

**APPLICATION**

- Subdivision Construction Plans and Plat (PPL)  
 Subdivision Construction Plans and Plat Amendment (PPLA)  
 LDC section 10.02.04, and other provisions of  
 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: \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_ Property ID Number: \_\_\_\_\_  
 Original PPL No.: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**Zoning Approval(s):** List the case number(s), ordinance and/or Resolution Number(s) of any Zoning, Conditional use, Variance, Administrative Parking Reduction, HEX, or other applicable zoning actions, requested or approved for the property.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Pre-Application Meeting and Submittal Requirement Checklist for:**

- Subdivision Construction Plans and Plat (PPL)  
 Subdivision Construction Plans and Plat Amendment (PPLA)  
 Chapter 5 of the Administrative Code

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and 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. See Chapter 5 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

<b>REQUIREMENTS FOR REVIEW:</b>	<b># OF COPIES</b>	<b>REQUIRED</b>	<b>NOT REQUIRED</b>
Completed Application (download current form from the County website)	1	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter explaining the project	1	<input type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>
Pre-application meeting notes	1	<input type="checkbox"/>	<input type="checkbox"/>
Construction Plans	6	<input type="checkbox"/>	<input type="checkbox"/>
Final Subdivision Plat	6	<input type="checkbox"/>	<input type="checkbox"/>
PUD Monitoring Schedule	1	<input type="checkbox"/>	<input type="checkbox"/>
PUD Monitoring Report	1	<input type="checkbox"/>	<input type="checkbox"/>
PUD Ordinance and Development Commitment Information, as applicable (digital only)	1	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Authorization & Evidence of Authority	1	<input type="checkbox"/>	<input type="checkbox"/>
Boundary and Topographic Survey ( <b>less than 6 months old</b> )	6	<input type="checkbox"/>	<input type="checkbox"/>
Opinion of Title or property owner statement/Affidavit	1	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Intent as to the timeline for construction and platting	1	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner association documents, if applicable	2	<input type="checkbox"/>	<input type="checkbox"/>
Fee Calculation Worksheet & Review fees signed	1	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Data Sheet	2	<input type="checkbox"/>	<input type="checkbox"/>
Historical/Archeological Survey or waiver, if applicable	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>COA:</b>			
Completed Certificate of Adequate Public Facilities Application, including the application fee and estimated Transportation Impact Fee calculations.	2	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE:</b>			
Fire Flow tests from Fire Department (no more than 6 months old)	2	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL:</b>			
Environmental Data Requirements	1	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Easement Dedication <b>TO BE INCLUDED ON CONSTRUCTION PLANS</b>	1	<input type="checkbox"/>	<input type="checkbox"/>
Listed Species Survey; less than 12 months old. Include copies of previous surveys	1	<input type="checkbox"/>	<input type="checkbox"/>
Preserve Management Plan – provided on the site plan	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRANSPORTATION:</b>			
Transportation Impact Study or waiver (with applicable fees)	2	<input type="checkbox"/>	<input type="checkbox"/>
<b>SCHOOL CONCURRENCY:</b>			
Estimated School Impact Analysis Application – residential projects only (download the School Impact Analysis Application from website)			
<u>School Concurrency</u> – If the proposed project includes a residential component, you are required to contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements.	1	<input type="checkbox"/>	<input type="checkbox"/>

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

REQUIREMENTS FOR REVIEW:	# OF COPIES	REQUIRED	NOT REQUIRED
<b>STORMWATER:</b>			
<p>Engineer's Report signed &amp; sealed, with assumptions and explanations, by a Florida registered professional engineer containing the following:</p> <ul style="list-style-type: none"> <li>✓ Completed calculations used to design the facilities, including but not limited to all water, sewer, road, water management systems, and all accessory facilities, public or private;</li> <li>✓ Drainage calculations including 10 year-1day; 25 year- 3day; 100 year-3day storm routings</li> <li>✓ Geo-technical report with soil boring results</li> <li>✓ Engineering Review Checklist signed and sealed by the applicant's professional Engineer;</li> <li>✓ Engineer's opinion of probable cost (Paving, Grading, Drainage)</li> <li>✓ Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.</li> </ul>	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>UTILITIES:</b>			
<p>If within Collier County Public Utilities Service Area – Engineer's Report signed &amp; sealed containing the following:</p> <ul style="list-style-type: none"> <li>✓ Estimated cost of utilities construction, water &amp; sewer calculations</li> <li>✓ Sewer Hydraulics</li> <li>✓ Lift station hydraulics to first downstream master station</li> <li>✓ Lift station buoyancy calculations</li> <li>✓ Chloramine Dissipation Report</li> <li>✓ Detailed hydraulic design calculations utilized to design the water and sewer facilities regulated by the County.</li> </ul>	1	<input type="checkbox"/>	<input type="checkbox"/>
Water and/or sewer availability letter	1	<input type="checkbox"/>	<input type="checkbox"/>
DEP utility installation permits (water/sewer)	1	<input type="checkbox"/>	<input type="checkbox"/>
Water meter sizing form	1	<input type="checkbox"/>	<input type="checkbox"/>
Plat easement approval letter for utility easements (FPL, Comcast, Century Link, US Metro, etc.)	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"/>

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

REQUIREMENTS FOR REVIEW:	# OF COPIES	REQUIRED	NOT REQUIRED
Estimated School Impact Analysis Application – residential projects only (download the School Impact Analysis Application from website)	1	<input type="checkbox"/>	<input type="checkbox"/>
School Concurrency – If the proposed project includes a residential component, you are required to contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements.			
<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"/>
For a Townhouse Fee Simple Development, see Chapter 5 of the Administrative Code for additional submittal requirements	6	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER COLLIER COUNTY PERMITS MAY BE REQUIRED INCLUDING: (IF REQUIRED THEY MUST BE SEPARATE APPLICATIONS):</b>			
Right-of-Way permit application (County/FDOT)		<input type="checkbox"/>	<input type="checkbox"/>
Blasting Permit (BLST)		<input type="checkbox"/>	<input type="checkbox"/>
Early work Authorization (EWA)		<input type="checkbox"/>	<input type="checkbox"/>
Excavation Permit (EX)		<input type="checkbox"/>	<input type="checkbox"/>
Vegetation Removal and Site Filling Permit (VRSFP)		<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER AGENCIES PERMITS (MAY BE REQUIRED):</b>			
Permits: All Federal, State and local permits including but not limited to the following, shall be submitted prior to construction and before the preconstruction meeting. If approved by the County Manager or designee, an applicant may submit Federal, State and local agency permits at the preconstruction meeting.	1	<input type="checkbox"/>	<input type="checkbox"/>
✓ SFWMD Permit, Permit Modification, or waiver, including staff report exhibits;			
✓ DEP utility installation permits, water/sewer;			
✓ Right-of-Way Permit; and			
✓ US Army Corps of Engineers permit and exhibit, if applicable.			

**FEES**

**Plat Review Fees:**

<input type="checkbox"/> Residential only: Base fee of \$1,000.00, plus \$5.00 per acre (round up to the next acreage)  <b>Acres:</b> _____ <b>\$</b> _____	<input type="checkbox"/> Non-Residential only: Base fee of \$1,000.00, plus \$10.00 per acre (round up to the next acreage)  <b>Acres:</b> _____ <b>\$</b> _____
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**Subdivision Review Fees:**

Construction Document Review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

Subdivision Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction (Due prior to pre-con meeting)  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Utility Plan Review and Inspections:**

Construction Document Review: 0.75% of probable water and/or sewer construction costs  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

Construction Inspection: 2.25% of probable water and/or sewer construction costs (Due prior to pre-con meeting)  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Traffic Impact Study Review:**

Methodology Review: \$500.00, to be paid directly to Transportation at the Methodology Meeting\*  
\*Additional Fees to be determined at Methodology Meeting \$ \_\_\_\_\_

Minor Study Review: \$750.00 \$ \_\_\_\_\_

Major Study Review: \$1,500.00 \$ \_\_\_\_\_

**Utilities:**

Utility Modeling and Analysis fee: \$1,000.00 (only applies if zoned PUD or DRI) \$ \_\_\_\_\_

**Environmental:**

Site Clearing Permit: \$250.00 for the first acre or fraction of an acre an \$50.00 for each additional acre or fraction of an acre (\$3,000.00 maximum) # of acres \_\_\_\_\_ \$ \_\_\_\_\_

Listed or Protected Species Review, when an EIS is not required: \$1,000.00 \$ \_\_\_\_\_

**Fire Review Fees:**

<input type="checkbox"/> <u>Subdivision Construction Plans and Plat (PPL) \$100.00</u>	<input type="checkbox"/> <u>Subdivision Construction Plans and Plat Amendment (PPLA) \$50.00</u>
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**OTHER:**

COA Review: \$200.00 plus \$25.00 per residential dwelling unit or \$25.00 per 1,000 sq. ft. commercial (\$5,000.00 maximum).

School Concurrency Review, if required: \$ \_\_\_\_\_

\* Mitigation Fees if applicable, to be determined by the School District in coordination with the County

Other Fee, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Fee Subtotal** \$ \_\_\_\_\_  
**Pre-application fee credit, if applicable** \$ \_\_\_\_\_  
**Total Fees Required:** \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

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**