

**Application for Insubstantial Change to Construction Plans (ICP)**  
LDC section 10.02.04 and 10.02.05  
Chapter 5 of the Administrative Code

**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: \_\_\_\_\_

**PROJECT INFORMATION**

Assigned Planner: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Original SDP/SIP #: \_\_\_\_\_ Section/Township/Range: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DETAIL OF REQUESTED CHANGE**

**Describe in detail what changes are requested including the sheet numbers of the plans affected by the change (if space is inadequate, provide information on separate sheets attached to the application.)** 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.

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**Submittal Requirement Checklist for:  
Insubstantial Change to Construction Plans  
Chapter 5 of the Administrative Code**

The following Submittal Requirement Checklist is to be utilized at time of application submittal. 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. **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 describing in detail the requested changes and identifying the sheet(s) number(s) and plans being affected by the requested change.	1	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
Complete set of plans all signed and sealed. Plans are to identify the changes on the cover sheet. As well as including the following: <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Reference of the project type;</li> <li>• Zoning designation;</li> <li>• Vicinity map clearly identifying the location of the development; and</li> <li>• Property Information</li> </ul>	6	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Authorization	1	<input type="checkbox"/>	<input type="checkbox"/>
Estimated costs of construction of roadways, paving, and drainage (Signed and sealed)	1	<input type="checkbox"/>	<input type="checkbox"/>
Estimated costs of utility construction of water and sewer (Signed and sealed)	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>LIGHTING:</b>			
<b>Lighting Plans</b> 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"/>
<b>LANDSCAPE &amp; IRRIGATION:</b>			
<b>Landscape &amp; Irrigation Plans</b> signed and sealed by a landscape architect registered in the State of Florida	6	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER:</b>			
Electronic copies of all documents and plans in PDF Format and a CD of plans in CAD Format	1	<input type="checkbox"/>	<input type="checkbox"/>

**FEES**

**Insubstantial Change to Construction Plans:** 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 Commissioner

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