

City of Naples, Florida Planning Department

Application package requirements for a **Landside Facility** Petition (Please do not copy this list with application)

**Relevant code section
Fee (+ advertising costs)**

**Sec. 42-204
\$350.00**

Required Documents

The following described documents are required for this petition and should be submitted in a reduced format of **11" X 17" or smaller** in the number indicated in the Copies column. In addition, 3 full size sets and **two electronic copies, 300 dpi minimum**, of required materials must be submitted for every petition. All materials shall be folded to not larger than 8.5" X 11" and either **hole punched or inserted in a three-hole punched plastic sleeve**. If documents are not legible in the reduced format, full sized sets may be submitted. Reduced format documents must be fully dimensioned and a visual scale provided. Additional documents may be required at the request of the City. **Pre-application meetings are required to determine the total required content of the petition package. A second pre-application meeting is recommended prior to duplication and submittal.**

Document	Copies
<p>Completed Application This is the official application found on the City's web site. All copies if the application must contain the required signatures and one copy must include the original signatures.</p>	20
<p>Proof of Ownership Copy of recorded warranty deed confirming the identity of the property owner signing the application. For tenants, a copy of the lease is also required which confirms that the petitioner has the right to apply for the petition relative to the subject property.</p>	2
<p>Owner Authorization Where the property owner is a corporation, limited partnership, trust, condominium or similar entity, documents must be submitted which verify that the individual signing as the property owner has the appropriate authorization to sign for the entity that owns the property. In cases where covenants, deed restrictions or condominium documents require the vote of a percentage of individual owners within an organization or association to support an action relative to the property, proof of that vote must be submitted.</p>	2

<p>Site Plan</p> <p>A plan drawn to scale and dimensioned and include the following:</p> <ul style="list-style-type: none"> • The scale of the drawing. Where reproduced at a smaller scale a visual scale should be provided. • A north arrow • Name and firm preparing the plan and date of plan completion • The width, depth and area of the site. • The approximate location, size and height of all structures. Dimensions to property lines must be from the outer vertical surface, including finishes, to the nearest property line. • Location and dimensions of adjacent rights of way, width of paving and curbcuts and elevation of the crown of road. • Location and dimensions of any existing or proposed adjacent on-street parking. • Approximate location, arrangement and dimensions of off-street vehicular parking areas, including access aisles, parking stalls and truck loading and unloading spaces. • Location and dimensions of landscaped areas, open space and hardscape improvements. • Location of any lighting fixtures, signs, mechanical equipment or above ground utilities. • Location of underground utilities or easements • Proposed site elevations on grade level improvements using the same base point of measurement as the crown of road. • Calculations regarding coverage, building area (as applicable) parking (required and provided) and any other relevant data confirming compliance with the development standards and supplemental standards of the Land Development Code. 	<p>20</p>
<p>Operating Plan</p> <p>A summary of the hours of operation for the proposed business or facility including any security measures for late hour operations.</p>	<p>20</p>