

2020 Administrative Code Updates

All Chapters	
<p>The following, non-substantive changes, have been made throughout the entire Administrative Code:</p> <ul style="list-style-type: none"> • Grammar updates; • Terminology updates; • Division name updates; • Bulleted lists replaced with letters; • A cross-reference to Chapter 1, where additional details can be found, was added within the <i>Initiation</i> section; • <i>Completeness and Processing of Application</i> sections have been removed, as this is duplicative information that can be found within Chapter 1; • ‘Affidavit of Authorization’, and ‘Electronic Copies of All Documents’ have been added to the application requirements for all application types where previously missing; • The <i>Decision Maker</i> and <i>Public Hearing</i> sections have been clarified to include the potential additional decision makers and public hearings, for consistency with the LDC, as applicable; and • All Public Notice Sign Templates have been updated and replaced within Chapter 8 of the Administrative Code. 	
Chapter 1 - Introduction	
Ch. 1 B.1 - Administrative Code Amendment	Added a reference to the County website that contains amendments to the Administrative Code. Added the ability to administratively update acronyms.
Ch. 1 B.7 - Growth Management Department (GMD)	Updated to accurately reflect the reorganized divisions within the GMD.
Ch. 1 D.2 - GMD Public Portal (New Section)	Introduces the E-Permitting process and the GMD Public Portal. This new section also provides a reference to the County website that contains all pertinent E-Permitting information.
Ch. 1 D.3 Initiation of the Application	Added information about the process of uploading applications electronically through the GMD Public Portal.
Ch. 1 D.4 - Pre-application Meeting – Initiation of the pre-application meeting	Details the pre-application meeting request process through the GMD Public Portal and describes how the meeting will be scheduled.
Ch. 1 D.4 - Pre-application Meeting – Required Documentation (Relocated)	Removed and relocated information to Ch. 1 D.3.- Initiation of Pre-Application Meeting.
Ch. 1 D.5 - Completeness and Processing	The Completeness and Processing Letter was previously mailed, this has now changed to a processing notification sent via email.
Ch. 1 D.9 - Pre-Construction Meeting	Reflects the current process and timing of submittal requirements.
Chapter 2 – Legislative Procedures	
Ch. 2 A. - Comprehensive Plan Amendment	The <i>Notice – Small-Scale Amendment</i> section has been updated to include the requirements of a NIM, Mailed Notice, and posting of a Sign.

Chapter 3 – Quasi-Judicial Procedures with a Public Hearing	
Ch. 3 B. - Boat Dock – Including Boathouse Establishment, Dock Facility Extension, and Boat Lift Canopy	This section contained four different application types with different quasi-judicial and administrative review procedures. Each application type has been separated into individual sections for ease of use. Information related to where the protrusion shall be measured from has been added. Additionally, the Administrative Boat Lift Canopy application process has been relocated to Chapter 4 – Administrative Procedures.
Ch. 3 C.1 - Conditional Use	Clarified the public hearing track if a Minor Conditional Use is to be heard by the BZA.
Ch. 3 C.2 - Conditional Use Extension	Added 'Addressing Checklist' to <i>Application Contents</i> .
Ch. 3 C.3 - Conditional Use Re-Review	The <i>Notice</i> section has been updated to include the Mailed Notice requirement.
Ch. 3 D.1 - DRI Establishment	Consolidated and removed certain cross-references to the Florida Statutes (F.S.) and Florida Administrative Code (FAC) within the <i>Notice, Public Hearing, Review Process, Timing, and Changes to Approval</i> sections. The <i>Notice</i> section has been modified to remove the existing Notice information, and now references the F.S. and F.A.C. Added a new section for <i>Recording</i> , consistent with the F.S.
Ch. 3 D.2 - DRI Abandonment	Removed a F.S. notice requirement that is no longer applicable. Replaced a F.A.C. reference with a F.S. reference for <i>Recording</i> requirements.
Ch. 3 D.3 - DRI Amendment	Corrected the reference to LDC Public Notice section to LDC section 10.03.06 I.
Ch. 3 F. - Parking Exemption with a Public Hearing	The <i>Notice</i> and <i>Application Contents</i> sections have been updated to include the required Agent Letter information. Additionally, the <i>Notice</i> section has been updated to include the Sign requirements.
Ch. 3 G.5 - PUD Insubstantial Change	The <i>Notice</i> section has been updated to include the NIM requirement and specify that upon written request by the applicant, the Hearing Examiner has the discretion to waive the NIM after the first set of staff review comments have been issued.
Ch. 3 G.5 - PUD Extension	This section will be removed, as PUD sunseting has been removed from the LDC, per Ordinance 2014-33.
Ch. 3 G.6 - Zoning Verification Letter - PUD Comparable Use Determination	Added 'Addressing Checklist' to <i>Application Contents</i> .
Ch. 3 H. - Rezoning-Standard	The <i>Notice</i> section was previously separated into two categories: parcels less than 10 acres and parcels greater than 10 acres. The LDC does not distinguish between parcel size. This has been updated to require a NIM, Mailed Notice, Newspaper Advertisement, and posting of a Sign for all rezones.
Ch. 3 I. - Sign Variance	The <i>Notice</i> and <i>Application Contents</i> have been updated to include the Agent Letter information.
Ch. 3 J. - Variance	The <i>Notice</i> and <i>Application Contents</i> have been updated to include the Agent Letter information.
Ch. 3 K. - Compatibility Design Review	Added a reference to specific LDC public notice section 10.03.06 Y.

Chapter 4 – Administrative Procedures	
Ch. 4 A. – Architectural Plans	Clarified roof plan requirements for architectural drawings.
Ch. 4 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.
Ch. 4 D. – Early Work Authorization	Added ‘Cover Letter’ to <i>Application Contents</i> .
Ch. 4 E.1 – Agricultural Land Clearing Permit	Added ‘Aerial photograph or Site Plan’ information to the <i>Application Contents</i> .
Ch. 4 E.2 – Agricultural Clearing Notice	Clarified the <i>Review Process</i> to specify that the Agricultural 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.
Ch. 4 E.4 – Vegetation Removal Permit	Added information to the <i>Applicability</i> section to clarify when this application is warranted and to provide consistency with the LDC.
Ch. 4 H. – Sign Permit	<i>Additional Requirements for Wall Signs</i> was revised to include the submission of a floor plan showing building units, and added information to the site plan requirement, which previously cross-referenced another section. Clarified <i>Permit Number Displayed</i> information to state that only the current permit number should be displayed to the sign or sign structure.
Ch. 4 I.2 – 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.
Ch. 4 I.3 – 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.
Ch. 4 L.1-3 – Zoning Verification Letters	All application names within the <i>Initiation</i> section have been modified for accuracy with existing applications.
Ch. 4 O. – 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.
Ch. 4 P. – 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 5 – Subdivision Procedures	
Ch. 5 A. – 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.
Ch. 5 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.
Ch. 5 C.1 – 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.
Ch. 5 C.2 – Preliminary Subdivision Plat Amendment	The <i>Applicability</i> section was updated, as it previously identified the County Manager or Designee as the party authorized to make an amendment on the PSP. 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.
Ch. 5 D.1 – Construction Plans and Final Subdivision Plat - Standard (PPL)	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.
Ch. 5 D.2 – Construction Plans and Final Subdivision Plat Amendment (PPLA) (NEW SECTION)	This section was added at the request of staff. The process and submittal requirements are identical to the PPL process.
Ch. 5 D.3 – 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).
Ch. 5 E.1 – 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’, as contract bid pricing is only required as basis for bond for recording a plat.
Ch. 5 E.2 – 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.
Ch. 5 G. – 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 6 – Waivers, Exemptions, and Reductions	
Ch. 6 A. – Administrative Fence/Wall Waiver (AFW)	Added information to the <i>Applicability</i> section to clarify the scenarios in which an AFW can be utilized, and for consistency with the LDC.
Ch. 6 B. – Administrative Parking Reduction (APR)	Updated LDC section references. Added ‘copy of most current approved SDP or SIP’, and ‘copy of approved Zoning Certificate’ to the <i>Application Contents</i> for consistency with existing application.
Ch. 6 E. – Alcohol Distance Waiver	The <i>Notice</i> and <i>Application Contents</i> sections have been updated to include the required Agent Letter information.
Ch. 6 F. – Alternative Architectural Design	Updated LDC section references.
Ch. 6 G. – Facilities with Fuel Pumps Waiver (Previously ‘Automobile Service Station Waiver’)	Updated the title of this process for consistency with the LDC. The <i>Notice</i> and <i>Application Contents</i> sections have been updated to include the required Agent Letter information.
Ch. 6 H. – Nonconforming Use Change (NUC)	The <i>Notice</i> section was updated to include the Mailed Notice and Sign requirements.
Ch. 6 I. – Site Plan with Deviations for Redevelopment Projects	Added to the <i>Application Contents</i> the requirement for the justification to identify how the structure or building has become nonconforming.
Ch. 6 J. – Post Take Plan	The Agent Letter information within the <i>Application Contents</i> has been removed, as an Agent Letter notification is not required. The Sign requirement within the <i>Additional Notice</i> section has been removed as the LDC does not require a sign.
Chapter 7 – Supplementary Submittal Requirements for Land Use Applications	
	No substantive changes have been made.
Chapter 8 – Public Notice	
Ch. 8 B. – Neighborhood Information Meeting	<i>Conduct of Meeting</i> has been revised to clarify Collier County staff’s role as observers for NIMs.
Ch. 8 E. – Posting of a Sign	Added a <i>Sign Template</i> section that details the items required on a public notice sign.
Ch. 8 G. – Agent Letter (NEW)	Agent Letters are an existing form of Public Notice for different petition types. This section has been added to better guide applicants on the specifics for this notice type.
Chapter 9 – Office of the Hearing Examiner-Procedures	
	The <i>Assignment</i> section has been updated to revise petition names for consistency with the LDC, and to remove the PUD Extension process.
Chapter 10 – Where to Find Current Information	
	No substantive changes have been made.
Chapter 11 – Contact Information	
	No substantive changes have been made.
Chapter 12 – Acronyms	
	No substantive changes have been made.

Chapter 13 – Glossary	
	Added a reference to the Florida Statutes in the Newspaper Advertisement definition.
Chapter 14 – Appendix A.	
	No substantive changes have been made.