

- ☐ **Construction Plans and Final Subdivision Plat (PPL)**  
☐ **Construction Plans and Final Subdivision Plat Amendment (PPLA)**

LDC 10.02.04 and other provisions of the LDC  
Chapter 5 of the Administrative Code

### Applicant Contact Information

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Applicant (if different than owner or agent): \_\_\_\_\_

### Project Information

Project Name: \_\_\_\_\_

Original PPL Number: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_ Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Zoning Approval(s): List any case numbers, Ordinance and/or Resolution numbers of any Zoning, Conditional Use, Variance, Administrative Parking Reduction, HEX, or other application zoning actions, requested or approved for the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Preliminary Plat

Requesting a Preliminary Plat to construct houses before plat recording, per F.S. 177.073?

☐ Yes ☐ No

☐ Percentage of planned homes or ☐ Number of Building permits requested: \_\_\_\_\_

Total number of proposed homes in this PPL/PPLA: \_\_\_\_\_

Note: A performance bond will be required before approval of preliminary plat.

## Submittal Requirement Checklist

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 5 of the Administrative Code for submittal requirements. For a Townhouse Fee Simple Development, see Chapter 5.D.3 for additional requirements.

**Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form	<input checked="" type="checkbox"/>
Pre-App Notes	<input checked="" type="checkbox"/>
Cover Letter/Narrative Statement, describing in detail the proposed project or changes, including the Description of Proposed Modifications listed above.	<input checked="" type="checkbox"/>
Warranty Deed	<input checked="" type="checkbox"/>
<a href="#">Addressing Checklist</a>	<input checked="" type="checkbox"/>
<a href="#">Affidavit of Authorization</a> /Evidence of Authority	<input checked="" type="checkbox"/>
<a href="#">Property Owner Disclosure</a> form	<input checked="" type="checkbox"/>
Opinion of Title, property owner statement/Affidavit	<input checked="" type="checkbox"/>
Letter of Intent as to the timeline for construction and platting	<input checked="" type="checkbox"/>
Construction Plans, including the requirements of Admin code 5.D.1 (PPL) or 5.D.2 (PPLA)	<input checked="" type="checkbox"/>
Zoning Data Sheet	<input checked="" type="checkbox"/>
Final Subdivision Plat Provide Civil Plans in CAD format - DWG State Plane NAD83 feet Florida East Coordinates emailed to: <a href="mailto:cad-submittals@colliercountyfl.gov">cad-submittals@colliercountyfl.gov</a> or CDROM disc.	<input checked="" type="checkbox"/>
Boundary and Topo, Survey less than 6 months old	<input checked="" type="checkbox"/>
PUD Monitoring Report	<input type="checkbox"/>
PUD Monitoring Schedule of density	<input type="checkbox"/>
PUD Ordinance and Development Commitment Information, including any Conditional Use or PUD application or any previous zoning actions, if applicable	<input type="checkbox"/>
Historical Archeological Survey, or waiver if applicable	<input type="checkbox"/>
HOA Documents, if applicable	<input type="checkbox"/>
Subdivision Performance Bond, if utilizing F.S. 177.073	<input type="checkbox"/>
COA	
COA Application, Completed Certificate of Adequate Public Facilities Application, including the application fee and estimated Transportation Impact Fee calculations.	<input type="checkbox"/>
TRANSPORTATION	
Traffic Impact Study (TIS), or waiver (with applicable fees)	<input type="checkbox"/>
FIRE	
Fire Flow Tests, from the fire department, no more than 6 months old	<input type="checkbox"/>
SCHOOL CONCURRENCY	
School Impact Analysis, residential projects only. Contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements.	<input type="checkbox"/>

<b>ENVIRONMENTAL</b>	
<b>Environmental Data Requirements</b> , including: <ul style="list-style-type: none"> <li>a. Vegetation Inventory.</li> <li>b. Listed species survey; less than 12 months old; <ul style="list-style-type: none"> <li>i. State or federal rare, threatened or endangered plan species surveyed according to accepted Florida Fish and Wildlife Conservation Commission or U.S. Fish and Wildlife Service methods.</li> </ul> </li> <li>c. Results of any environmental assessments and/or audits;</li> <li>d. Soil and/or groundwater sampling, as required.</li> <li>e. Wellfield Risk Management Special Treatment Overlay zones and analysis, as required.</li> </ul>	<input checked="" type="checkbox"/>
<b>Preserve Management Plan</b> , also provided on the site plan	<input checked="" 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	<input type="checkbox"/>
<b>LANDSCAPE &amp; IRRIGATION</b>	
<b>Landscape/Irrigation Plans</b> , signed and sealed by a landscape architect registered in the State of Florida	<input type="checkbox"/>
<b>STORMWATER &amp; UTILITIES</b>	
<b>Engineers Report</b> Engineer's Report signed & sealed, with assumptions and explanations, by a Florida registered professional engineer containing the following: <ul style="list-style-type: none"> <li>a. For all developments, the following Stormwater related information: <ul style="list-style-type: none"> <li>i. Completed calculations used to design the facilities, such as: road, water management systems, and all accessory facilities, public or private;</li> <li>ii. Drainage calculations, including 10-year 1-day; 25-year 3-day; 100-year 3-day storm routings;</li> <li>iii. Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; and</li> <li>iv. Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.</li> </ul> </li> <li>b. If within Collier County Public Utilities Service Area, the Report must also contain the following: <ul style="list-style-type: none"> <li>i. Estimated cost of utilities construction, Water and Sewer calculations;</li> <li>ii. Sewer Hydraulics;</li> <li>iii. Lift station hydraulics to first downstream master station;</li> <li>iv. Lift station buoyancy calculations;</li> <li>v. Chloramine Dissipation Report; and</li> <li>vi. Detailed hydraulic design calculations utilized to design water and sewer facilities regulated by the County.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<b>Opinion of Probable Cost (OPC)</b> (Paving, Grading, Drainage)	<input checked="" type="checkbox"/>
<b>Engineering Checklist</b> signed and sealed by the applicant's professional Engineer;	<input checked="" type="checkbox"/>
<b>Utility Deviations</b>	<input type="checkbox"/>
<b>Geo-technical Report</b> with soil boring results	<input type="checkbox"/>
<b>Utility Letters of Availability</b>	<input type="checkbox"/>
<b>DEP Permit</b> , DEP utility installation permit application (water/sewer)	<input type="checkbox"/>
<b>Water/Irrigation Meter Sizing Form(s)</b>	<input type="checkbox"/>
<b>Easement Approval Letters from Utility Providers</b> (FPL, Comcast, CenturyLink, US Metro, etc.)	<input type="checkbox"/>

# Collier County

OTHER	
Other Collier County permits may be required: <input type="checkbox"/> Right-of-Way (ROW) <input type="checkbox"/> Blasting (BLST) <input type="checkbox"/> Early Work Authorization (EWA) <input type="checkbox"/> Excavation (EX) <input type="checkbox"/> Vegetation Removal and Site Filling Permit (VRSFP)	<input type="checkbox"/>
Other Agency permits may be required: <input type="checkbox"/> <b>SFWMD ERP Permit</b> , permit modification, or waiver, including staff report exhibits <input type="checkbox"/> <b>FDEP Permit</b> , utility installation permits, water/sewer <input type="checkbox"/> Right-Of-Way permit FDOT <input type="checkbox"/> <b>US ACOE Permit</b> , and exhibit	<input type="checkbox"/>

## Fee Calculation Worksheet

### Plat Review Fee:

- ☐ Residential only: Base fee of \$1,000.00, plus \$5.00 per acre (or fraction thereof)  
# of acres: \_\_\_\_\_ \$ \_\_\_\_\_
- ☐ Non-Residential only: Base fee of \$1,000.00, plus \$10.00 per acre (or fraction thereof)  
# of acres: \_\_\_\_\_ \$ \_\_\_\_\_
- ☐ Preliminary plat per F.S. 177.073: \$1,000.00 \$ \_\_\_\_\_

### Subdivision Review & Inspections:

- ☐ 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 & Inspections:

- ☐ Construction Document Review: 0.75% of probable water and/or sewer construction costs.  
Cost Estimate: \$ \_\_\_\_\_ \$ \_\_\_\_\_
- ☐ Subdivision 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  
Paid to Transportation at the Methodology Meeting, additional fees may be determined \$ \_\_\_\_\_
- ☐ Minor Study Review: \$750.00 \$ \_\_\_\_\_
- ☐ Major Study Review: \$1500.00 \$ \_\_\_\_\_

### Utilities:

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

# Collier County

## Environmental:

- ☐ Site Clearing Permit: \$250.00 for the first acre or fraction of an acre and \$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:

- ☐ Construction Plans and Final Subdivision Plat (PPL): \$200.00 \$ \_\_\_\_\_
- ☐ Construction Plans and Final Subdivision Plat Amendment (PPLA): \$150.00 \$ \_\_\_\_\_

## 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, to be determined by the School District in coordination with the County
- ☐ Alternate Water Supply Review, if required: \$250.00 \$ \_\_\_\_\_
- ☐ Other Fees: \_\_\_\_\_ \$ \_\_\_\_\_

**Fee Subtotal** \$ \_\_\_\_\_

**Pre-application fee credit, if applicable** \$ \_\_\_\_\_

**Total Fees Required:** \$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

**The completed application, all required submittal materials, and fees shall be submitted to:**

Growth Management Community Development Department | GMCD Portal:

<https://cvportal.colliercountyfl.gov/cityviewweb>

**Questions? Email:** [GMDClientServices@colliercountyfl.gov](mailto:GMDClientServices@colliercountyfl.gov)