



Recreational Vehicles or Travel Trailer Temporary Use Permits GMD Portal User Customer Guide

PURPOSE

This is a step-by-step guide to applying electronically for Recreational or Travel Trailer Temporary Use application through the GMD Public Portal

GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- Application form and supplemental documents can be found under the Collier County [Zoning & Other Land Use Applications webpage](#)
- Applicants are required to obtain a building permit to repair and/or replace the damaged principal residence. [Building Application and Forms](#)
- Before applying, ensure you have a completed application, photos of the major damage to the principal residence, and any FEMA-required documents.
- All documents must be uploaded via the portal.
- Rules and regulations are Pursuant to Collier County Flood plain Management Ordinance Section 62-79, A Recreational Vehicle (RV) or Travel Trailer (TT).
- No fees apply.
- A temporary Use RV/TT permit is issued for 180 consecutive days or less.

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PROCEDURE

A. Applying for A RV/TT Temporary Use Permit

Make sure you are a registered user with our GMD Public Portal. Do not apply for the RV/TT permit until you have applied for your building permit, completed the application form, and obtained all required documents.

1. Welcome to Collier County Web Portal.

- a. Click Sign In.
- b. Enter your 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?](#)

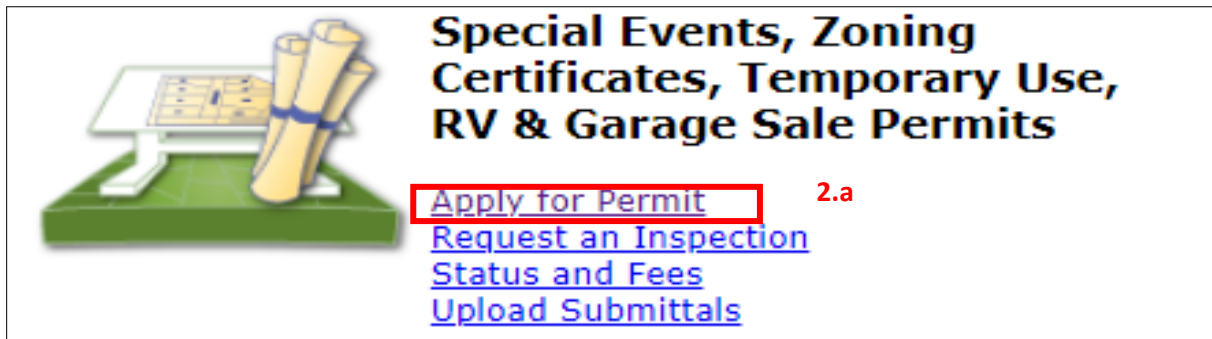
1.c

— **▼ 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 Temporary Use.
- b. **Project Descriptive Name:** Give your project a brief description, Example address.
- c. **Project Description:** Example: Temporary Housing (Recreational or Travel trailer).

2. Pre-Application Meeting

- a. **Do you have a pre-application for this project?:** Click the dropdown arrow and select **NO**.

3. Click **Next Step: Permit Type Settings** button.

Permit or Certificate - Project Description

TMPPL20220007548

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

▼ **Pre-Application**

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

Cancel **Next Step: Permit Type Settings** **3** Save this Application for Later

C. Permit Type Settings

1. Recreational Vehicle or Travel Trailer Permit – Must fill in all information.

- TUP Type:** Click the dropdown arrow and select Recreational Vehicle or Travel Trailer.
- Click **Next Step: Location** button.

Permit or Certificate - Permit Type Settings

TMPPL20220007548

Required information is indicated with an asterisk (*).

▼ Temporary Use

1.a TUP Type: * Recreational Vehicle or Travel Trailer

Previous Step: Project Description **Next Step: Location** **1.b** Save this Application for Later

1. Location of Project. Enter the address where RV or Trailer will be located.

- Search for an address: Begin typing a street address or parcel number. If your location appears, select it from the list. The system will search for existing sites within the jurisdiction.
- Ensure the address loads in "The location you have selected" description box.
- Click the **Next Step: Contacts** button.

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

Permit or Certificate - Location of Project

TMPPL20220007548

Required information is indicated with an asterisk (*).

1.a Search for an address: 2584 28th AVE SE, Naples
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?](#)

1.b The location you have selected: * 2584 28th AVE SE, Naples

Add Another Location

Previous Step: Permit Type Settings **Next Step: Contacts** **1.c** Save this Application for Later

D. Contacts

1. Verify Contact Information

- a. Property Owner.
- b. Applicant (the name of the person signed into the portal).
- c. Click the **Next Step: Upload Files** button.

Permit or Certificate - Contacts
TMPPL20220007548

Required information is indicated with an asterisk (*).

1.a,b

| Type | Contact |
|----------------|--|
| Property Owner | ENVIRONMENTAL PERFORMANCE SYSTEMS INC, Address:12640 NW S RIVER DR BAY 3 |
| Applicant | Jasmine Belle, Address:2800 N. Horsehoe Dr. |

[Add Business From Address Book](#)

Previous Step: Location

Next Step: Upload Files
1.c

Save this Application for Later

E. Upload Documents (Submittals)

1. Upload documents (s) or pictures (jpeg) to each Current Submittal document type listed

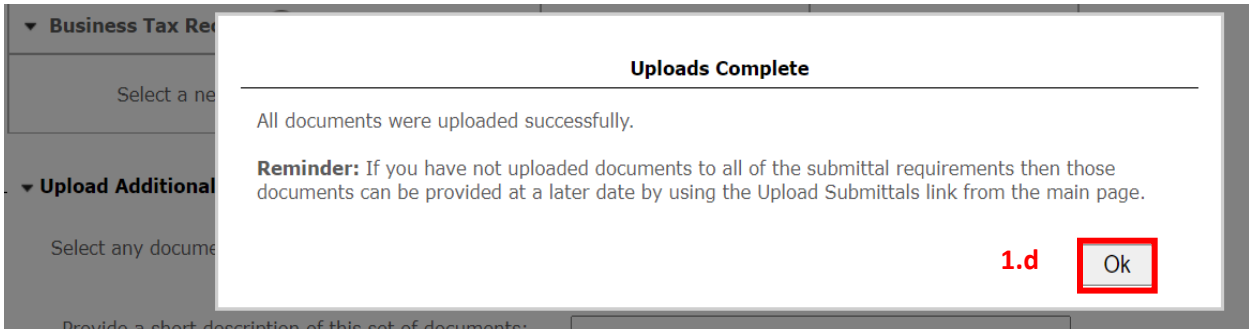
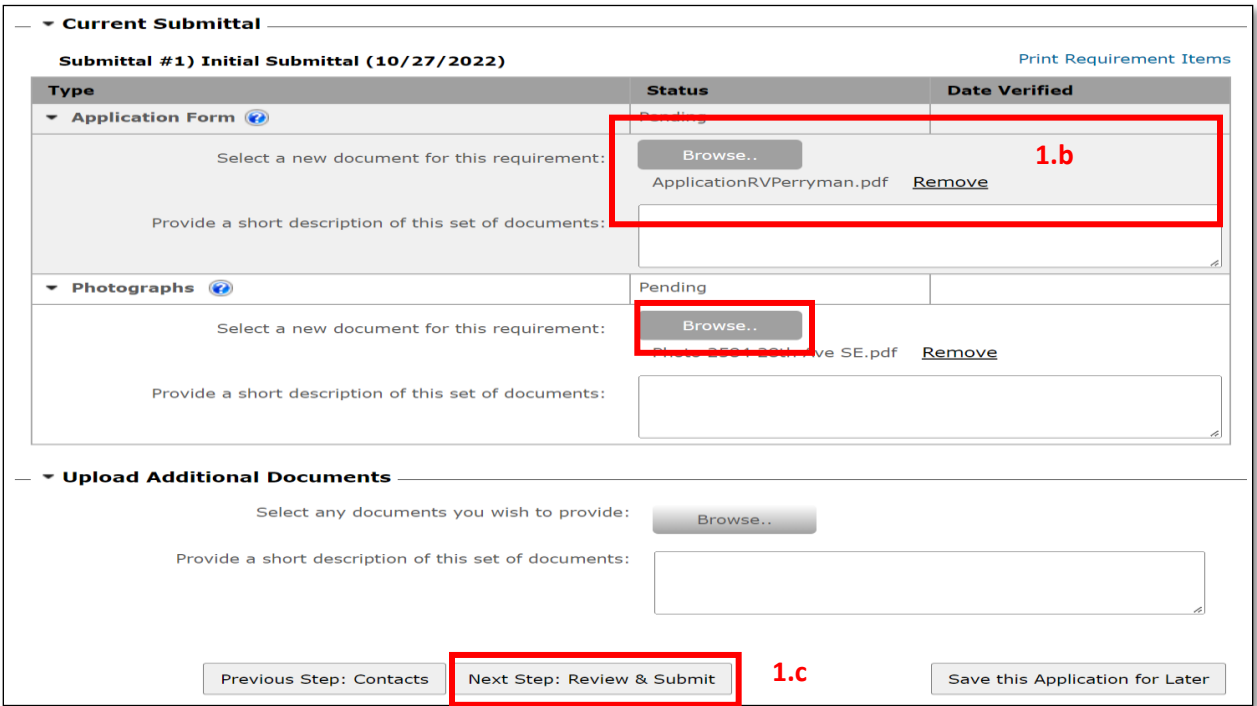
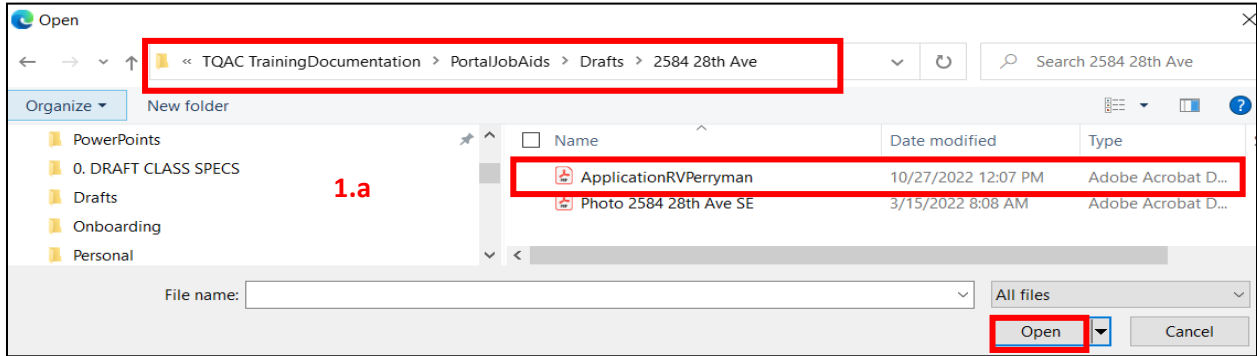
- a. Click the **Browse** button. The Explorer opens; locate the explorer folder with the files; Click on the PDF file. Click the **Open** button.
- b. Go to the next checklist item and repeat the steps until all documents are attached.
- c. Scroll to the bottom of the page, and Click the **Next Step: Review & Submit** button.
- d. Click the **OK** button on the Uploads Complete message box.

▼ **Current Submittal**

Submittal #1) Initial Submittal (10/27/2022) [Print Requirement Items](#)

| Type | Status | Date Verified |
|---|---------|--|
| ▼ Application Form | Pending | |
| Select a new document for this requirement: | | Browse.. 1.a |

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F. Review & Submit

1. Review all application information you entered.

- a. Please review the information, and if it is correct, press the submit application button to submit your application.
- b. Scroll to the bottom of the page; **enter** the CAPTCHA code in the search box.
- c. Click **Submit Application**.

Permit or Certificate - Review & Submit

TMPPL20220007548

1.a

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, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Information**

Project Descriptive Name: Temporary Housing (Recreational Vehicle or Travel Trailer)
 Project Type: Temporary Use
 Application Types: Temporary Use
 Project Description: Temporary Housing (Recreational Vehicle or Travel Trailer)
 Locations: Address
 2584 28th AVE SE, Naples
 Property
 41340200105
 Contacts: Property Owner
 ENVIRONMENTAL PERFORMANCE SYSTEMS INC, Address:12640 NW S RIVER DR
 BAY 3
 Applicant
 Jasmine Belle, Address:2800 N. Horsehoe Dr.

▼ **Pre-Application**

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


▼ **Temporary Use**

TUP Type: Recreational Vehicle or Travel Trailer

▼ **Uploaded Documents**

| Document Name | Related Submittal Requirement |
|----------------------------|-------------------------------|
| ApplicationRVPerryman.pdf | Application Form |
| Photo 2584 28th Ave SE.pdf | Photographs |

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


Refresh

xeha5

1.b

Previous Step: Upload Files

Submit Application

Save this Application for Later

Cancel Application

1.c



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G. Submitted

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

Additional Notes:

- You can monitor the permit status through the **My Items** link at the top of the screen.
- If you receive an incomplete or insufficient letter, please review the customer guide on resubmitting documents. [How to Resubmit Documents \(Incomplete Application, Submittal, Corrections\)](#).

For additional assistance, call (239) 252 -2400 and dial 4 for customer service.

Permit or Certificate Submitted

Planning Project Application Number: PL20220004049

[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.

▼ **Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Information**

Project Descriptive Name: Temporary Housing (Recreational Vehicle or Travel Trailer)
 Project Type: Temporary Use
 Application Types: Temporary Use
 Project Description: Temporary Housing (Recreational Vehicle or Travel Trailer)
 Locations: Address
 2584 28th AVE SE, Naples

 Property
 41340200105

 Contacts: Property Owner
 ENVIRONMENTAL PERFORMANCE SYSTEMS INC, Address:12640 NW S RIVER DR
 BAY 3

 Applicant
 Jasmine Belle, Address:2800 N. Horsehoe Dr.

▼ **Pre-Application**

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

▼ **Temporary Use**

TUP Type: Recreational Vehicle or Travel Trailer

▼ **Documents & Images**

| Date Uploaded | File Type | Document Name |
|---------------|--------------|--|
| 10/27/2022 | Photograph | Photo_2584_28th_Ave_SE.pdf |
| 10/27/2022 | Applications | ApplicationRVPerryman.pdf |

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

Please select a link below to access the Collier County Web Portal.

[Apply for Permit](#)
[View the status of my application](#)
[Portal Home](#)