



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DIVISION  
[www.colliergov.net](http://www.colliergov.net)

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

**Application:**

Preliminary Subdivision Plat Petition (PSP)  
 Preliminary Subdivision Plat Amendment (PSPA)  
 LDC section 10.02.04 and other provisions of the LDC  
 Chapter 5 of the Administrative Code

PROJECT NO PROJECT NAME DATE PROCESSED	<div style="border: 1px solid black; padding: 10px; min-height: 40px;"> <i>For Staff Use</i> </div>
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**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: \_\_\_\_\_

**PROPERTY INFORMATION**

Provide a detailed legal description of the property covered by the application, if space is inadequate, attach on a separate page:

Name of Development: \_\_\_\_\_

Original Petition Number (Rezone, Conditional Use, and SDP) (If applicable): \_\_\_\_\_

Amendment to PSP Number (Original PSP – If applicable): \_\_\_\_\_

Address of subject site and general location: \_\_\_\_\_

Metes and Bounds Description: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_



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Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

Size of Plat (Acres): \_\_\_\_\_

Source of Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

**REQUESTED CONDITIONS**

Pursuant to LDC section 10.02.04 A.5., applicants may request substitutions to the design standards contained in the LDC provided those requests are based on generally accepted, sound and safe, professional engineering principles and practices. Requests for substitutions shall be made in writing, attached to the application, and shall provide clear and convincing documentation and citations to professional engineering studies, reports or other generally accepted professional engineering sources to substantiate the substitution requested.

Additional related reports may be submitted by the applicant if deemed necessary to explain aspects of the development of the subject property. Should additional materials be submitted, please provide the same number of copies that are required for the application.

**Submittal Requirement Checklist for:  
Preliminary Subdivision Plat Petition (PSP)  
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. See Chapter 5 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW	# OF COPIES	REQUIRED	NOT REQUIRED
Completed Application (download current form from the County website)	1	X	
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter explaining the project or proposed changes	1	<input type="checkbox"/>	<input type="checkbox"/>
Conditional Use and/or PUD application, if applicable	1	<input type="checkbox"/>	<input type="checkbox"/>
Owner/Agent Affidavit	1	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Data Requirements	1	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Impact Study (TIS), if applicable	1	<input type="checkbox"/>	<input type="checkbox"/>
Historical/Archeological Survey or waiver, if applicable	1	<input type="checkbox"/>	<input type="checkbox"/>
Justification for requested conditions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Impact Analysis Application for residential projects only (download the School Impact Analysis Application from website), if applicable	2	<input type="checkbox"/>	<input type="checkbox"/>
PUD Monitoring Schedule, if applicable	2	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copies of all documents	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preliminary Subdivision Plat, see Chapter 5 of the Administrative Code for the requirements for a Preliminary Subdivision Plat</b>	6	X	



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**FEE REQUIREMENTS**

<u>Preliminary Subdivision Plat (PSP) Review Fees</u>	<u>Preliminary Subdivision Plat Amendment(PSPA) Review Fees</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preliminary Subdivision Plat Application:</b> \$1,000.00 plus \$5.00 per acre (or fraction thereof) for residential, plus \$10.00 per acre (or fraction thereof) for non-residential</li> <li><input type="checkbox"/> <b>Pre-Application fee:</b> \$500.00 (to be credited towards application fee if application is submitted within 9 months of pre-application meeting)</li> <li><input type="checkbox"/> <b>Listed or Protected Species Review:</b> \$1,000.00 when an EIS is not required</li> <li><input type="checkbox"/> <b>Transportation Methodology Review fee, if required:</b> \$500.00 (additional fees to be determined at Methodology Meeting)</li> <li><input type="checkbox"/> <b>School Concurrency fee, if required:</b> [reserved] (mitigation fees, if applicable, to be determined by the School District in coordination with the County)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preliminary Subdivision Plat Amendment:</b> \$100.00</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fire Review:</b> \$150.00</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fire Review:</b> \$100.00</li> </ul>

*Checks may be made payable to: Collier County 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**



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## SUGGESTED MAP CONTENTS

### Cover Map Sheet

- I. Title, Section, Township, Range legend containing:
  - a) Legal Description
  - b) Intended Uses
  - c) Zoning
  - d) Conditions requested
  - e) Prior Rezoning or Concurrent Zoning references
  - f) Owner's Name and Address
  - g) Agent's Name and Address

### II. Firm's Title Block

### III. Index of Mapped Information

### Boundary and Topographic Survey and Soil Borings

- I. Boundary Survey
- II. Contours or spot elevation grid
- III. Soil Series Display
- IV. Legend
- V. Firms Title Block

### Preliminary Subdivision Plat

- I. Lots and Blocks, Dimensioned
- II. Street Names
- III. Setback Lines
- IV. Identify Adjacent Development(s)
- V. Legend
- VI. Firm's Title Block

### Natural Features and Vegetative Cover Map

- I. Flood Plains, Wetlands and Water Bodies
- II. Vegetative Cover Display
- III. Legend
- IV. Firm's Title Block

### Utilities and Water Management Plan

- I. Water Management Plan with Drainage Calculations in Legend
- II. Planimetric Line Detail for Sewer, Water and Storm (if applicable)
- III. Typical ROW Cross-Section Showing Drainage, Sidewalks, Construction Details
- IV. Planimetric Display of Pavement Width
- V. All Easements
- VI. Legend
- VII. Firm's Title Block
- VIII. Typical Perimeter Berm and Lake Cross-Sections

### Aerial Map

- I. Site Boundary
- II. Adjacent Areas

8 ½ in. x 11 in. Reduction of Preliminary Subdivision Plan



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## AFFIDAVIT

We/I, \_\_\_\_\_ being first duly sworn, depose and say that we/I am/are the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, including the disclosure of interest information, all sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered. Public hearings will not be advertised until this application is deemed complete, and all required information has been submitted.

As property owner We/I further authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this Petition.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or Printed Name of Owner

\_\_\_\_\_  
Typed or Printed Name of Owner

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

State of Florida  
County of Collier

\_\_\_\_\_  
(Signature of Notary Public- State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned  
Name of Notary Public)