

Acceptance of Improvements

Preliminary Acceptance (SAP) Final Acceptance (SAF)
 SDP/SDPA/SIP EX PPL/PPLA

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: _____

Planning Project Number: _____

Parcel #: _____

Submittal Requirement Checklist

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. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW	PPL & PPLA	SDP/SDPA SIP*	EX
SAP			
Application	X	X	X
Addressing Checklist	X	X	X
Cover Letter			
Submittal of Related CAD Files (Electronic or CD if necessary)	X	X	X
Engineer's Certification Signed and Sealed	X	X	
Density Test Results	X	X	
Core Boring Results	X		
Record Drawings – As Built Signed and Sealed – All sheets of permitted set	X	X	
Engineer's Certification to SFWMD Signed and Sealed	X	X	
Stormwater Responsibility Letter		X	

Collier County

REQUIREMENTS FOR REVIEW	PPL & PPLA	SDP/SDPA SIP*	EX
Landscape Certification Signed and Sealed	X	X	
Utilities Acceptance	X	X	
Excavation Approval	X	X	
Cross Sections Signed and Sealed			X
All submittal documents in PDF format including Mylar of Plat and include Plat in Auto Cad Format in State Plane Coordinates submit to GMD Public Portal	X	X	X
SAF			
Application	X	X	X
Addressing Checklist	X	X	X
Submittal of Related CAD Files	X	X	X
Copy of the Recorded Plat	X		
Record Drawings emailed in CAD Format	X	X	X
Engineer's Certification Signed and Sealed	X	X	
Stormwater Responsibility Letter	X		
Density Test Results		X	
Record Drawings (a copy from the latest SAP is acceptable)	X	X	
Copy of Engineer's Certification to SFWMD from SAP	X	X	
Surveyor's Certification Signed and Sealed	X		
Copy of Landscape Certification from SAP (If applicable)	X	X	
Littoral Invoices			X
Cross Sections Signed and Sealed or Copy of Excavation SAP Letter			X
Utilities Acceptance	X	X	
Excavation Approval	X	X	
County Roadway – Transportation Sign off and Completed ROW permit (if Applicable)	X	X	

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