



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

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

**Application for Insubstantial Change to:**

- Site Development Plan (SDPI)
- Site Improvement Plan (SIPI)

LDC section 10.02.03 and other provisions of the LDC  
 Chapter 4 of the Administrative Code

**PETITION # (PL)**  
**PROJECT NAME**  
**DATE PROCESSED**

*For Staff Use Only*

In order to determine if the requested change is insubstantial and does not require an amendment to the SDP or the SIP; the applicant should contact the Development Review Division. If the name of the original project planner is known, the application should contact that planner. (For all other projects, the applicant should contact the Development Review at 252-2400).

If the change is determined to be insubstantial, the name of the planner contacted should be shown on the application and referenced in the cover letter. Failure to obtain pre-submittal authorization from Development Review will delay processing of the application until such authorization has been received.

**APPLICANT CONTACT INFORMATION**

**Name of Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_  
**Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_

**PROJECT INFORMATION**

**Project Name:** \_\_\_\_\_  
**Original SDP/SIP No.:** \_\_\_\_\_ **Section/Township/Range:** \_\_\_\_/\_\_\_\_/\_\_\_\_



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

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

**DETAIL OF REQUESTED CHANGE(S)**

On a separate sheet attached to the application, provide a cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change.

*Please note that 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.*

**Submittal Requirement Checklist for:  
 Insubstantial Change to either  
 Site Development Plan (SDPI) or Site Improvement Plan (SIPI)  
 Chapter 4 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. See Chapter 4 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 County website)	1	X	<input type="checkbox"/>
<a href="#">Completed Addressing Checklist</a>	1	X	<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	X	<input type="checkbox"/>
Cover letter describing in detail the proposed changes	1	X	<input type="checkbox"/>
Site Plan, 24 in. x 36 in., addressing all required information, including showing affects by the change "clouded" clearly delineating the area and scope of work to be done	6	X	<input type="checkbox"/>
Estimated costs of construction of roadways, paving, and drainage (signed and sealed)	1	X	<input type="checkbox"/>
Estimated costs of utility construction of water and sewer (signed and sealed)	1	X	<input type="checkbox"/>
CD of all submittal documents in PDF format	1	X	<input type="checkbox"/>



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

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

**Fee Requirements:**

- Insubstantial Change to Site Development Plan or Site Improvement Plan:** \$400.00 for the first sheet (not including the cover sheet), \$100.00 for each additional sheet submitted
- Fire Code Review Fee:** \$100.00
- Engineering Site Plan Review**
  - 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**