



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 SITE IMPROVEMENT PLAN (SIP)

PROJECT NUMBER
PROJECT NAME
DATE PROCESSED

To be completed by staff

- Site Improvement Plan (SIP): LDC subsection 10.02.03 and other applicable provisions, and Chapter 4 of the Administrative Code
- Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites - Existing Conditions Site Improvement Plan: LDC subsection 2.03.07 G.6, and Chapter 4 I.3.a of the Administrative Code

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: _____

PROPERTY INFORMATION

Project Name/Name of PUD: _____

Legal Description: _____

Property I.D. #: _____ **Section/Township/Range:** _____/_____/_____

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



DETAIL OF REQUEST

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 if applicable.

SIP SUBMITTAL REQUIREMENTS CHECKLIST

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. 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	<input type="checkbox"/>	<input type="checkbox"/>
Cover letter briefly explaining the project	1	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the last recorded deed, contract for sale or agreement for sale, or a notarized statement of ownership clearly demonstrating ownership and control of the subject lot or parcel of land	1	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copies of all documents and plans	1	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan depicting the following:			
<ul style="list-style-type: none"> ✓ The project title, property owner, address and telephone number ✓ Legal description, scale and north arrow ✓ Zoning designation of the subject site and adjacent sites and the proposed use of the subject site ✓ Location, configuration and dimensions of all building and lot improvements ✓ Location and configuration of parking and loading areas, and the directional movement of internal vehicle traffic ✓ Location and dimensions of access point(s) to the site ✓ Parking summary in matrix form, indication the required and provided parking for each existing and proposed use ✓ Location and configuration of handicapped parking facilities and building accessibility features ✓ Location, dimensions and configuration of existing water management facilities ✓ Location of trash and recycling enclosures ✓ Location of existing and proposed landscaping with specifications as to size, quantity and type of vegetation ✓ All required and provided setbacks and separations between structures on the plan and in matrix form ✓ Any additional relevant information as may be required by the County Manager or designee. ✓ Site Clearing plan/vegetation inventory, if required 	6	<input type="checkbox"/>	<input type="checkbox"/>



Additional Submittal Items			
Architectural Plans, including 1 color rendering signed & sealed, if required ✓ Building elevation with dimensions & floor plans, if required	6	<input type="checkbox"/>	<input type="checkbox"/>
Landscape & Irrigation plans signed & sealed, if required	6	<input type="checkbox"/>	<input type="checkbox"/>
Boundary & topographic survey (1 signed & sealed), if required	5	<input type="checkbox"/>	<input type="checkbox"/>
Utility letters of availability (water & sewer), if required	1	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Report with Assumptions and Explanations per Ord. 2001-57, if required.	1	<input type="checkbox"/>	<input type="checkbox"/>
Engineers Opinion of Probable Cost (OPC) signed and sealed, if required	1	<input type="checkbox"/>	<input type="checkbox"/>

IMMOKALEE NONCONFORMING MOBILE HOME PARKS OR MOBILE HOME SITES – EXISTING CONDITIONS SITE PLAN SUBMITTAL REQUIREMENTS CHECKLIST

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 4 I.3.a of the Administrative Code for submittal requirements and LDC section 2.03.07 G.6 for criteria. **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"/>
Site Plan depicting the following:			
Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites – Existing Conditions Site Improvement Plan			
See Chapter 4 I.3.a of the Administrative Code for site plan requirements	6	<input type="checkbox"/>	<input type="checkbox"/>

FEE REQUIREMENTS

Site Improvement Plan:

- Site Improvement Plan Review (SIP):** \$1,000.00 (plus Engineering review fees)
- Fire Review:** \$150.00
- Site Clearing (first acre or fraction thereof):** \$250.00
 - **For each additional acre or fraction thereof:** \$50.00 (\$3,000.00 maximum)
- Utility Plan Review and Inspection, if required:**
 - 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.**
- Engineering Site Plan Review Fee, if applicable:**
 - 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.**



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Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites - Existing Conditions Site Improvement Plan:

- Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites - Existing Conditions Site Improvement Plan: \$750.00**
- Fire Review: \$150.00**

All checks payable to: Board of County Commissioners

The completed application, all required submittal materials and fees shall be submitted to:
Growth Management Department
ATTN: Business Center
2800 North Horseshoe Drive
Naples, FL 34104



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SDP/SIP DATA TABLE, RECOMMENDED FORMAT

Zoning, Subject Property & Surrounding (example)

SUBJECT PROPERTY: PUD (Westview Plaza)

SURROUNDING:

N	I (Industrial)
S	Gail Blvd ROW, then E (Estates)
E	RSF-3 (Residential)
W	PUD (Westview Plaza)

Setbacks, Interior Lots (example)

SITE DATA	REQUIRED	PROVIDED
FRONT YARD	25'	50'
SIDE YARD #1 (N*)	15' or ½ BH (BH = 30)	15.5'
SIDE YARD #2 (S)	15' or ½ BH (BH = 30)	25'
REAR YARD	25' (PRESERVE SETBACK**)	25'

Setbacks, Corner Lots/Lots having more than one street frontage (example)

SITE DATA	REQUIRED	PROVIDED
FRONT YARD #1 (NE*)	25'	25.5'
FRONT YARD #2 (SE)	20' (REDUCED 2 ND FY SETBACK PER PUD DOC, SEC 3.4.5**)	20'
SIDE YARD #1 (SW)	15'	5.5'
SIDE YARD #2 (NW)	15'	30'

*Use closest corresponding compass point: N, NW, S, SE, etc.

** Explain special yard requirements or allowances & cite PUD document where applicable

Separation of structures (example)

REQUIRED	PROVIDED
15'	17'
or	
15' or ½ sum of building heights (SBH)	20' (SBH = 40' , ½ X 40' = 20')

Building height (example)

REQUIRED	PROVIDED ZONED	PROVIDED ACTUAL
75'	50'	55'

Residential minimum floor area (example)

REQUIRED	PROVIDED
1,200 sq ft	1,850 sq ft