



City of Marco Island
Growth Management Department
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5000

COMMERCIAL LAND USE AND ZONING CERTIFICATE

Applicable Sections of the Marco Island Land Development Code Chapter 30 Article II,
Sec. 30-66(f)

Certificate number: CLU - _____ Date Received: _____

ABOVE TO BE COMPLETED BY STAFF

NOTE: If you don't know the answer, indicate "unknown." If the item doesn't apply, indicate "non-applicable" or "N/A." Your application cannot be processed without all necessary information. **Approval of this application can be expedited if a site plan of the property to be occupied, showing parking and surrounding uses, is submitted with the application.**

Application Date: _____

Business Name: _____ Business Phone: _____

Name of Business Owner (corporation/individual): _____

Business Address: _____

Complex Name (if any): _____

Type of Business to be Conducted: _____

NEW BUSINESS OR _____ NEW OWNER OR _____ RELOCATING EXISTING BUSINESS

Number of Employees (including owner): _____

Type of business previously/ presently occupying the premises: _____

Applicant's Name: _____ Applicant's Phone: _____

Applicant's Address: _____

Applicant Email Address: _____

Property owner/leasing agent name: _____ Phone: _____

Address: _____

SITE DESCRIPTION

Check the description which most closely applies:

- | | |
|---|---|
| <input type="checkbox"/> Single-Occupancy Building | <input type="checkbox"/> Office in Professional/Business Center |
| <input type="checkbox"/> Multiple- Occupancy Building | <input type="checkbox"/> Office Co-Located with Other
Businesses |
| <input type="checkbox"/> Strip Mall | |
| <input type="checkbox"/> Shopping Center/Mall | |
| <input type="checkbox"/> Other (Describe): _____ | |

For new building only: Building permit #: _____ SDP #: _____

For building currently vacant: Length of vacancy _____

Note: You must contact the Marco Island Fire Department at 394-5040 for a mandatory fire safety inspection and Building Services at 389-5059 for a mandatory site inspection.

SITE USE (FLOOR AREA, SEATING & PARKING)

Indicate approximate square footage of floor area in unit used for:

- Retail _____ SF
- Wholesale _____ SF
- Manufacturing/assembly/ repair _____ SF
- Office _____ SF
- Storage _____ SF

For auto repair/service station only: number of bays _____

For restaurant/church/beauty parlor: number of seats _____

For free standing building: total floor area of bldg. _____ sq. ft.

For office complex/multiple occupancy building only: Total number of units _____

Number of parking spaces available for use by entire building/complex: _____

Number of parking spaces available for use by this unit only: _____

Requirements for CLUZ Approval from Water and Sewer Utilities

New Food Service Facilities

- Provide seating chart inside and outside.
- Provide grease trap/interceptor sizing calculations from engineer or manufacturer of grease trap/interceptor using current Florida Plumbing Code.
- Provide specifications for selected model of interceptor/trap.
- Provide Annual Grease Damage Prevention Permit, contact KHayman@cityofmarcoisland.com
- Provide proof all utility financial requirements have been met.
- Provide DBPR "Seating Change Form"

Existing Food Service Facility New Owner

If you plan to keep the same number of seats or less no grease trap information required. However, you will need to provide Annual Grease Discharge Permit (contact KHayman@cityofmarcoisland.com) and provide DBPR "Seating Change Form". contact KHayman@cityofmarcoisland.com

If increasing number of seats:

- Provide seating chart inside and outside.
- Provide grease trap/interceptor sizing calculations from engineer or manufacturer of grease trap/interceptor using current Florida Plumbing Code.
- Provide current interceptor/trap size and # of tanks _____ / _____
- Provide specifications for selected model/s of interceptor/trap if installation of new interceptor/trap is required.
- Provide Annual Grease Damage Prevention Permit, contact KHayman@cityofmarcoisland.com
- Provide proof all utility financial requirements have been met.
- Provide DBPR "Seating Change Form"

Existing Food Service Facility Same Owner

Increasing number of seats:

- Provide seating chart inside and outside.
- Provide grease trap/interceptor sizing calculations from engineer or manufacturer of grease trap/interceptor using current Florida Plumbing Code.
- Provide specifications for selected model of interceptor/trap if installation of new interceptor/trap is required.
- Provide Annual Grease Damage Prevention Permit # _____
- Provide proof all utility financial requirements have been met.
- Provide DBPR "Seating Change Form"

Commercial Occupational Licensing Procedures

The City of Marco Island does not issue "Occupational Licenses," otherwise known as Business Tax Receipts (BTR). The City does, however, provide the zoning compliance document required for the BTR approval from Collier County.

Following are the procedures for obtaining the BTR (Business Tax Receipt) for a commercial-based business:

1. The applicant should contact the City of Marco Island Growth Management Department at (239) 389-5000 prior to leasing/purchasing commercial space to ensure the potential business is an allowed use. The Growth Management Department is able to provide preliminary information to the Applicant that will be helpful to facilitate the application process from the beginning.

2. The Applicant must fill out the Commercial Land Use Zoning Certificate application. If the location is in a "strip center" or multi-tenant, you must also fill out the Commercial Zoning Parking Matrix form in addition to the application. Both forms can be located at: www.cityofmarcoisland.com > Forms & Applications > Growth Management. You can also request a parking matrix from your land lord. In addition we do require an approved Site Development Plan. [Chapter 30, Art. 2, Sec 30-66 \(f\)](#)

3. Onsite inspections are required by the Fire Department and Building Department **prior** to the issuance of a Commercial Zoning Certificate. There will be an additional fire fee. Fee is based on square footage. The building inspection is included in the \$ 200.00 application fee. We will e-mail instructions on how to schedule the onsite inspections after the application review was approved. Please submit the following:
 - Completed application
 - Parking matrix
 - \$200 Fee (check payable: City of Marco Island)
 - Site Development Plan

Applicant's Signature _____

Date _____

PRINT _____

Property Owner Signature _____

Date _____

PRINT _____

Leasing Agent Signature _____

Date _____

PRINT _____

BELOW TO BE COMPLETED BY STAFF

NAICS#: _____ Zoning: _____ Folio #: _____

Site visit completed by: _____ Date: _____

_____ Approved _____ Denied _____ Hold for: _____

Comments/restrictions:
