

## PURPOSE

This is a step-by-step guide to applying electronically for Special Events/Temporary Use through the GMD Public Portal. This guide does not cover insufficiency letters and resubmitting documents.

## GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- Before applying, must have completed the application form and have all required supplemental documents ready electronically.
- All documents must be in PDF format.
- Application form and supplemental documents can be found under the Collier County [Zoning & Other Land Use Applications webpage](#)
- For special event rules and regulations, refer to LDC 5.04.05
- For fees refer to application and Fee Schedule
  - Fee Schedule. [Permit Fees Webpage.](#)
- Planning Project reference number is also known as PL#.
- Electronic submittals are known as EPR.
- Refer to <https://services.sunbiz.org/> for business information

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## PROCEDURE

### A. Applying for A Special Event Permit

*Make sure you are a registered user with our GMD Public Portal. Do not apply until you have completed the application form and obtained all required documents.*

#### 1. Welcome to Collier County Web Portal

- a. Click Sign In
- b. Enter Email Address and Password
- c. Click Login



[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

**1.a** **Welcome to the Collier County Web Portal**

With an account you will be able to do more with the Collier County Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

▼ **Login**

**1.b** Email Address:

Password:  [Forgot your password?](#)

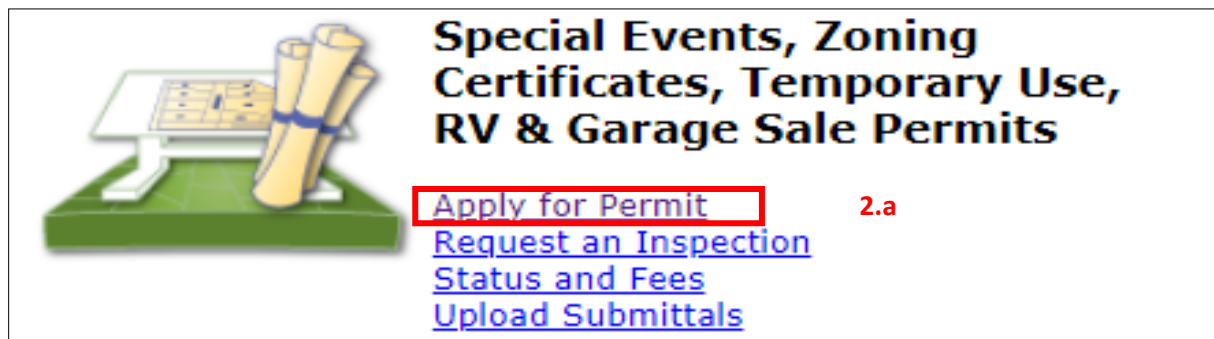
**1.c**

▼ **Create an Account**

If you do not have an account, please click on [Create Account](#) to create one.

#### 2. Under Special Events, Zoning Certificates, Temporary Use, and RV & Garage Sale Permits

- a. Click Apply for Permit



**Special Events, Zoning Certificates, Temporary Use, RV & Garage Sale Permits**

[Apply for Permit](#) **2.a**

[Request an Inspection Status and Fees](#)

[Upload Submittals](#)

## B. Permit or Certificate – Project Description

### 1. Project Description

- a. **Choose the Project type:** click the dropdown arrow and select **Special Events Permit**
- b. **Project Descriptive Name:** enter the name of the Special Event
- c. **Project Description:** enter details of the Special Event

### 2. Pre-Application Meeting

- a. **Do you have a pre-application for this project?** Click the dropdown arrow and select NO
- b. Click **Next Step: Permit Type Settings**

### Permit or Certificate - Project Description

TMPPL20210001940

Required information is indicated with an asterisk (\*).

**1.a** Choose the project type: \*

**1.b** Project Descriptive Name: \*   
Please give your project a brief description. This will become the project name. Maximum 500 characters

**1.c** Project Description: \*   
Please add any additional comments about the project. Maximum 4000 characters

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**▼ Pre-Application**

**2.a** Do you have a pre-application for this\* project?:

## C. Permit Type Settings

### 1. Special Event Permit – Must fill in all information

- a. **Special Event Category:** Click the arrow and select a category from the drop-down list
- b. **Effective Date Beginning:** Click calendar and select date
- c. **Effective Date Ending:** Click calendar and Select date
- d. **Number of days for Temporary Use:** provide a number for the total days of the event
- e. **Business Name:** enter the name of the business hosting the event
- f. **Hours of Operations:** enter the hours from when the event starts to when it ends
- g. **Location of Event:** Click the arrow and select from the drop-down list
- h. **Sound Start Time:** If there will be amplified sound (music), click in the box and select a time
- i. **Sound End Time:** If there will be amplified sound, click in the box and select an end time
- j. **Is the applicant a non-profit organization?** Select Yes or No from the drop-down list
- k. **Will there be an exterior banner displayed for this event?** Select Yes or No from the drop-down list
- l. **Has the event been held in the past?** Select Yes or No from the drop-down list
- m. **Are you expecting a crowd size greater than or equal to 250?** Select Yes or No from the drop-down list
- n. **Are you serving or selling alcohol?** Select Yes or No from the drop-down list
- o. **Are you installing or setting up Tents or Canopies?** Select Yes or No from the drop-down list
- p. **Will there be Amplified Sound?** Select Yes or No from the drop-down list
- q. **Will there be fireworks?** Select Yes or No
- r. **Will there be drones/Unmanned Aircraft Systems (UAS) used during this event?** Select Yes or No from the dropdown list
- s. **Are you holding this event in Collier County Property?** Select Yes or No from the dropdown list
- t. **Will the County Right-of-Way (ROW) be used for signs, parking, or other use?** Select Yes or No from the dropdown list
- u. **Click Next Step: Location**

***See screenshot on next page***

### Permit or Certificate - Permit Type Settings

TMPPL20210001940

Required information is indicated with an asterisk (\*).

▼ **Special Event Permit**

<b>1.a</b> Special Event Category:	Music Concert or Festival ▼
<b>1.b</b> Effective Date Beginning:	08/20/2021
<b>1.c</b> Effective Date Ending:	08/22/2021
<b>1.d</b> Number of Days for Temporary Use:	3
<b>1.e</b> Business Name:	Golf Outing Music Concert
<b>1.f</b> Hours of Operations:	6
<b>1.g</b> Location of Event:	Indoors and Outdoors ▼
<b>1.h</b> Sound Start Time:	09:00 AM
<b>1.i</b> Sound End Time:	03:00 PM
<b>1.j</b> Is the applicant a non-profit organization?:	No ▼
<b>1.k</b> Will there be exterior banners displayed for this event?:	Yes ▼
<b>1.l</b> Has this event been held in the past?:	No ▼
<b>1.m</b> Are you expecting a crowd size great than or equal to 250?:	Yes ▼
<b>1.n</b> Are you serving or selling Alcohol?:	No ▼
<b>1.o</b> Are you installing or setting up Tents or Canopies?:	Yes ▼
<b>1.p</b> Will there be Amplified Sound?:	Yes ▼
<b>1.q</b> Will there be fireworks?:	No ▼
<b>1.r</b> Will there be drones / Unmanned Aircraft Systems (UAS) used during this event?:	No ▼
<b>1.s</b> Are you holding this event on Collier County Property?:	No ▼
<b>1.t</b> Will the County Right-of-Way (ROW) be used for signs, parking, or other use?:	No ▼

**1.u**

**Next Step: Location**

### D. Location of Project

#### 1. Location of project

- a. Begin typing a street address or parcel number. The system will search for existing locations within the jurisdiction. If your location appears, select it from the list.
- b. Make sure address loads in "The location you have selected" description box
- c. Click **Next Step: Contact** button

**Permit or Certificate - Location of Project**  
TMPPL20210001903

Required information is indicated with an asterisk (\*).

Search for address: 1.a 428 13th ST SE, Vacant Land, Immokalee  
Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected: \* 1.b 428 13th ST SE, Vacant Land, Immokalee

**Next Step: Contacts** 1.c

**Note:** if the address does not populate in the list you must click **Can't find address?** and enter the address manually.

### E. Contacts

#### 1. Verify Contact Information

- a. Property Owner loads automatically
- b. Applicant loads automatically
- c. Click **Add Business From Address Book** to add additional contacts.
- d. Click **Next Step: Upload Files** button

**Permit or Certificate - Contacts**  
TMPPL20210001940

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	M & M RENTALS OF IMMOKALEE INC, Address:PO BOX 1868
Applicant	Jasmine Belle, Address:2800 N. Horsehoe Dr.

[Add Business From Address Book](#) 1.a

**Next Step: Upload Files** 1.b

## F. Upload Documents (Submittals)

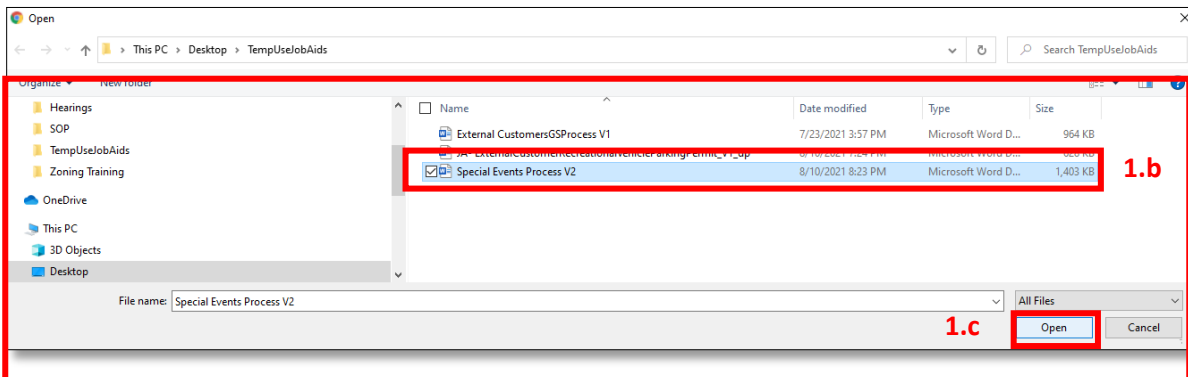
### 1. Upload PDF to each document type listed

- a. Click the **Browse** button. The Explorer opens
- b. Locate the folder with saved files, Click on the PDF file
- c. Click **Open** button
- d. The document is attached to the submittal item
- e. Go to the next checklist item and repeat steps until all required documents are attached to each of the checklist items
- f. Scroll to the bottom of the page
- g. Click **Next Step: Review & Submit** button

**Submittal #1) Initial Submittal (08/10/2021)** [Print Requirement Items](#)

Type	Status	Date Verified
▼ Application Form	Pending	

Select a new document for this requirement: Browse.. 1.a



**Submittal #1) Initial Submittal (08/10/2021)** [Print Requirement Items](#)

Type	Status	Date Verified
▼ Application Form	Pending	

Select a new document for this requirement: Browse.. 1.d

Application1-10811 Breaker.pdf Remove

Provide a short description of this set of documents:



### Upload Document Page

**All documents must be upload in a PDF format to their respective type to be reviewed for a sufficiency review before acceptance.**

**Submittal #1) Initial Submittal (08/10/2021)**
[Print Requirement Items](#)

Type	Status	Date Verified
<span style="color: red;">1.e</span> ▼ <b>Application Form</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Cover Letter/Narrative Statement</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Site Sketch</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Business Tax Receipt</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Letter of Authorization</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Recycling Plan Form</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Letter of Acceptance from Agency</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Banner Dimension Drawing</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Crowd Manager Certification</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Tent Diagram</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ <b>Tent Installation Notification Form</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

1.f
↓

1.g

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▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts
Next Step: Review & Submit
Save this Application for Later



### G. Review & Submit

#### 1. Review all application information you entered.

**Permit or Certificate - Review & Submit**  
TMPPL20210001942

Please review the information below and if it is correct, press the submit application button to submit your application.

**▼ Special Events, Zoning Certificates, Temporary Use, RV & Garage Sale Permit Information**

Project Descriptive Name: Connie Dance Hall  
 Project Type: Special Event Permit  
 Application Types: Special Event Permit  
 Project Description: Test  
 Locations: Address  
 428 13th ST SE, Vacant Land, Immokalee  
 Property  
 66220920001  
 Contacts: Property Owner  
 M & M RENTALS OF IMMOKALEE INC, Address:PO BOX 1868  
 Applicant  
 Jasmine Belle, Address:2800 N. Horsehoe Dr.

**▼ Pre-Application**

Do you have a pre-application for this project? No

**▼ Special Event Permit**

Special Event Category: Music Concert or Festival  
 Effective Date Beginning: 08/20/2021  
 Effective Date Ending: 08/22/2021  
 Number of Days for Temporary Use: 3  
 Business Name: Dance  
 Hours of Operations: 5  
 Location of Event: Indoors and Outdoors  
 Sound Start Time: 12:30 AM  
 Sound End Time: 01:15 AM  
 Is the applicant a non-profit organization?: No  
 Will there be exterior banners displayed for this event?: Yes

### 2. Scroll to the bottom of the page

- Enter CAPTCHA Code in search box
- Click Submit Application


▼ **Special Event Permit**

Special Event Category: Music Concert or Festival  
Effective Date Beginning: 08/20/2021  
Effective Date Ending: 08/22/2021  
Number of Days for Temporary Use: 3  
Business Name: Dance  
Hours of Operations: 5  
Location of Event: Indoors and Outdoors  
Sound Start Time: 12:30 AM  
Sound End Time: 01:15 AM  
Is the applicant a non-profit organization?: No  
Will there be exterior banners displayed for this event?: Yes  
Has this event been held in the past?: No  
Are you expecting a crowd size great than or equal to 250?: No  
Are you serving or selling Alcohol?: No  
Are you installing or setting up Tents or Canopies?: No  
Will there be Amplified Sound?: Yes  
Will there be fireworks?: No  
Will there be drones / Unmanned Aircraft Systems (UAS) used during this event?: No  
Are you holding this event on Collier County Property?: No  
Will the County Right-of-Way (ROW) be used for signs, parking, or other use?: No

▼ **Uploaded Documents**

- RevisionDoc-10811 Breaker.pdf

Type the characters you see in the image below to continue.

 Refresh

atvu

Previous Step: Upload Files **Submit Application** Save this Application for Later

Cancel Application

### H. Submitted

1. The application is now submitted and will be reviewed by intake for submittal sufficiency.
2. System generated Planning Project Application Number PL202100000000.

**Additional Notes:**

- You can monitor the status of the permit by clicking on the **My Items** link at the top of the screen.
- If you receive an incomplete or insufficiency letter, please review the customer guide on resubmitting documents.
- You will receive a payment slip only after all reviews are approved.
- For additional assistance call (239) 252 -2400, dial 4 for customer service.

**Permit or Certificate - Submitted**

Planning Project Application Number: PL20210001240

[Print This Page](#)

Thank you for your application. Should further information or documentation be required prior to or during the review process, you will be contacted.

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**Special Events, Zoning Certificates, Temporary Use, RV & Garage Sale Permit Information**

Project Descriptive Name: Connie Dance Hall  
 Project Type: Special Event Permit  
 Application Types: Special Event Permit  
 Project Description: Test

Locations: Address: 428 13th ST SE, Vacant Land, Immokalee  
 Property: 66220920001

Contacts: Property Owner: M & M RENTALS OF IMMOKALEE INC, Address: PO BOX 1868  
 Applicant: Jasmine Belle, Address: 2800 N. Horsehoe Dr.

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**Pre-Application**

Do you have a pre-application for this project?: No

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**Special Event Permit**

Special Event Category: Music Concert or Festival  
 Effective Date Beginning: 08/20/2021  
 Effective Date Ending: 08/22/2021  
 Number of Days for Temporary Use: 3  
 Business Name: Dance  
 Hours of Operations: 5  
 Location of Event: Indoors and Outdoors  
 Sound Start Time: 12:30 AM  
 Sound End Time: 01:15 AM

Is the applicant a non-profit organization?: No  
 Will there be exterior banners displayed for this event?: Yes  
 Has this event been held in the past?: No  
 Are you expecting a crowd size great than or equal to 250?: No  
 Are you serving or selling Alcohol?: No  
 Are you installing or setting up Tents or Canopies?: No  
 Will there be Amplified Sound?: Yes  
 Will there be fireworks?: No  
 Will there be drones / Unmanned Aircraft Systems (UAS) used during this event?: No  
 Are you holding this event on Collier County Property?: No  
 Will the County Right-of-Way (ROW) be used for signs, parking, or other use?: No

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**Documents & Images**

Date Uploaded	File Type	Document Name
08/10/2021	Applications	<a href="#">RevisionDoc-10811 Breaker.pdf</a>

Please print this page or record the application number for future reference. You will need it in order to view the status of