

Naples City

Energy * Recreation * Family

Commercial Design Review

All plans for construction must be submitted to the Planning Commission for approval. Staff review will take approximately 30 days per submittal. Action will take place no more than 60 days from the submittal of final working drawings. For a typical building project, 3 copies (one copy for owner, one copy for PC, one copy for Building Official) of the required information must be submitted. One copy shall remain on file with one copy to be returned to the applicant with Planning Commission comments.

Name of Business _____ Date _____

Legal Owner of Land _____

Address (mailing) _____

Phone # _____ Fax # _____

Email _____ Cell # _____

Application Fee: **\$250**

Date _____ Receipt # _____ Check # _____

This application is submitted to the Land Use Administrator to be checked for completeness. There shall be no presumption of approval of any aspect of this application process.

Property Information

Legal Description _____

Parcel # (s) _____

Property Owner(s) _____ Mailing Address _____

Phone # _____ Fax # _____

Email _____ Cell # _____

Agent for Property Owner(s) If Applicable

Name(s) _____

Mailing Address(s) _____

Phone # _____ Fax # _____

Email _____ Cell # _____

1 of 3

(Checklists are for convenience only. In the event of any conflict between the checklist and the ordinance, the ordinance governs. It is the responsibility of the applicant to become familiar with, and comply with, all statutory and ordinance requirements.)

Amended December 16, 2015

Commercial Design Review Check List

Applicant Check Here

Staff Checks Here

- Application form filled out and fee paid.
- If applicable, a notarized statement that the owner has authorized an agent to make application
- Obtain copies of any available engineering, grading, utility, street and drainage plans
- Pre-Application Conference (Pre-design Review) (see Land Use Ordinance 02-26-14-E)
 1. General project concept
 2. Specific uses proposed and intensity of use proposed (floor area/parking demand)
 3. Proposed construction timing
 4. Conceptual building size, massing, and site plan ideas

Preliminary Design Review Submittal

- Preliminary Site Plan (see Land Use Ordinance 02-26-014-F)
- Preliminary Architectural Plans (see Land Use Ordinance 02-26-014-F)
- Preliminary Landscape Architecture Plan (see Land Use Ordinance 02-26-014-F)
- Project Date (see Land Use Ordinance 02-26-014-F)
- Final Application (Construction Drawings)

Final Design Review Submittal

- All preliminary plans submitted and approved
- Site Development Construction Drawings (see Land Use Ordinance 02-26-014-G)
- Landscape Construction Documents (see Land Use Ordinance 02-26-014-H)
- Building Construction Documents (see Land Use Ordinance 02-26-014-I)
- Signage and Lighting Documents (see Land Use Ordinance 02-26-014-J)
- Construction Schedule

2 of 3

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- Pertinent Details and Specifications
- Tabulation covering 100% of the site (see Land Use Ordinance 02-26-014-M)
- Complies with the Naples 2015 Land Use Ordinance
- Final approval prior to Certificate of Occupancy

PLEASE NOTE:

This is an agreement between _____ and Naples City that you have read and understood the above requirements and you will follow through to their completions.

Developer

Date

