



COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DEPARTMENT
www.colliergov.net

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

Minor Subdivision Plat (FP) Application
LDC Section 10.02.04
Chapter 5 of the Administrative Code

PROJECT NO (PL)
PROJECT NAME
DATE PROCESSED

For Staff Use

APPLICANT CONTACT INFORMATION

Name of Agent: _____

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 separate page):

Project Name: _____ Acres: _____

Address of subject site and general location: _____

Property ID Number: _____ Section/Township/Range: _____ / _____ / _____

Subdivision: _____ Unit: _____ Lot: _____ Block: _____

Zoning Designation: _____



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**Submittal Requirement Checklist for:
 Minor Subdivision Plat (FP)
 Chapter 5 of the Administrative Code**

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	SUBMITTED	NOT REQUIRED
Completed Application (download current form from County website)	1	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter briefly explaining project	1	<input type="checkbox"/>	<input type="checkbox"/>
Signed & Sealed Plat, less than 6 months old	6	<input type="checkbox"/>	<input type="checkbox"/>
Signed & Sealed Boundary Survey, less than 6 months old	6	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
PUD Ordinance and Development Commitment Information	1	<input type="checkbox"/>	<input type="checkbox"/>
PUD Monitoring Schedule	1	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Authority/Affidavit of Authorization	1	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Data Sheets	1	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Public Facility Adequacy (COA) Application with fee, if applicable	1	<input type="checkbox"/>	<input type="checkbox"/>
School Impact Analysis Application, if applicable <ul style="list-style-type: none"> • School Concurrency: If the proposed project includes a residential component, you are required to contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements. 	1	<input type="checkbox"/>	<input type="checkbox"/>
Opinion of Title	1	<input type="checkbox"/>	<input type="checkbox"/>
Historical/Archeological Survey	1	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Study	1	<input type="checkbox"/>	<input type="checkbox"/>
Easement Approval Letters	1	<input type="checkbox"/>	<input type="checkbox"/>
CD of all submittal documents in PDF format	1	X	<input type="checkbox"/>



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FEE REQUIREMENTS

Fee Requirements:

- Subdivision Final Plat:**
 - Residential- \$1,000.00 plus \$5.00 per acre (or fraction thereof)
 - Nonresidential- \$1,000.00 plus \$10.00 per acre (or fraction thereof)
- School Concurrency Fees: [reserved] School Concurrency Review Fee, if required.**
 - **Mitigation Fees, if applicable: to be determined by the School District in coordination with the County.**

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