



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 Construction Plans (CNSTR)

LDC section 10.02.04

Ch. 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: \_\_\_\_\_ Zoning: \_\_\_\_\_

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

Property ID Number: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Metes & Bounds Description: \_\_\_\_\_



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

**SUBMITTAL REQUIREMENTS CHECKLIST**

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 5 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

| REQUIREMENTS FOR REVIEW   | # OF COPIES | REQUIRED                 | NOT REQUIRED             |
|---|-------------|--------------------------|--------------------------|
| <b>STANDARD REQUIREMENTS:</b>   |             |                          |                          |
| Completed Application (download current form from the County website)   | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover Letter explaining the project   | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Completed Addressing Checklist</a>  | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Pre-application meeting notes   | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction Plans  | 6           | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Affidavit of Authorization</a> & Evidence of Authority  | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Boundary and Topographic Survey (less than 6 months old)  | 6           | <input type="checkbox"/> | <input type="checkbox"/> |
| Opinion of Title or property owner statement/Affidavit  | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Fee Calculation Worksheet & Review fees, signed   | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Fee Calculation Worksheet   | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>FIRE:</b>  |             |                          |                          |
| Fire Flow tests from Fire Department (no more than 6 months old)  | 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ENGINEERING:</b>   |             |                          |                          |
| Engineer's Report, signed & sealed, with assumptions and explanations, by a Florida registered professional engineer containing the following: <ul style="list-style-type: none"> <li>✓ Completed calculations used to design the facilities, including but not limited to all water, sewer, road, water management systems, and all accessory facilities, public or private;</li> <li>✓ Drainage calculations including 10 year 1 day; 25 year 3 day; 100 year 3 day storm routings</li> <li>✓ Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development;</li> <li>✓ Geo-technical report with soil boring results</li> <li>✓ Engineering Review Checklist, signed and sealed by the applicant's professional Engineer;</li> <li>✓ Engineer's Opinion of probable cost (Paving, grading, Drainage)</li> <li>✓ Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.</li> </ul> | 1           | <input type="checkbox"/> | <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

| LIGHTING:   | # OF COPIES | REQUIRED                            | NOT REQUIRED             |
|---|-------------|-------------------------------------|--------------------------|
| Lighting Plans, signed and sealed by a professional Engineer licensed to practice in the State of Florida or the utility provider | 6           | <input type="checkbox"/>            | <input type="checkbox"/> |
| LANDSCAPE & IRRIGATION:   |             |                                     |                          |
| Landscape & Irrigation Plans, signed and sealed by a landscape architect registered in the State of Florida                       | 6           | <input type="checkbox"/>            | <input type="checkbox"/> |
| OTHER:  |             |                                     |                          |
| CD of all submittal documents in PDF format   | 1           | <input checked="" type="checkbox"/> | <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 Calculation Worksheet**

**Construction Plan (CNSTR) Fees:**

**Engineering Site Plan Review Fees:**

Construction Document Review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

Construction Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction (Due prior to pre-con meeting)  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Fire Review:** \$100.00

**Other:**

Other Fee, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Fee Subtotal** \$ \_\_\_\_\_  
**Pre-application fee credit, if applicable** \$ \_\_\_\_\_  
**Total Fees Required:** \$ \_\_\_\_\_

\_\_\_\_\_  
*Applicant/Agent Signature*

\_\_\_\_\_  
*Date*

*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**