

APPLICATION FOR:

- Acceptance Preliminary (SAP) Acceptance Final (SAF)
 SDP/SDPA/SIP
 PPL/PPLA
 EX

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: _____
 Most Recent Approved Planning Project No: _____
 Folio # : _____

SUBMITTAL REQUIREMENT 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. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW SAP (*SDP/SDPA/SIP only applicable if for a Multi-Family or Phased Project)	PPL & PPA	SDP/SDPA/SIP (*)	EX
Completed Application (download current form from the County website)	X	X	X
Addressing Checklist	X	X	X
Submittal of Related CAD Files (Electronic or CD if necessary)	X	X	X
Engineer's Certification Signed and Sealed	X	X	
Density Test Results	X	X	
Core Boring Results	X		
Record Drawings – As Built Signed and Sealed – All sheets of permitted set	X	X	

SUBMITTAL REQUIREMENT CHECKLIST (CON'T)

REQUIREMENTS FOR REVIEW SAP (*SDP/SDPA/SIP only applicable if for a Multi-Family or Phased Project)	PPL & PPA	SDP/SDPA/SIP (*)	EX
Final Release of Lien – Utilities & Roadways only	X	X	
Engineer's Certification to SFWMD Signed and Sealed	X	X	
Stormwater Responsibility Letter		X	
Landscape Certification Signed and Sealed	X	X	
Copy of Utilities Acceptance	X	X	
Copy of Excavation Approval	X	X	
Cross Sections Signed and Sealed			X
CD of all submittal documents in PDF format including Mylar of Plat and include Plat in AutoCAD format in State Plane Coordinates (if paper submittal)	X	X	X
REQUIREMENTS FOR REVIEW SAF (*SDP/SDPA/SIP only applicable if for a Multi-Family or Phased Project)	PPL & PPA	SDP/SDPA/SIP (*)	EX
Completed Application (download current form from the County website)	X	X	X
Addressing Checklist	X	X	X
Submittal of Related CAD Files (Electronic or CD if necessary)	X	X	X
Copy of the Recorded Plat	X		
Record Drawings in CAD Format	X	X	X
Engineer's Certification Signed and Sealed		X	
Stormwater Responsibility Letter	X		
Density Test Results		X	
Record Drawings – As Built Signed and Sealed		X	
Engineer's Certification to SFWMD Signed and Sealed		X	
Surveyor's Certification Signed and Sealed	X		
Landscape Certification Signed and Sealed (If applicable)	X	X	
Littoral Invoices			X
Cross Sections Signed and Sealed or Copy of Excavation SAP Letter			X
REQUIREMENTS FOR REVIEW SAF (*SDP/SDPA/SIP only applicable if for a Multi-Family or Phased Project)	PPL & PPA	SDP/SDPA/SIP (*)	EX
Copy of Utilities Acceptance	X	X	
Copy of Excavation Approval	X	X	
County Roadway – Transportation Sign off (if Applicable)	X	X	
CD of all submittal documents in PDF format including Mylar of Plat and include Plat in AutoCAD format in State Plane Coordinates (if paper submittal)	X	X	

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-Client Services
2800 North Horseshoe Drive
Naples, FL 34104