



Growth Management Community Development Department
2800 North Horseshoe Drive, Naples, Florida 34104
Phone: (239) 252-1036 | Email: GMDClientServices@colliercountyfl.gov
www.colliercountyfl.gov

NON-CONFORMING USE ALTERATION (NUA) PETITION

Land Development Code section 9.03.03 B
Chapter 6 H of The Administrative Code

APPLICANT CONTACT INFORMATION

Name of Property Owner(s):

Name of Applicant if different than owner:

Address: City: State: ZIP:
Telephone: Cell:

E-Mail Address:

Name of Agent:

Firm:

Address: City: State: ZIP:
Telephone: Cell:

E-Mail Address:

If Property is under contract to be sold:

Name of Property Buyer(s):

Name of Applicant if different than buyer:

Address: City: State: ZIP:
Telephone: Cell:

E-Mail Address:

Name of Agent:

Firm:

Address: City: State: ZIP:
Telephone: Cell:

E-Mail Address:



Growth Management Community Development Department
 2800 North Horseshoe Drive, Naples, Florida 34104
 Phone: (239) 252-1036 | Email: GMDClientServices@colliercountyfl.gov
 www.colliercountyfl.gov

PROPERTY INFORMATION

Section/Township/Range: / /

Lot: Block: Subdivision:

Metes & Bounds Description:

Plat Book: Page #: Property I.D. Number:

Size of Property: ft. x ft. = Total Sq. Ft. Acres:

Address/ General Location of Subject Property:

ADJACENT ZONING AND LAND USE

	Zoning	Land Use
N		
S		
E		
W		

EVALUATION CRITERIA

Pursuant to LDC section 9.03.03 B, staff’s analysis and recommendation to the Office of the Hearing Examiner shall be based upon consideration of the applicable criteria noted below. On a separate sheet attached to the application, provide a narrative statement describing the Nonconforming Use Alteration with specific reference to the criteria noted below. Include any backup materials and documentation in support of the request.

1. The alteration, expansion, or replacement will no increase the density of the parcel or lot on which the nonconforming single-family dwelling, duplex, or mobile home is located;
2. The alteration, expansion, or replacement will not exceed the building height requirements of the district most closely associated with the subject nonconforming use;
3. The alteration, expansion, or replacement will not further encroach upon any nonconforming setback;
4. The alteration, expansion, or replacement will not will not decrease or further decrease the existing parking areas for the structure;
5. The alteration, expansion, or replacement will not damage the character or quality of the neighborhood in which it is located or hinder the proper future development of the surrounding properties; and
6. The alteration, expansion, or replacement will not present a threat to the health, safety, or welfare of the community or its residents.



Growth Management Community Development Department
 2800 North Horseshoe Drive, Naples, Florida 34104
 Phone: (239) 252-1036 | Email: GMDClientServices@colliercountyfl.gov
 www.colliercountyfl.gov

ASSOCIATIONS

Complete the following for all registered Home Owner / Civic Association(s) that could be affected by this petition and located within 1,000 feet of the subject property. Provide additional sheets if necessary. Information can be found on the [Civic Associations and Communities page](#) on the Board of County Commissioner’s website. Applicant is responsible for and shall confirm the current mailing addresses for each association as registered by the Florida Department of State, Division of Corporations.

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

Name of Homeowner / Civic Association:

Mailing Address: **City:** **State:** **ZIP:**

**Pre-Application Meeting and Final Submittal Requirement Checklist for:
 Non-Conforming Use Alteration**

The following Submittal Requirement Checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. At time of submittal, the checklist is to be completed and submitted with the application packet. Please provide the submittal items in the exact order listed below, with cover sheets attached to each section. **Incomplete submittals will not be accepted or processed.**

REQUIREMENTS FOR REVIEW	REQUIRED	NOT REQUIRED
Completed Application		
Completed Addressing Checklist		
Affidavit of Authorization , signed and notarized		
Property Owner Disclosure Form		
Pre-Application meeting notes/minutes		
Aerial Photograph		
Site Plan drawn to scale		
Narrative statement covering the nature of petition		
Proof of ownership or interest in property, deed or contract to purchase		
Electronic Copies of all documents and plans		



Growth Management Community Development Department
2800 North Horseshoe Drive, Naples, Florida 34104
Phone: (239) 252-1036 | Email: GMDClientServices@colliercountyfl.gov
www.colliercountyfl.gov

ADDITIONAL REQUIREMENTS FOR THE PUBLIC HEARING PROCESS:

- The applicant shall submit all materials electronically to the designated project manager.
- Please contact the project manager to confirm the number of additional copies required.

FEE REQUIREMENTS

Non-conforming Use Alteration Petition: \$1,500.00

Estimated Legal Advertising fee: \$1,125.00

If applicable, an additional fee for Property Owner Notifications will be billed to the applicant after hearing date (Variable)

Fire Planning Review Fee: \$100.00

All fees are collected at the time of application. Property Notification Letters, if required by The Land Development Code, will be invoiced after the petition is heard by the Board of County Commissioners.

*As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition. *Additional fee for the 5th and subsequent re-submittal will be assessed at 20% of the original fee.*

***The completed application, all required submittal materials, and fees shall be submitted to:**
Growth Management Community Development Department | GMD Portal:
<https://cvportal.colliercountyfl.gov/cityviewweb>

Questions? Email: GMDclientservices@colliercountyfl.gov

Signature of Petitioner or Agent

Date

Printed named of signing party