, that meet criteria established in LDC section 3.05.07 A.4; and
 - A matrix demonstrating the following as required in LDC section 5.05.15 G.3:
 - For conventionally zoned districts:
 - County approved preserve acreage; and
 - Any sporadic vegetation acreage used to meet the preserve requirement for the conversion project.
 - For PUDs:
 - County approved preserve acreage; and
 - 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.
 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:

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- A narrative clearly describing the goals and objectives for the conversion project.
 - *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.
 - *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.
 - *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:
- An Access Management Exhibit, identifying the location and dimension of existing and proposed access points and legal access to the site.
 - A dimensional standards table for each type of land use proposed within the plan.
 - Dimensional standards shall be based upon the established zoning district, or that which most closely resembles the development strategy, particularly the type, density, and intensity of each proposed land use.
 - 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.
 - A plan providing the proposed location and design of the greenway (this may be included on the conceptual development plan):
 - *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):
 - The proposed location of passive recreational

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uses;

- Existing and proposed lakes, including lake area calculations;
 - Preserve areas;
 - Any structures or trails related to passive recreational uses;
 - Greenway widths demonstrating a minimum average width of 100 feet and no less than 75 feet shall be identified every 100 feet;
 - 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;
 - 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
 - Location of any proposed wall or fence pursuant to LDC section 5.05.15 G.2.f.
- 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.
 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 copy of the web-based survey;
 - The user-friendly website address where the survey will be available; and
 - 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.

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.

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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:

- Explanation of the intention to convert the golf course.
- 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.
- 2 in. x 3 in. map of the project location.
- 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 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

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whether additional materials are needed.

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F. Stakeholder Outreach Meeting for Golf Course Conversions (SOM)

Reference LDC sections 5.05.15 and LDC Public Notice section 10.03.06.

⇔ See Chapter 4.N for Intent to Convert Applications for the Application Contents Required for Presentations at SOMs.

Purpose Stakeholder Outreach Meetings (SOMs) are intended to engage stakeholders early in the design of a golf course conversion project and to encourage collaboration and consensus between the applicant and the stakeholders on the proposed conversion.

Applicability This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. A minimum of two in-person meetings and one web-based visual survey are required. This section shall be used in connection with LDC section 5.05.15.

Initiation The SOMs may be held after the “Intent to Convert” application has been received by the County and deemed sufficient by staff to proceed. It is encouraged that SOMs take place in a timely manner so as to support stakeholder involvement.

SOM Notice Requirements Each SOM shall be noticed as follows:

- 1. Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before the SOM in a newspaper of general circulation. The advertisement shall include at a minimum:
 - Date, time, and location of the SOM;
 - Petition name, number and applicant contact info;
 - Notice of the intention to convert the golf course to a non-golf course use;
 - Brief description of the proposed uses; and
 - 2 in. x 3 in. map of the project location.
- 2. Mailed Notice:** For the purposes of this mailed notice requirement, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days before the first SOM. The mailed notice shall include the following:
 - Date, time, and location of each SOM included in the mailed notice;
 - Petition name, number and applicant contact info;
 - Notice of the intention to convert the golf course to another use;
 - A brief description of the proposed uses;
 - A statement describing that the applicant is seeking input through a stakeholder outreach process;
 - The user-friendly web address where the meeting materials, such as the Developers Alternatives Statement, can be accessed;
 - A brief description of the visual survey and the user-friendly web address where the survey can be accessed; and
 - The dates that the web-based visual survey will be available online.

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Location The **applicant** must arrange the location of the meeting. The location must be reasonably convenient to the **property owners** who receive the required notice. The facilities must be of sufficient size to accommodate expected attendance.

Conduct of SOMs A minimum of two **SOMs** shall be conducted in accordance with the following:

- An assigned County planner shall attend the **SOMs** and observe the process. The planner shall note any commitment made by the applicant during the meetings.
- Meeting Conduct: The applicant shall conduct the meetings as follows:
 - Use at least one public outreach method during the in-person meetings as described below; and
 - The applicant shall facilitate dialogue and encourage input on the conceptual development plan from the stakeholders regarding the types of development the stakeholders consider compatible with the neighborhood, and the types of land uses they would support to be added to the neighborhood.
- Presentation: The **applicant** must provide the following at the **SOM** for review and comment:
 - The current **LDC** zoning district uses and development regulations;
 - Information about the purpose of the meeting, including the goals and objectives of the conversion project;
 - A copy of the Developer’s Alternatives Statement shall be made available at the SOM, as described in **LDC** section 5.05.15 C.2;
 - Visuals depicting the conceptual development plan(s) and the greenway; and
 - The list of deviations requested, as described in **LDC** section 5.05.15 C.4.a-b.
- Public Outreach Methods: The **applicant** shall use one or more of the following at the Stakeholder Outreach Meetings to engage stakeholders:
 - Charrette. This public outreach method is a collaborative design and planning workshop that occurs over multiple days. Through a charrette, the **applicant** designs the conceptual development plan and greenway with stakeholders’ input. During a charrette, stakeholders are given the opportunity to identify values, needs, and desired outcomes regarding the project. Through a series of engagement activities the conceptual development plan and greenway are designed and refined. Throughout the sessions, stakeholders have an opportunity to analyze the project, address and resolve issues, and comment on multiple iterations of the project.
 - Participatory Mapping. This public outreach method produces maps using stakeholder knowledge and input. To start, the applicant hosts a workshop and shares information about the project through

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exhibits such as poster boards, written or electronic materials, etc. Participants are then given sticky dots, markers, or other tactile/visualization tools in conjunction with maps of the conceptual development plan and greenway to identify options to address compatibility, adverse impacts, or types of desirable usable open space for the project. For example: stakeholders are asked to place red dots on the map where there is a perceived pedestrian hazard and place a green dot where they support additional tree plantings in the greenway.

- Group Polling. This public outreach method polls participants at the meeting and provides instant results. The poll can include a wide range of topics about the project, such as density, greenway uses, vehicle/pedestrian transportation networks, etc. The **applicant** provides sticky dots or uses electronic devices to conduct the polling.
- Visioning Exercise. This public outreach method invites stakeholders to describe their core values and vision for their community. In a workshop setting, the **applicant** presents a wide variety of reports, maps, photos, and other information about the project. The **applicant** then poses questions to the participants, such as, but not limited to the following:
 - “What do people want to preserve in the community?”
 - “What do people want to create in the community?”
 - “What do people want to change in the community?”

The applicant collects the responses and works with the participants to create a vision statement for the project that incorporates the goals, concerns, and values of the community.

Web-based Visual Survey Requirements

The web-based visual survey is intended to increase engagement with stakeholders. The survey should engage the stakeholders in the design of the project and assist in determining what stakeholders find important to the neighborhood, what is considered compatible with the neighborhood, and what types of land uses they support adding to the neighborhood.

- The survey shall provide visual representations of the proposed development, in particular the types of land uses proposed, streetscapes, public spaces, design characteristics, and depictions of the greenway design;
- The survey questions shall be worded so as to elicit responses to the stakeholders’ preferences or support for the visual representations.
- The survey shall allow for additional comment(s) to be made by the stakeholders.

SOM Report

After the **SOMs** and the web-based survey are complete, the **applicant** will submit a report of the **SOM** to the County, including the following information:

- A list of attendees, a description of the public outreach methods used, photos from the meetings demonstrating the outreach process, results from

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outreach methods described above;

- Copies of the materials used during the meeting, including any materials created at the meeting, such as any participatory mapping or related documents;
- A verbatim transcript of the meetings and an audio (mp3 or WAV format) or video recording in a format accessible or viewable by the County;
- A point-counterpoint list, identifying the input from the stakeholders and how and why it was or was not incorporated into the application. Input from stakeholders may be categorized by topic and the applicant may provide a single response to each topic in narrative format; and
- The report shall be organized such that the issues and ideas provided by the stakeholders that are incorporated in the application are clearly labeled in the point-counterpoint list and in the conversion application.

Meeting Follow-up After each **SOM** is completed and prior to the submittal of a conversion application, the applicant will submit to the assigned planner a written summary of the **SOM** and any commitment that has been made. Any commitment made during the meeting will:

- Become part of the record of the proceedings;
- Be included in the staff report for any subsequent conversion application; and
- Be considered for inclusion into the conditions of approval of any subsequent development order.

Updated

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Chapter 12 | Acronyms

Chapter 12. Acronyms

A – Rural Agricultural Zoning District	FIAM – Financial Impact Analysis Module
ACOE – Army Corps of Engineers	FIHS – Florida Interstate Highway System
ACP – Agricultural Clearing Permit	FLUCFCS - Land Use Cover and Forms Classification System
ACSC – Area of Critical State Concern	FLUE – Future Land Use Element
ADT – Average Daily Trips	FLUM – Future Land Use Map
ASI – Area of Significant Influence	FP – Final Plat
BCC – Board of Collier County Commissioners	FS – Florida Statutes
BD – Boat Dock Petition	FSA – Flow way Stewardship Area
BMUD – Bayshore Drive Mixed Used District	GC – Golf Course
BP – Business Park District	GGAMP – Golden Gate Area Master Plan
BZA – Board of Zoning Appeals	GGPPOCO – Golden Gate Pkwy Professional Office Commercial Overlay District
C-1 – Commercial Professional General Office District	GMP – Growth Management Plan
C-2 – Commercial Convenience District	GPCD – Gallons Per Capita per Day
C-3 – Commercial Intermediate District	GT – Gopher Tortoise
C-4 – General Commercial District	GWP – Ground Water Protection Zone
C-5 – Heavy Commercial District	GZO – Goodland Zoning Overlay
CCME – Conservation and Coastal Management Element	HSA – Habitat Stewardship Area
CCPC – Collier County Planning Commission	I – Industrial Zoning District
CCSL(P) – Coastal Construction Setback Line (Permit)	ICBSD – Immokalee Central Business Subdistrict
CDD – Community Development District	LDC – Land Development Code
CEB – Code Enforcement Board	LOS – Level of Service
CF – Community Facility	LPA – Local Planning Agency
CIE – Capital Improvement Element	LSPA – Littoral Shelf Planting Area
CIP – Capital Improvement Program	M/F – Multi-family Use or Zoning
CMO – Corridor Management Overlay	MH – Mobile Home
C.O. – Certificate of Occupancy	MHO – Mobile Home Overlay
CON – Conservation Zoning District	MLW – Mean Low Water
CRD – Compact Rural Development	MPP – Manatee Protection Plan
CSP – Conceptual Site Plan	NBMO – North Belle Meade Overlay
CU – Conditional Use	NC – Neighborhood Commercial District
DBH – Diameter at Breast Height	NRPA – Natural Resource Protection Area
DEO – Department of Economic Opportunity	O.C. – On Center
D.O. – Development Order	P – Public Use District
DRI – Development of Regional Impact	PPL – Plans and Plat
DSWT – Dry Season Water Table	PSI – Pounds Per Square Inch
E – Estates Zoning District	PSP – Preliminary Subdivision Plat
EAC – Environmental Advisory Council	PUD – Planned Unit Development
EIS – Environmental Impact Statement	RSF – Residential Single-Family Districts
EPA – Environmental Protection Agency	RCW – Red Cockaded Woodpecker
EXP – Excavation Permit	RFMU – Rural Fringe Mixed Use District
FAC – Florida Administrative Code	RLS – Request for Legal Service
FDEP – Florida Department of Environmental Protection	RLSA(O) – Rural Lands Stewardship Area (Overlay)
FDOT – Florida Department of Transportation	RMF – Residential Multi-Family Districts
FFWCC – Florida Fish & Wildlife Conservation Commission	RNC – Residential Neighborhood Commercial Subdistrict

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R.O.W. – Right of Way	SWFRPC – Southwest Florida Regional Planning Council
RSF – Residential Single-Family	TCEA – Transportation Concurrency Exception Areas
SBCO – Santa Barbara Commercial Overlay District	TCMA – Transportation Concurrency Management Areas
SBR – School Board Review	TDR – Transfer of Development Rights
SDP – Site Development Plan	TP – Turtle Permit
S/F – Single Family Use/Zoning	TTRVC – Travel Trailer Recreational Vehicle Campground
SFWMD – South Florida Water Management District	USFWS – United States Fish & Wildlife Service
SIP – Site Improvement Plan	VOB – Vehicle on the Beach Permit
SLR – Sound Level Reduction	VR – Village Residential Zoning District
<u>SOM – Stakeholder Outreach Meeting</u>	VRP – Vegetation Removal Permit
SRA – Stewardship Receiving Area	VRSFP – Vegetation Removal & Site Fill Permit
SSA – Stewardship Sending Area	W – Waterfront District
ST – Special Treatment Zoning Overlay	WRA – Water Retention Area (within RLSA)
ST-NAR – Special Treatment-Natural Aquifer Recharge	

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Addressing Checklist	An addressing checklist is a form that must be signed by a member of the Addressing Staff. This form indicates the petition type, the legal description, folio/ property identification number , the street address, location information, and a survey for unplatted properties. The addressing checklist form can be found on the Collier County website, on the Zoning and Land Use Application page.
Applicant	A person or entity who files an application with the Growth Management Division Department, including their representative or agent.
Applicant Contact Information	The applicant contact information should include, but not limited to the following: <ul style="list-style-type: none">• Applicant/owner or agent's:<ul style="list-style-type: none">○ Name;○ Address;○ Phone number;○ Email address; and○ The name of the firm where the agent is employed, if applicable.
Architect	A natural person who is licensed under F.S. Chapter 481, Part I to engage in the practice of architecture.
Engineer	A person who is licensed to engage in the practice of engineering under F.S. Chapter 471, and who practices principally in the design and construction of public works or infrastructure.
Collier County Code of Laws & Ordinances	The general codification of the general and permanent ordinances of Collier County, Florida. The Code of Laws and Ordinances is available online at www.municode.com .
Electronic Copies of all Documents	An electronic version of all plans and documents, in PDF or Word format, on a CDROM as part of the submittal package.
Landscape Architect	A person who holds a license to practice landscape architecture in the State of Florida under the authority of F.S. Chapter 481, Part II.
Land Development Code (LDC)	The Collier County Land Development Code 2004-41. The LDC is available online at www.municode.com .
Mailed Notice	↔ See <i>LDC section 10.03.05 B.</i>
NIM	↔ See <i>LDC section 10.03.05 A.</i>

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Newspaper Advertisement	↔ See LDC section 10.03.05 C.
Official Zoning Atlas	The map that shows the location and boundaries of the zoning districts established by the LDC section 2.02.01.
Planner	A person who is certified by the American Institute of Certified Planners (AICP).
Proof of Ownership	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. The application 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).
Property Identification Number	The folio number that identifies a property or the parcels that are assigned by the Collier County Property Appraiser.
Property Owner	The owner of the property that is subject to an application for development approval, or the designated agent or attorney.
Property Owners in the Notification Area	Persons or entities who own property in the area that are subject to a mailed written notice of a hearing, pursuant to LDC subsection 10.03.05 B., ↔ See <i>Chapter 8 of the Administrative Code for additional information.</i>
PUD Ordinance and Development Commitment Information	<p>The following list of documents and materials shall be provided for the following land use applications, including, but not limited to: SDPs, SDPAs, PPLs, and PUDAs. The Planning & Zoning Department <u>Division</u> shall review the PUD materials concurrent with all applicable land use applications.</p> <ol style="list-style-type: none">1. PUD ordinance and any amendments.1. A copy of the latest approved agreements.2. An itemized list of all commitments identified within the agreement/ordinance and a corresponding detailed status report of the commitments.3. Notarized affidavit from the owner/authorized agent that certifies all commitments within the agreements or PUD are compliant or not applicable at this time, or that work identified in the application being submitted fulfills the outstanding commitments.4. An up to date site drawing illustrating (except for DRIs):<ul style="list-style-type: none">• All on-site and off-site infrastructure identified as a commitments which have been completed or are pending such as turn lanes, entrance lighting signalization, right-of-way dedication, water management, well fields, conservation easements, sidewalks, interconnections, etc.• Other information as may be required by the County Manager or designee that is consistent with the monitoring of agreements and PUD ordinances.
Sign	↔ See LDC section 10.03.05 D.

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Stakeholder Outreach Meeting

Public outreach meetings required for the conversion of golf courses to non-golf course uses pursuant to LDC section 5.05.15. ⇔ See *Chapter 8 F of the Administrative Code for additional information.*