

- ☐ **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"/>
Addressing Checklist	<input checked="" type="checkbox"/>
Affidavit of Authorization /Evidence of Authority	<input checked="" type="checkbox"/>
Property Owner Disclosure 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: cad-submittals@collier.gov 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"/>

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

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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"/> SFWMD ERP Permit , permit modification, or waiver, including staff report exhibits <input type="checkbox"/> FDEP Permit , utility installation permits, water/sewer <input type="checkbox"/> Right-Of-Way permit FDOT <input type="checkbox"/> US ACOE Permit , 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) \$ _____

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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.collier.gov/cityviewweb>

Questions? Email: GMDClientServices@collier.gov