



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DEPARTMENT
www.colliergov.net

2800 NORTH HORSESHOE DRIVE
NAPLES, FLORIDA 34104
(239) 252-2400 FAX: (239) 252-6358

Application for Insubstantial Change to Construction Plans (ICP)

LDC section 10.02.04 and 10.02.05
Chapter 5 of the Administrative Code

PROJECT # (PL)
PROJECT NAME
DATE PROCESSED

For Staff Use Only

APPLICANT CONTACT INFORMATION

Name of Applicant: _____

Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____ Fax: _____

E-Mail Address: _____

Name of Owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____ Fax: _____

E-Mail Address: _____

PROJECT INFORMATION

Assigned Planner: _____ Project Name: _____

Original SDP/SIP #: _____ Section/Township/Range: ____/____/____

DETAIL OF REQUESTED CHANGE

Describe in detail what changes are requested including the sheet numbers of the plans affected by the change (if space is inadequate, provide information on separate sheets, attached to the application). Changes to one set of plans may require changes to other plans. For example, relocation of a fire or utility line shown on the site plan may require changes to the landscape plan; the addition of a carport or awning to a commercial site would require the submittal of Architectural plans.



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**Pre-Application Meeting and Final Submittal Requirement Checklist for:
 Insubstantial Change to Construction Plans
 Chapter 5 of the Administrative Code**

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.**

| REQUIREMENTS FOR REVIEW | # OF COPIES | REQUIRED | NOT REQUIRED |
|---|-------------|-------------------------------------|--------------------------|
| Completed Application (download current form from County website) | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover letter describing in detail the requested changes, and identifying the sheet(s) number(s) and plans being affected by the requested change. | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Addressing Checklist | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Complete set of plans all signed and sealed. Plans are to identifying the changes on the cover sheet. As well as including the following: <ul style="list-style-type: none"> • Project title; • Reference of the project type; • Zoning designation; • Vicinity map clearly identifying the location of the development; and • Property information. | 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| Determination (i.e. email correspondence) from the County Manager or designee that confirms the proposed revisions to application is consistent with the insubstantial change criteria. | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Estimated costs of construction of roadways, paving, and drainage (signed and sealed) | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Estimated costs of utility construction of water and sewer (signed and sealed) | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| CD of all submittal documents | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



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Fee Requirements:

- Insubstantial Change to Construction Plans:** First sheet \$400.00 (not including the cover sheet), \$100.00 for each additional sheet submitted
- Fire Code Review:** \$100.00
- Engineering Site Plan Review:** Complete Review and inspection fees are due at time of application submittal, when required.
 - Construction document review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.
Cost Estimate \$ _____ **Due at Application Submittal.**
 - Construction Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.
Cost Estimate \$ _____ **Due at Application Submittal.**
- Utility Plan Review and Inspections:**
 - Construction Document Review: 0.75% of probable water and/or sewer construction costs.
Cost Estimate \$ _____ **Due at Application Submittal.**
 - Construction Inspection: 2.25% of probable water and/or sewer construction costs.
Cost Estimate \$ _____ **Due at Application Submittal.**

All checks payable to: Board of County Commissioners

The completed application, all required submittal materials and fees shall be submitted to:

Growth Management Department/Development Services
ATTN: Business Center
2800 North Horseshoe Drive
Naples, FL 34104