

**RESOLUTION NO. 2016 - 168**

**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 ADD SECTION I.3.A., ENTITLED IMMOKALEE NONCONFORMING MOBILE HOME PARKS OR MOBILE HOME SITES – EXISTING CONDITIONS SITE IMPROVEMENT PLAN, TO CHAPTER FOUR, ADMINISTRATIVE PROCEDURES, OF EXHIBIT “B,” ADMINISTRATIVE CODE FOR LAND DEVELOPMENT; 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 administrative procedures for mobile home parks or mobile home sites pursuing an existing conditions site improvement plan in accordance with Section 2.03.07 G.6 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 FOUR – ADMINISTRATIVE PROCEDURES**

Section I.3.a., entitled “Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites – Existing Conditions Site Improvement Plan” is hereby added to Chapter Four,

Administrative Procedures, of Exhibit "B," Administrative Code for Land Development, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

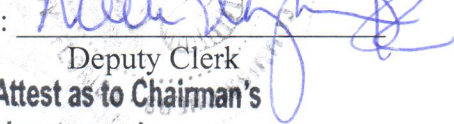
SECTION TWO: EFFECTIVE DATE

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

THIS RESOLUTION ADOPTED by majority vote this 13<sup>th</sup> day of September, 2016.


ATTEST:  
DWIGHT E. BROCK, CLERK

BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

By:   
Deputy Clerk  
**Attest as to Chairman's  
signature only.**

By:   
DONNA FIALA, CHAIRMAN

Approved as to form and legality:

  
\_\_\_\_\_  
Scott A. Stone  
Assistant County Attorney

*Handwritten note: HRC 8/10/16*

Attachments: Exhibit A – Section I.3.a., “Immokalee Mobile Home Parks or Mobile Home Sites- Existing Conditions Site Improvement Plan”

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

<b>Reference</b>	<b>LDC subsection <u>2.03.07 G.6.</u></b>
<b>Applicability</b>	<u>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 <u>2.03.07 G.6.</u></u>
<b>Pre-application</b>	<u>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 subsection <u>10.02.03 E.2.</u></u>
<b>Initiation</b>	<u>The <b>applicant</b> files an “Existing Conditions Site Improvement Plan Application” with the Planning &amp; Zoning Department.</u>
<b>Application Contents and Site Plan Requirements</b>	<p><u>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.</u></p> <p><u>The specific purpose survey, as described below, shall be signed and sealed by a Professional Surveyor and Mapper.</u></p> <p><u>Sheet size: The coversheet and site improvement plan shall be prepared on a size sheet measuring 24 inches by 36 inches and drawn to scale.</u></p> <p><u>The application must include the following:</u></p> <ol style="list-style-type: none"><li><b><u>1. Applicant contact information.</u></b></li><li><b><u>2. Addressing checklist.</u></b></li><li><u>3. Cover letter briefly explaining the project.</u></li><li><u>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.</u></li><li><u>5. Site improvement plan shall include:</u><ul style="list-style-type: none"><li><u>Cover Sheet with the following information:</u><ul style="list-style-type: none"><li><u>Project title and the name, address and phone number of the preparer of the plans;</u></li><li><u>Zoning designation of the subject property and adjacent sites;</u></li><li><u>Vicinity map clearly identifying the location of the development within the Immokalee Urban Overlay and its relationship to the surrounding community;</u></li><li><u>The property appraiser’s property identification number(s) /folio number(s) for the subject property; and</u></li><li><u>Scale, north arrow, and date.</u></li><li><u>Acreage of site;</u></li><li><u>Number of mobile home units;</u></li></ul></li></ul></li></ol>

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Bold text indicates a defined term.

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- Number of vacant lots;
  - Illustration of existing conditions, such as:
    - Site address of mobile home units;
    - Location and dimension of access point(s) to the site;
    - Directional movement of internal vehicle traffic;
    - Location and configuration of streets;
    - Location and configuration of parking spaces and loading areas;
    - Location of fire hydrants and fire alarms, if any;
    - Location, dimension and configuration of existing infrastructure, such as utilities, drainage facilities for the park; and
    - Utility connections for mobile home units.
6. Specific purpose survey shall include the following:
- The name and contact information of the person who prepared the site improvement plan;
  - Property boundaries;
  - Location and configuration of mobile home units, vacant lots, and other structures;
  - Location and dimension of access point(s) to the site;
  - Separations between mobile home units and other structures; and
  - Easements.
7. Any additional relevant information as may be required by the Planning & Zoning Department.

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

**Notice** No notice is required.

**Public Hearing** No public hearing required.

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

**Review Process** The Planning & Zoning Department 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** 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

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**applicant** shall submit:

1. Digital copy of the site plan document.

**Updated**