

## CONCEPTUAL SITE PLAN (CSP)

LDC Section 10.02.03 C.  
Chapter 4 I.1. 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

Assigned Planner: \_\_\_\_\_ Project Name: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Total Site Acreage: \_\_\_\_\_

Legal Description: \_\_\_\_\_

### Submittal Requirement Checklist

The following Submittal Requirement checklist is to be utilized at time of application submittal. See Chapter 4 I.1. of the Administrative Code for submittal requirements. Incomplete submittals will not be accepted. Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
<b>Application Form</b>	<input checked="" type="checkbox"/>
<b><u><a href="#">Property Ownership Disclosure Form</a></u></b>	<input checked="" type="checkbox"/>
<b>Cover Letter</b> , Narrative description of the project, including written summary with issues of concern & conceptual approval.	<input checked="" type="checkbox"/>
<b>Site Plans</b> , depicting the following: <ul style="list-style-type: none"> <li>✓ A table showing the required and provided setbacks and separations of structures, with a reference to the applicable ordinance from which these requirements are taken;</li> <li>✓ A table showing parking calculations, and number of spaces required and provided;</li> <li>✓ A table showing the permitted density and the number of units provided, including the minimum floor per dwelling unit required and provided, for residential projects; and</li> <li>✓ A note on the site plan stating that: "Site geometry, parking, setbacks and landscape buffers shall meet the Collier County LDC and/or applicable PUD ordinance requirements."</li> </ul>	<input checked="" type="checkbox"/>

## Fee Calculation Worksheet

### Fee Requirements:

- **Review Fee:** \$750.00

\_\_\_\_\_  
Owner's or Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner or Agent

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

Growth Management Community Development Department | GMCD Portal:

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

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