

<p><b>Application:</b></p> <p><input type="checkbox"/> Site Development Plan (SDP)</p> <p><input type="checkbox"/> Site Development Plan Amendment (SDPA)</p>
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<b>APPLICANT CONTACT INFORMATION</b>
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Name of Owner: \_\_\_\_\_

Name of Applicant if different than owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

<b>PROPERTY INFORMATION</b>
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Project Name: \_\_\_\_\_

Original SDP # or AR/PL # (if applicable): \_\_\_\_\_

Location of Subject Property (proximity to closest major intersection or road): \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Property I.D. #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Total Area of Project: \_\_\_\_\_ # Units \_\_\_\_\_ Density \_\_\_\_\_ Non- Residential Sq. Ft \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

**Zoning Approval(s):** List the case number(s), ordinance and/or Resolution Number(s) of any Zoning, Conditional use, Variance, Administrative Parking Reduction, HEX, or other applicable zoning actions, requested or approved for the property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>DESCRIPTION OF PROPOSED PROJECT OR AMENDMENT</b>
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On a separate sheet attached to the application, provide a cover letter describing in detail the proposed project or proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application, and the sheet numbers of the plans affected by the change if applicable.

**ADJACENT ZONING & LAND USE**

	Zoning	Land Use
<b>N</b>		
<b>S</b>		
<b>E</b>		
<b>W</b>		

**Pre-Application Meeting and Submittal Requirement Checklist for:  
Site Development Plan (SDP) or Site Development Plan Amendment (SDPA)  
Chapter 4 of the Administrative Code**

The following Submittal Requirement checklist is to be utilized during the Pre-Application Meeting and at time of application submittal. See Chapter 4 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	REQUIRED	NOT REQUIRED
Completed Application (download current form from the County website)		
Cover Letter explaining the project		
Completed Addressing Checklist		
Pre-application meeting notes		
Site Development Plan (SDP or SDPA) (signed & sealed) including cover sheet		
PUD Monitoring Schedule		
PUD Monitoring Report		
PUD Ordinance and Development Commitment Information, as applicable (digital only)		
Affidavit of Authorization & Evidence of Authority		
Boundary and Topographic Survey ( <b>less than 6 months old</b> )		
Opinion of Title or property owner statement/Affidavit		
Recorded Deed or contract for sale (non-recorded deeds or Property Appraiser print-outs will not be accepted)		
Fee Calculation Worksheet & Review fees signed		
Copy of Site Development Plans (DWG or DFX format) on CDROM disc in State Plane NAD83 feet Florida Ease Coordinates		
<b>FIRE:</b>		
Location of existing and proposed fire hydrants		
Fire Flow tests from Fire Department (no more than 6 months old)		
Information in the Standard Building Code, type of construction total square footage under roof, occupancy/use, fire sprinkler data, PLEASE INCLUDE THIS INFORMATION ON EITHER THE COVER PAGE OR SHEET 1 OF THE SITE PLANS		
<b>COA:</b>		
Completed Certificate of Adequate Public Facilities Application, including the application fee and estimated Transportation Impact Fee calculations.		

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

REQUIREMENTS FOR REVIEW:	REQUIRED	NOT REQUIRED
<b>ARCHITECTURAL OR NON-ARCHITECTURAL REVIEW:</b>		
<p>For projects subject to Architectural Review: Architectural plans must be 1/8" scale minimum (signed &amp; sealed) including:</p> <ul style="list-style-type: none"> <li>✓ Every façade of each building must be shown on Architectural plans</li> <li>✓ Building cross sections or typical wall sections</li> <li>✓ Dumpsters details: height, material and color</li> <li>✓ Light pole details or cut sheet: height, material and color</li> <li>✓ Color paint chips and roof color paint chips or samples</li> <li>✓ Floor plans and building elevations</li> <li>✓ One color rendering of proposed building</li> </ul> <p>This project qualifies for a separate "Alternative Architectural Design" Submittal per 5.05.08.F. Additional fees (\$500.00) and Submittal application is required.</p>		
<p>For projects <b>NOT</b> subject to Architectural Review:</p> <p>For projects not requiring architectural review, floor plans and elevations with dimensions. This information, showing floor area by use, is intended only to determine that the use is compatible with the zoning, establish parking requirements, and show building height measurements meeting Code. Full architectural or construction drawings are not needed.</p>		
<b>ENVIRONMENTAL:</b>		
Environmental Data Requirements		
Conservation Easement including signed and sealed legal description and boundary survey for preserve – include protective language, sketch and description in construction plans; contact review staff for current version		
Listed Species Survey; less than 12 months old. Include copies of previous surveys		
Preserve Management Plan – provided on the site plan		
<b>TRANSPORTATION:</b>		
Transportation Impact Study or waiver (with applicable fees)		
<b>LIGHTING:</b>		
<b>Lighting Plans</b> signed and sealed by a professional Engineer licensed to practice in the State of Florida or the utility provider		
<b>LANDSCAPE &amp; IRRIGATION:</b>		
<b>Landscape &amp; Irrigation Plans</b> signed and sealed by a landscape architect registered in the State of Florida		
<b>SCHOOL CONCURRENCY:</b>		
<p>Estimated School Impact Analysis Application – residential projects only (download the School Impact Analysis Application from website)</p> <p><u>School Concurrency</u> – If the proposed project includes a residential component, you are required to contact the School District of Collier County at 239-377-0267 to discuss school concurrency requirements.</p>		

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

REQUIREMENTS FOR REVIEW:	REQUIRED	NOT REQUIRED
<b>STORMWATER:</b>		
<p>Engineer's Report signed &amp; sealed, with assumptions and explanations, by a Florida registered professional engineer containing the following:</p> <ul style="list-style-type: none"> <li>✓ Completed calculations used to design the facilities, including but not limited to all road, water management systems, and all accessory facilities, public or private;</li> <li>✓ Drainage calculations including 10 year-1day; 25 year- 3day; 100 year-3day storm routings</li> <li>✓ Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development;</li> <li>✓ Geo-technical report with soil boring results</li> <li>✓ Engineering Review Checklist signed and sealed by the applicant's professional Engineer;</li> <li>✓ Engineer's opinion of probable cost (Paving, Grading, Drainage)</li> <li>✓ Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies.</li> </ul>		
<b>UTILITIES:</b>		
<p>If within Collier County Public Utilities Service Area – Engineer's Report signed &amp; sealed containing the following:</p> <ul style="list-style-type: none"> <li>✓ Estimated cost of utilities construction, water &amp; sewer calculations</li> <li>✓ Sewer Hydraulics</li> <li>✓ Lift station hydraulics to first downstream master station</li> <li>✓ Lift station buoyancy calculations</li> <li>✓ Chloramine Dissipation Report</li> <li>✓ Detailed hydraulic design calculations utilized to design the water and sewer facilities regulated by the County.</li> </ul>		
Water and/or sewer availability letter		
DEP utility installation permits (water/sewer)		
Water meter sizing form		
<b>OTHER:</b>		
Electronic copies of all documents and plans in PDF Format and of plans in CAD Format email to: <a href="mailto:cad-submittals@colliercountyfl.gov">cad-submittals@colliercountyfl.gov</a>		
<b>OTHER COLLIER COUNTY PERMITS (IF REQUIRED THEY MUST BE SEPARATE APPLICATIONS):</b>		
Right-of-Way permit application (County)		
Blasting Permit (BLST)		
Early Work Authorization (EWA)		
Excavation Permit (EX)		
Vegetation Removal and Site Filling Permit (VRSFP)		

**SUBMITTAL REQUIREMENT CHECKLIST (CON'T)**

REQUIREMENTS FOR REVIEW:	REQUIRED	NOT REQUIRED
<b>OTHER AGENCIES PERMITS (MAY BE REQUIRED):</b>		
Permits: All Federal, State and local permits including but not limited to the following, shall be submitted prior to construction and before the preconstruction meeting. If approved by the County Manager or designee, an applicant may submit Federal, State and local agency permits at the pre-construction meeting. <ul style="list-style-type: none"> <li>✓ SFWMD Permit, Permit Modification, or waiver, including staff report exhibits;</li> <li>✓ DEP utility installation permits, water/sew ber;</li> <li>✓ FDOT Right-of-Way Permit; and</li> <li>✓ US Army Corps of Engineers permit and exhibit, if applicable.</li> </ul>		

**FEEES**

<u>Site Development Plan (SDP) Review Fees</u>	<u>Site Development Plan Amendment (SDPA) Review Fees</u>
<input type="checkbox"/> <u>Residential only:</u> Base fee of \$5,000.00 plus plus \$100.00 per residential structure, and \$40.00 per dwelling unit.  <b>Number of Buildings:</b> _____ <b>Number of D/U:</b> _____ \$ _____	<input type="checkbox"/> <u>Residential only:</u> Base fee of \$2,500.00, plus \$100.00 per residential structure, and \$40.00 per Dwelling unit.  <b>Number of Buildings:</b> _____ <b>Number of D/U:</b> _____ \$ _____
<input type="checkbox"/> <u>Non-residential only:</u> Base fee of \$5,000.00 plus \$200.00 per non-residential structure, and \$0.10 per sq. ft.  <b>Number of Buildings:</b> _____ <b>Total Square Footage:</b> _____ \$ _____	<input type="checkbox"/> <u>Non-residential only:</u> Base fee of \$2,500.00, plus \$200.00 per non-residential structure, and \$0.10 per sq. ft.  <b>Number of Buildings:</b> _____ <b>Total Square Footage:</b> _____ \$ _____
<input type="checkbox"/> When a building consists of both residential and non-residential (commercial, retail, office) the following fees will apply: <ul style="list-style-type: none"> <li>• \$5,000.00 base fee for SDP</li> <li>• \$200.00 per structure</li> <li>• \$40.00 per residential dwelling unit</li> </ul> \$0.10 per square foot of non-residential floor area except for parking garage structures shall be calculated at \$0.05 per gross square foot of floor area (sq. ft. ___ x\$0.10) (sq. ft. ___ x\$0.05) \$ _____	<input type="checkbox"/> When a building consists of both residential and non-residential (commercial, retail, office) the following fees will apply: <ul style="list-style-type: none"> <li>• \$2,500.00 base fee for SDPA</li> <li>• \$200.00 per structure</li> <li>• \$40.00 per residential dwelling unit</li> </ul> \$0.10 per square foot of non-residential floor area except for parking garage structures shall be calculated at \$0.05 per gross square foot of floor area (sq. ft. ___ x\$0.10) (sq. ft. ___ x\$0.05) \$ _____
<input type="checkbox"/> <u>Fire Review:</u> \$300.00	<input type="checkbox"/> <u>Fire Review:</u> \$200.00
<input type="checkbox"/> <u>Alternate Water Supply Review:</u> \$250.00	

**Utility Plan Review and Inspections:**

- Construction Document Review: 0.75% of probable water and/or sewer construction costs  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Construction Inspection: 2.25% of probable water and/or sewer construction costs (due prior to pre-con meeting)  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Engineering Site Plan Review:**

- Construction Document Review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.  
Cost Estimate \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Construction 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 \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Traffic Impact Study Review:**

- Methodology Review: \$500.00, to be paid directly to Transportation at the Methodology Meeting\*  
\*Additional Fees to be determined at the Methodology Meeting \$ \_\_\_\_\_
- Minor Study Review: \$750.00 \$ \_\_\_\_\_
- Major Study Review: \$1,500.00 \$ \_\_\_\_\_

**Utilities:**

- Utility Modeling and Analysis fee: \$1,000.00 (only applies if zoned PUD or DRI) \$ \_\_\_\_\_

**Environmental:**

- Site Clearing Permit: \$250.00 for the first acre or fraction of an acre an \$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 \$ \_\_\_\_\_
- Conservation Easement Review: \$300.00 application fee plus the following additional site fee:
- \$200.00 for CE acres less than 5 acres;
  - \$400.00 for CE acres between 5 and 10 acres;
  - \$600.00 for CE area greater than 10 acres and less than 20 acres;
  - \$800.00 for CE areas between 20 and 50 acres; and
  - An additional \$200.00 for every 40 acres CE over 50 acres. # of acres \_\_\_\_\_ \$ \_\_\_\_\_

**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 if applicable, to be determined by the School District in coordination with the County

Other Fee, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Fee Subtotal** \$ \_\_\_\_\_  
**Pre-application fee credit, if applicable** \$ \_\_\_\_\_  
**Total Fees Required:** \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

**LINKS**

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-PermittingGuide](#)

## AFFIDAVIT OF AUTHORIZATION

**FOR PETITION NUMBERS(S)** \_\_\_\_\_

I, \_\_\_\_\_ (print name), as \_\_\_\_\_ (title, if applicable) of \_\_\_\_\_ (company, if applicable), swear or affirm under oath, that I am the (choose one) \_\_\_ owner \_\_\_ applicant \_\_\_ contract purchaser and that:

1. I have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with this application and the Land Development Code;
2. All answers to the questions in this application and any sketches, data or other supplementary matter attached hereto and made a part of this application are honest and true;
3. I have authorized the staff of Collier County to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made through this application; and that
4. The property will be transferred, conveyed, sold or subdivided subject to the conditions and restrictions imposed by the approved action.
5. We/I authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this petition including 1 through 2 above.

**\*Notes:**

- If the applicant is a corporation, then it is usually executed by the corp. pres. or v. pres.
- If the applicant is a Limited Liability Company (L.L.C.) or Limited Company (L.C.), then the documents should typically be signed by the Company's "Managing Member."
- If the applicant is a partnership, then typically a partner can sign on behalf of the partnership.
- If the applicant is a limited partnership, then the general partner must sign and be identified as the "general partner" of the named partnership.
- If the applicant is a trust, then they must include the trustee's name and the words "as trustee."
- In each instance, first determine the applicant's status, e.g., individual, corporate, trust, partnership, and then use the appropriate format for that ownership.

**Under penalties of perjury, I declare that I have read the foregoing Affidavit of Authorization and that the facts stated in it are true.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

THE FOREGOING PERFORMANCE BOND WAS ACKNOWLEDGED BEFORE ME BY MEANS OF  PHYSICAL PRESENCE OR  ONLINE NOTARIZATION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_, BY (NAME OF ACKNOWLEDGER) AS (TITLE) OF (NAME OF COMPANY) WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

Notary Public – State of \_\_\_\_\_

**(Notary Seal)**

\_\_\_\_\_  
Printed Name