

How to Upload Documents to Conditions for Planning Applications Customer Guide

PURPOSE

This guide provides step by step instructions on how to upload a document to an Open Condition on a planning application using the GMD Public Portal.

GENERAL INFORMATION

- Must have an active Portal Account.
- Must be the applicant or interested party to the Application or Project to utilize this function.
- Any issues with uploading documents, contact Project Planner or Client Services at (239) 252-1036.
- Rename the document to closely relate to the Condition.
- GMD Public Portal Link: <http://cvportal.colliergov.net/cityviewweb>

PROCEDURE

1. Sign In and click on "My Items."



The screenshot shows the Collier County GMD Public Portal website. The header includes the Collier County logo and the title "GMD Public Portal". A navigation bar contains links: "Sign In / Register", "My Shopping Cart (0)", "Portal Home", "Property Search", and "Portal Help". A red box highlights the "Sign In / Register" link.

Below the navigation bar, there is a section titled "ATTENTION: THE ONLINE PAYMENT SYSTEM FOR FEES/CITATIONS HAS TRANSITIONED TO A NEW SYSTEM. LINKS TO THE OLD SYSTEM ARE DISABLED. THE NEW DIRECT ONLINE PAYMENT SYSTEM THROUGH THE GMD PUBLIC PORTAL IS NOW ACTIVE. PLEASE CLICK [HERE](#) FOR INSTRUCTIONS ON HOW TO USE THE NEW ONLINE PAYMENT SYSTEM."

Below this, a notice states: "Due to scheduled upgrade and maintenance, the CityView program, CityView Portal, Online Payments, and the IVR Permit Inspection System will be unavailable beginning at 5:00 p.m. on Friday, May 1st, 2020 until Monday, May 4th, 2020. The program services are scheduled to be restored by 8:00 a.m. on Monday, May 4th, 2020. We apologize for any inconvenience."

Below the notice, a reminder states: "Thursday nights are the regularly scheduled weekly maintenance for the CityView Portal and Interactive Voice Response (IVR) system servers. As a result, there may be brief outages to the site/IVR and their features. We apologize for any inconvenience."

Below the reminder, a reminder states: "REMINDER: YOU MUST BE LOGGED IN USING YOUR COLLIER COUNTY PORTAL REGISTERED USER ACCOUNT TO VIEW BUILDING PERMIT AND PLANNING REVIEW COMMENTS."

The main content area is divided into four sections, each with an icon and a list of links:

- Code Enforcement** (Icon: House with checkmark)
 - [Submit a New Complaint](#)
 - [Status and Fees](#)
- Building Department** (Icon: House with dollar sign)
 - [Submit a Building Application](#)
 - [Impact Fee Calculator](#)
 - [Request a Meeting](#)
 - [Status and Fees](#)
 - [Upload Submittals](#)
- Planning Department** (Icon: Laptop with document)
 - [Submit a Planning Application](#)
 - [Impact Fee Calculator](#)
 - [Status and Fees](#)
 - [Upload Submittals](#)
- Contractor Licensing** (Icon: License plate)
 - [Status, Fees and Insurance](#)
 - [Submit a Complaint](#)
 - [Check Status of Complaint](#)
- Miscellaneous Fees** (Icon: Dollar sign)
 - [Search for Miscellaneous Fees](#)

On the left side of the page, there is a sidebar with the following information:

Links

- [Home](#)
- [Property Search](#)
- [Fee Payment Guide](#)
- [Permit Forms](#)
- [Planning Forms](#)
- [E-Permitting Guides](#)
- [E-Licensing Guides](#)

Address

Growth Management Division - Planning and Regulation
2800 N. Horseshoe Drive
Naples, FL 34104

Customer Service:
(239) 252-2400

Land Use / Planning Applications:
(239) 252-1036

Floodplain Hotline:
(239) 252-2942

Code Enforcement:
(239) 252-2440

Contractor's Licensing:
(239) 252-2431

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2. Click on Dropdown Arrow next **My Planning Application**.
 - a. Locate Planning Number, under Reference Number column.
 - b. Click on View Open Conditions or
 - c. Click on Planning Number Link.

Welcome Danny Condomina - GMD Client Services
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

[Expand All](#) / [Collapse All](#)


- ▶ [My Contractor License Applications](#)
- ▶ [My Code Enforcement Complaints](#)
- ▶ [My Miscellaneous Fees](#)
- ▶ [My Permit Applications](#)
- ▶ [My Planning Applications](#)

Show Active ▼

Reference Number	Address	Type	Status	Date Created
PL20200000836		Growth Management Plan Amendment Adoption	Open - Open for Uploads	07/31/2020
Name: Test				
View Open Conditions Upload Submittals				
PL20200000831	2600 Immokalee RD, Building, Naples	Stewardship Receiving Area	Address Verification - Open for Uploads	07/13/2020
Name: PROJECT NAME SRA				
Upload Submittals				
PL20200000830	2600 Immokalee RD, Building, Naples	Stewardship Receiving Area Amendment	Address Verification - Open for Uploads	07/13/2020
Name: Test SRAA				
Upload Submittals				
PL20200000829	4380 29th AVE NE, Building, Naples	Conditional Use	Submitted - Closed for Uploads	07/09/2020
Name: test				
View Open Conditions				
PL20200000828	78569500044	Growth Management Plan Amendment Adoption	Pending Fee Payment - Closed for Uploads	07/09/2020
Name: Test GMPA NIMS				
View Open Conditions				
PL20200000827	78569500044	Pre-Application Meeting	Submitted - Closed for Uploads	07/09/2020
Name: Test NIMS Condition1 GMPA				
PL20190001620	198000006	Growth Management Plan Amendment Adoption	Under Review - Closed for Uploads	07/11/2019
Name: Coral Blue Apts. Subdistrict (a.k.a. Immokalee Road Mixed Use Project (GMPA Small Scale)				
View Open Conditions				

[Submit a Planning Application](#) [Impact Fee Calculator](#)

- ▶ [My Upcoming Inspections](#)

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3. Expand the **Conditions** Section.
 - a. Click the Arrow next to Conditions.
 - b. All condition types will display.

Planning Application Status

[Expand All](#) / [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— ▾ **Summary** —

Planning Project Application Number: PL20190001620

Project Name: Coral Blue Apts. Subdistrict (a.k.a. Immokolee Road Mixed Use Project (GMPA Small Scale)

Project Type: Growth Management Plan Amendment Adoption

Application Types: Pre-Application Meeting (Status: Complete - Add Application Type)
Growth Management Plan Amendment Adoption (Status: Under Review - Closed for Uploads)

Application Status: Under Review - Closed for Uploads

Date Entered: 07/11/2019

Property Owner's Full Name: WILLIAM C SCHERER TRUST % EXCEL REAL ESTATE

Description of Work: Growth Management Plan Small Scale Amendment

— ▸ **Locations** —

— ▸ **Application Types (Click to See Reviews)** —

— ▸ **Fees** —

— ▸ **Deposits & Bonds** —

— ▸ **Inspections** —

— ▾ **Conditions** —

▸ Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Description	Category	Expiration Date	Due Date
Neighborhood Information Meeting (NIM) Documents	Open	Zoning	Hosting a Neighborhood Information Meeting (NIM) is required for this application type. To resolve this condition, please upload all supporting NIM documents from meeting to the GMD Public Portal. Contact Planner of this project for additional questions. If you experience issues uploading, please contact Client Services at (239)252-1036.			
Documents:			<input data-bbox="711 1549 782 1570" type="button" value="Browse..."/>			

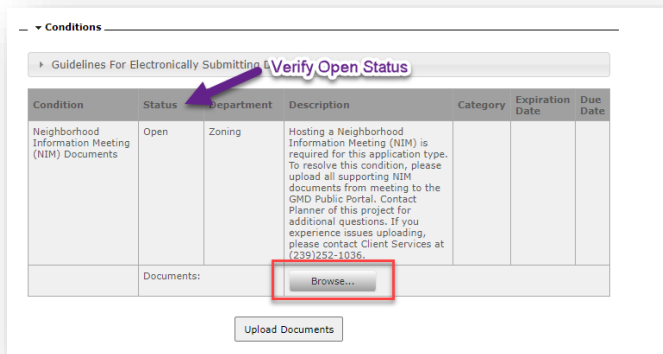
— ▸ **Documents & Images** —

[Submittals](#) | [Portal Home](#)

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4. Locate Condition Type and click on **Browse** Button.

Note: Verify the condition Status is Open. Conditions with Open Status and a Browse button will allow you to upload documents.

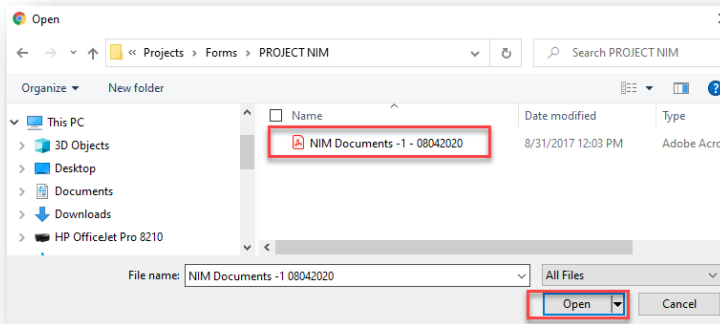


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Documents: Browse...

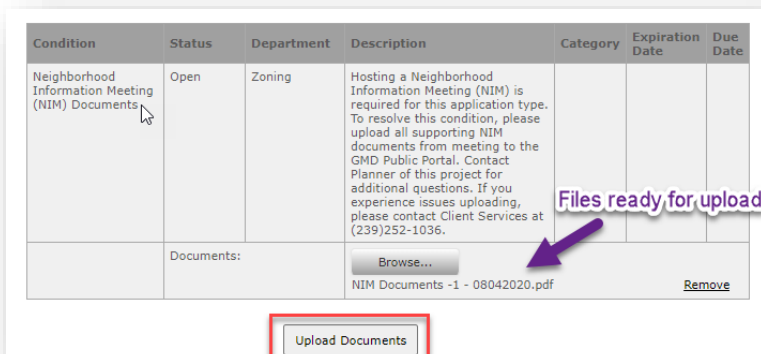
Upload Documents

5. From our file explorer, choose your file and click Open button.



6. Click **Upload Document** when all files have been chosen.

Note: All files ready to be uploaded will display under the Browse button.



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Documents: Browse... Files ready for upload

NIM Documents -1 - 08042020.pdf Remove

Upload Documents

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7. Click **Ok** button, from the Upload Complete pop up. This ends uploading condition process.

