

APPLICATION FOR INSUBSTANTIAL CHANGE TO:

Site Development Plan (SDPI)

Site Improvement Plan (SIPI)

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

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 applicant should contact that planner. (For all other projects, the applicant should contact the Development Review Division at 239-252-2400).

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: _____
 Name of Applicant if different than 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: _____
 Original SDP/SIP #: _____ Section/Township/Range: ____ / ____ / ____

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 (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"/>
Completed Addressing Checklist	1	X	<input type="checkbox"/>
Determination (i.e. e-mail 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"/>
Electronic copies of all documents and plans in PDF Format and a CD of plans in CAD Format	1	X	<input type="checkbox"/>

FEES

Insubstantial Change to Site Development Plan or Site Improvement Plan: First sheet \$400.00 (not including the cover sheet), \$100.00 for each additional sheet submitted

Fire Code Review: \$ 100.00

Engineering Site Plan Review Fees: Complete Review and inspection fees are due at time of application submittal, when required.

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 Review
ATTN: Business Center-Client Services
2800 North Horseshoe Drive
Naples, FL 34104