



Submitting Application (Pre-Application Meeting not Required) PL Guide E-Permitting for Applicants

PURPOSE

This guide provides a step by step aid for submitting applications through the GMD Public Portal, when a pre-application meeting is not required.

GENERAL INFORMATION

- You must be registered and signed in to the GMD Public Portal, before requesting a pre-application meeting or submitting a planning application.
- **Red (*)** asterisks identify required fields. If you skip one of these fields, the system prompts you to enter the required information.
- Run Time - If your computer has been idle for more than twenty minutes (20), the system will log you out. Before logging you out you will get a reminder that your system is about to be logged out of CityView.
- Project/ PL will not be saved until "Complete Application" button has been clicked, under the Review & Submit Step. .
- Webpage for E-Permitting: <http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting>

PREPARING FOR APPLICATION SUBMISSION

Users are required to submit a predetermined checklist of supporting documents and plans for each application type. Before submitting we recommend the following:

- Review **Uploading Files (Initial Submittal) Guide** prior to submitting electronically.

PROCEDURE

Click on link to the Collier County GMD Public Portal: <http://cvportal.colliergov.net/CityViewWeb/>.





1. Click **Sign In**. Sign in using your registered account.
2. Click **Submit a Planning Application**.

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Welcome Dianna Perryman!
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The County's new web portal is now online. Through this portal you can submit applications/revisions, submit corrections, pay fees, monitor statuses, and schedule meetings or inspections for Building and/or Planning applications - all from the comfort of your home or office.

The CityView Portal is the first step in the County's plan to improve its service offerings for citizens. Watch for more updates, or contact us with suggestions as we are always trying to improve!

	<p>Code Enforcement</p> <p>Submit a New Complaint Status and Fees</p>		<p>Building Department</p> <p>Submit a Building Application Request an Inspection Request a Meeting Status and Fees Upload Submittals</p>
	<p>Planning Department</p> <p>Submit a Planning Application Request an Inspection Request a Meeting Status and Fees Upload Submittals</p>		<p>Contractor Licensing</p> <p>Status and Fees Submit a Complaint Check Status of Complaint</p>

3. Project Description:

- a. In the [Choose the project type](#) box, select the project/ application type from the populated list.
Note 1: If the project/ application type does not appear in the list, a pre-application meeting is required.
Note 2: The number of steps to complete the electronic submittal process depends on the project/ application type selected.
- b. In the [Project Descriptive Name](#) box, type in the project name.
Note: The name you place here will help you identify the project when searching for it under **My Items, My Planning Applications** in the GMD Public Portal.
- c. In the [Project Description](#) box, type in the description of proposed work and any other helpful details, such as ordinances or planning numbers associated with project.
- d. In the [Street Address and Folio/Parcel ID](#) box, type in preferably both the street address and folio/parcel ID, if known.
- e. Click [Next Step: Planning Details](#) button.

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Step 1: Project Description

Step 2: Planning Details

Step 3: Location

Step 4: Contacts

Step 5: Upload Files

Step 6: Review & Submit

Step 7: Complete

Planning Application - Project Description

Required Information is indicated with an asterisk (*).

Choose the project type: * ▼

Project Descriptive Name: *
Please give your project a brief description. This will become the project name. Maximum 500 characters

Project Description: *
Please add any additional comments about the project. Maximum 4000 characters

▼ **Pre-Application**

Do you have a pre-application for this project? * ▼

▼ **Location Details**

Street Address and/or Folio/Parcel ID: *

4. Planning Details:

- a. The information required on this sheet changes with each project/ application type.

Planning Application - Planning Details

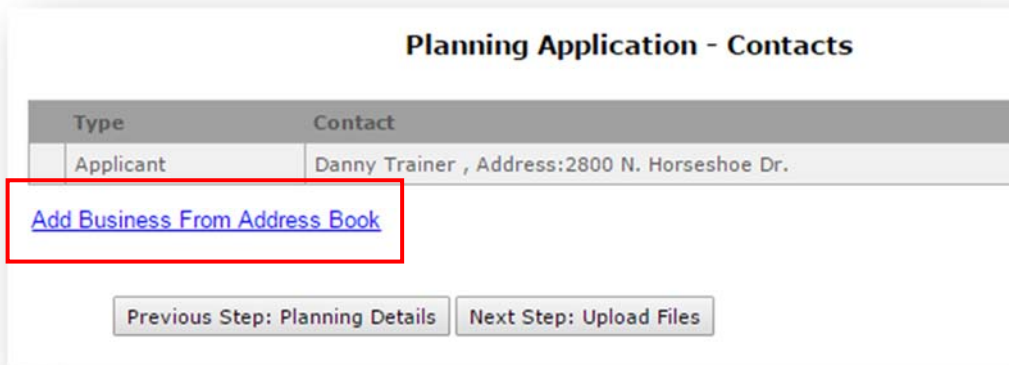
Required information is indicated with an asterisk (*).

▼ **Administrative Variance**

Type of Variance: * ▼

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5. Click [Next Step](#) Button. Follow any additional steps, fill out all the required fields for application submittal.
6. **Contacts:**
 - a. The system auto-populates the Applicant's name with the information you used to register. It is optional to provide additional contacts.
 - i. To move forward, click [Next Step: Upload Files](#) button.
 - ii. To add another contact, click "[Add Business from Address Book](#)" link.



Type	Contact
Applicant	Danny Trainer , Address:2800 N. Horseshoe Dr.

[Add Business From Address Book](#)

Previous Step: Planning Details Next Step: Upload Files

7. **Upload Files:**
 - a. Follow [Uploading Files \(Initial Submittal\) Guide](#) for this step.
8. **Review & Submit:**
 - a. Review your information and enter the [Security Code](#) as shown below.
Note: The **Previous Step** button can be used to go back and enter the information you may have missed.
 - b. Click [Complete Application](#) button.
Note: Once you click this button, system will save your information.

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Planning Application - Review & Submit

Please review the information below and if it is correct, press the complete application button to submit your application.

▼ Planning Information

Review information.

Type: Administrative Variance

Address: 9140 45th Ave NE

Project Description: Encroachment .75 foot side yard. Analysis reveals that the single-family residence was constructed slightly askew to south, side yard, property line and that the maximum encroachment is .75 feet.

Contacts: Applicant
Danny Trainer , Address:2800 N. Horseshoe Dr.

▼ Pre-Application

Do you have a pre-application for this project? No

▼ Location Details

Street Address and/or Folio/Parcel ID: Address: 9140 45th Ave NE, Folio 012345667

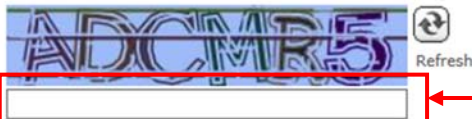
▼ Administrative Variance

Type of Variance: 01-ATF Yard Encroachments

▼ Uploaded Documents

- Submittal 1 Application .pdf
- Submittal 1 Warranty Deed.pdf
- Submittal 1 Cover Letter.pdf
- Submittal 1 Survey.pdf
- Submittal 1 Affidavit of Authorization.pdf

Type the characters you see in the image below to continue.



Enter security code here.

Click Here to Complete.

Previous Step: Upload Files

Complete Application

Cancel Application



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2. Planning Application- Complete:

- a. Review Application Number. This ends the Submitting Application process. To review the status of applications, see next step **My Items** link.

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Step 1: Project Description
Step 2: Planning Details
Step 3: Contacts
Step 4: Upload Files
Step 5: Review & Submit
Step 6: Complete

Planning Application - Complete

Planning Project Application Number **PL20170000028**

[Print This Page](#)

Thank you for your application. Should further information or documentation be required prior to or during the review process, you will be contacted.

— **▼ Planning Information** —

Project Type: Administrative Variance
Project Descriptive Name: 9140 45th Ave NE
Project Description: Encroachment .75 foot side yard. Analysis reveals that the single-family residence was constructed slightly askew to south, side yard, property line and that the maximum encroachment is .75 feet.
Contacts: Applicant
Danny Trainer , Address:2800 N. Horseshoe Dr.

— **▼ Pre-Application** —

Do you have a pre-application for this project? No

— **▼ Location Details** —

Street Address and/or Folio/Parcel ID: Address: 9140 45th Ave NE, Folio 012345667

— **▼ Administrative Variance** —

Type of Variance: 01-ATF Yard Encroachments

— **▼ Documents & Images** —

Date Uploaded	Document Name
01/31/2017	Submittal 1 Application .pdf
01/31/2017	Submittal 1 Warranty Deed.pdf
01/31/2017	Submittal 1 Cover Letter.pdf
01/31/2017	Submittal 1 Survey.pdf
01/31/2017	Submittal 1 Affidavit of Authorization.pdf

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

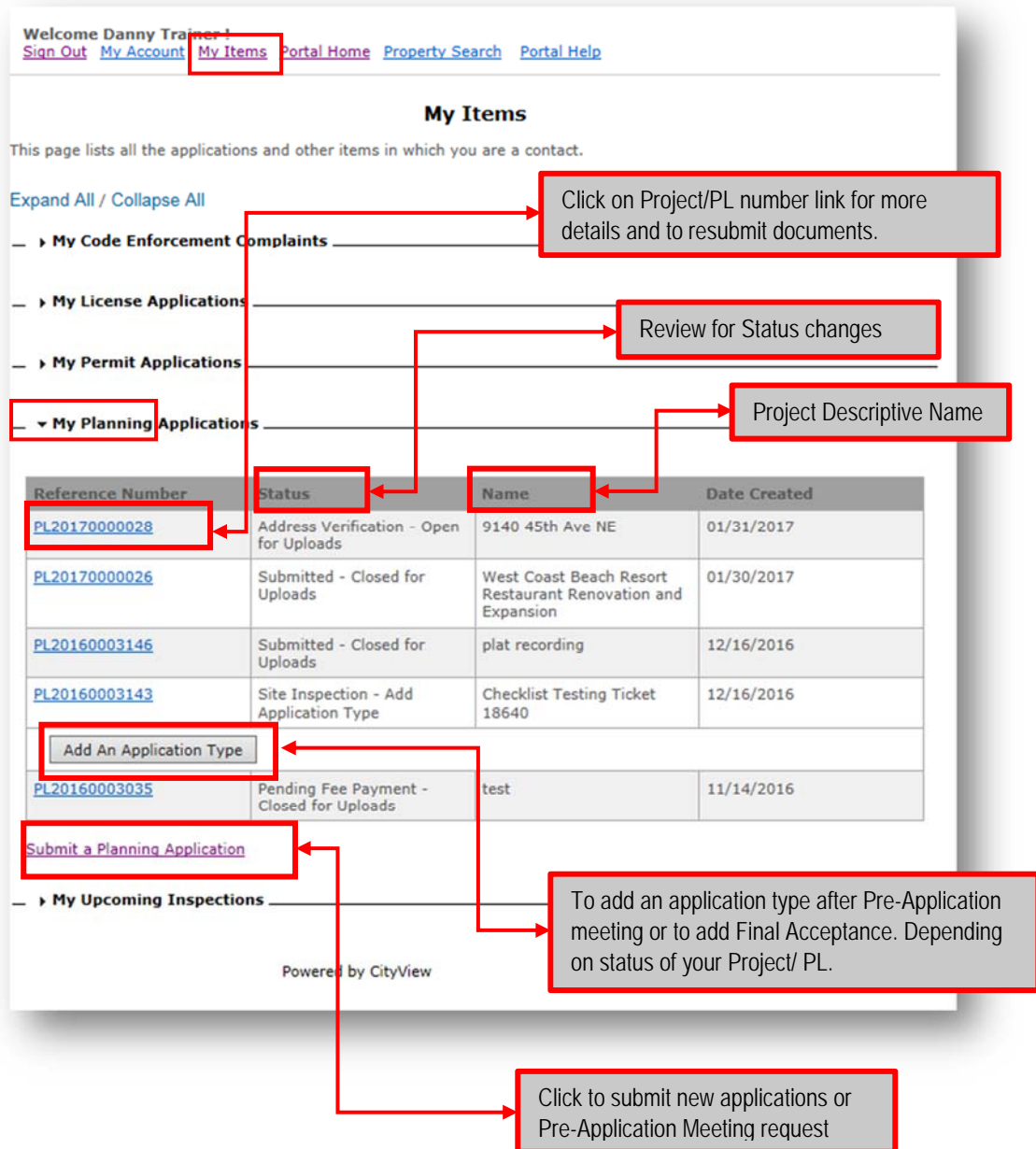
Please select a link below to access the CityView Portal.

[View the status of my application](#)
[Portal Home](#)

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3. My Items link:

- a. Click on [My Items](#) link, located at the top of every screen in the GMD Public Portal.
- b. Click [My Planning Applications](#).
- c. Review the submitted planning applications, status of projects, add an application type after a Pre- Application meeting, and submit new applications from this area.



Welcome Danny Trainer!
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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- [My Code Enforcement Complaints](#)
- [My License Applications](#)
- [My Permit Applications](#)
- [My Planning Applications](#)
- [My Upcoming Inspections](#)

Reference Number	Status	Name	Date Created
PL20170000028	Address Verification - Open for Uploads	9140 45th Ave NE	01/31/2017
PL20170000026	Submitted - Closed for Uploads	West Coast Beach Resort Restaurant Renovation and Expansion	01/30/2017
PL20160003146	Submitted - Closed for Uploads	plat recording	12/16/2016
PL20160003143	Site Inspection - Add Application Type	Checklist Testing Ticket 18640	12/16/2016
PL20160003035	Pending Fee Payment - Closed for Uploads	test	11/14/2016

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