

RESOLUTION NO. 2024 - 173

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA AMENDING THE ADMINISTRATIVE CODE FOR LAND DEVELOPMENT, WHICH WAS CREATED BY ORDINANCE NO. 2013-57, BY AMENDING THE APPLICATION REQUIREMENTS FOR PROJECTS WITH PLATS PROPOSING BUILDING PERMITS BEFORE PLAT RECORDING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (“Board”) adopted Ordinance No. 2004-66 on October 12, 2004, which created an Administrative Code for Collier County; and

WHEREAS, the Board subsequently amended Ordinance No. 2004-66 through the adoption of Ordinance No. 2013-57 on September 24, 2013; and

WHEREAS, Ordinance No. 2013-57 provides for the adoption of Exhibit “B,” the Administrative Code for Land Development, which shall be maintained by the County Manager or designee; and

WHEREAS, Ordinance No. 2013-57 also provides that amendments required to maintain the Administrative Code shall be made by resolution adopted by the Board; and

WHEREAS, the Board desires to revise the Administrative Code for Land Development, to amend application requirements for subdivision plats proposing to receive building permits before plat recording per Section 177.073, F.S., as described in Exhibit “A,” attached hereto.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that the Administrative Code for Land Development, which was created by Ordinance No. 2013-57, is hereby amended as follows:

SECTION ONE: AMENDMENTS TO ADMINISTRATIVE CODE

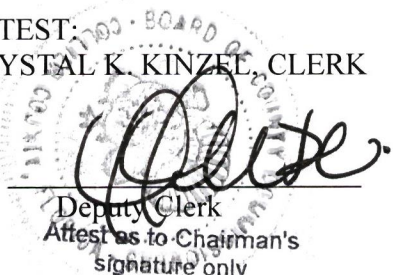
The Contents Table, and Chapter 5, Section C, Conceptual Plat with Deviations, Section D, Construction Plans and Final Subdivision Plat, Section F, Minor Final Subdivision Plat, Section G, Plat Recording, and Chapter 12, Acronyms of Exhibit “B,” Administrative Code for Land Development, are hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION TWO: EFFECTIVE DATE

This Resolution shall become effective on the date of adoption by the Board.

THIS RESOLUTION ADOPTED by majority vote this 24th day of September, 2024.

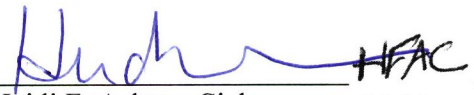
ATTEST:
CRYSTAL K. KINZEL, CLERK

By: 
Deputy Clerk
Attest as to Chairman's
signature only

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: 
CHRIS HALL, CHAIRMAN

Approved as to form and legality:

 HAC
Heidi F. Ashton-Cicko 8-9-24
Managing Assistant County Attorney

Attachments: Exhibit A – Contents Table, and Chapter 5, Section C, Conceptual Plat with Deviations, Section D, Construction Plans and Final Subdivision Plat, Section F, Minor Final Subdivision Plat, Section G, Plat Recording, and Chapter 12, Acronyms

EXHIBIT A

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Chapter 5

C. ~~Preliminary Subdivision~~ Conceptual Plat with Deviations (PSP) (CPD)

C.1. ~~Preliminary Subdivision~~ Conceptual Plat with Deviations – Standard

- Reference** LDC section [10.02.04 A, F.S. 177.073](#), and other provisions of the LDC.
- Applicability** The ~~preliminary subdivision plat (PSP)~~ Preliminary Subdivision conceptual plat with deviations process is required for integrated phased developments but is otherwise an optional procedure for subdivision development. If an **applicant** chooses to submit a ~~PSP-CPD~~, the **applicant** shall provide all of the submittal requirements.
- The ~~PSP CPD~~ application shall be submitted for the entire property to be subdivided.
- Pre-application** A pre-application meeting is required.
- Initiation** The **applicant** files a “~~Preliminary Subdivision~~ Conceptual Plat with Deviations *Petition*” with the Development Review Division.
- ↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.
- Application Contents** The application must include the following:
1. **Applicant contact information.**
 2. **Addressing checklist.**
 3. Property information, including:
 - a. Legal description;
 - b. Address of subject site and general location;
 - c. Metes and bounds description;
 - d. Section, township and range;
 - e. Size of plat in acres;
 - f. Number of lots and minimum lot size;
 - g. Name of development.;
 - h. Zoning petition number (Rezone, Conditional Use, and Site Development Plan), if applicable;
 - i. Source of utilities.
 4. Cover letter explaining the project or proposed changes.
 5. PUD Monitoring Schedule, if applicable.
 6. Aerial photograph(s), taken within the previous 12 months at a minimum scale of 1 in. = 200 ft., illustrating existing conditions and any site improvements.
 7. Environmental Data Requirements. ↔ See [LDC section 3.08.00 A](#).
 8. Traffic Impact Study, if applicable. ↔ See Chapter 7 B. of the Administrative Code.
 9. Original petition number (PUD name and ordinance, rezone, conditional use, site development plan, etc.), if applicable.

10. Owner/agent affidavit as to the correctness of the application.
11. Historical/Archeological Survey or waiver, if applicable.
12. Conditional Use application, if applicable.
13. If substitutions are requested, pursuant to LDC section 10.02.04 A.5, justification based on sound engineering principles and practices shall be provided for each substitution.
14. Generalized statement of subsurface conditions on the property, location, and results of tests made to ascertain subsurface soil conditions and groundwater depth.
15. The zoning classification of the tract and all contiguous properties.
16. For residential projects subject to the provisions of LDC section 10.04.09, a completed School Impact Analysis (SIA) application, location map and review fee.
17. **Electronic copies of all documents.**
18. Affidavit of Authorization.

Requirements for
**Preliminary
 Subdivision
 Conceptual Plat
 with Deviations**

Submittal Credentials: The preliminary-subdivision conceptual plat with deviations shall be prepared by the applicant's engineer and professional surveyor and mapper. The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The preliminary-subdivision conceptual plat with deviations shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county with a north arrow, graphic scale, and date.
2. The name of subdivision or identifying title which shall not duplicate or closely approximate the name of any other subdivision in the incorporated or unincorporated area of Collier County.
3. Boundary survey, with bearings and distances as a written description with a reference to section corners.
4. The location and names of adjacent subdivisions and plat book and page reference, if any.
5. A land plan with the following information identified:
 - a. Location, dimensions, and purpose of all existing and proposed streets, alleys, property lines, easements, and rights-of-way of record;
 - b. Existing streets and alleys of record adjacent to the tract including name, right-of-way width, street or pavement width and established centerline elevation. Existing streets shall be dimensioned to the tract boundary;
 - c. Location of existing and proposed sidewalks and bike paths;
 - d. Location of all existing and proposed utilities and related easements;
 - e. Location and purpose of existing drainage district facilities and their right-of-way requirements;
 - f. Location of existing and proposed watercourses, drainage ditches, bodies of water, marshes and wetlands;

- g. Location of existing possible archaeological sites and other significant features;
 - h. The proposed layout of the lots and blocks;
 - i. The plan shall indicate whether the streets are to be public or private. Proposed street names shall be identified on all public and private thoroughfares;
 - j. Location of proposed sites for parks, recreational areas, and school sites or the like, in accordance with any existing ordinances requiring such a dedication;
 - k. Location of buffer areas required by LDC section 4.06.01 shall be illustrated and the dimensions provided, if appropriate at this time; and
 - l. Typical right-of-way and pavement cross sections shall be graphically illustrated on the plans and shall include but not be limited to the location of sidewalks, bike paths, and utilities.
6. Interconnectivity of local streets between developments shall be consistent with LDC section 6.06.01 B and GMP Objective 9.
7. Access Management Plan. All access provisions to the nearest public street(s) shall be identified, including all existing and proposed driveways.
8. Water Management Plan. The master water management plan shall outline the existing and proposed surface watercourses and their principal tributary drainage facilities needed for proper drainage, water management, and development of the subdivision. All existing drainage district facilities and their ultimate right-of-way requirements as they affect the property to be subdivided shall be identified on the plan. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer** shall include drainage data, assumed criteria, and hydraulic calculations, consistent with the criteria and design method established by the SFWMD in addition to the following information:
- a. For all developments, the following Stormwater related information:
 - 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:
 - 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.
9. Lot configurations. Typical lot configurations shall be illustrated and the minimum area of the lots required by the approved zoning classification shall be referenced by note.
- a. For fee-simple residential lots, the illustration shall portray the type of unit identified by **LDC** definition and developer's description to be placed on each lot (i.e., Lots 1-20, single-family attached (patio home), and show a typical unit on typical interior and corner lots, depicting setbacks (including preserve setbacks, if applicable) and/or separation of structures. In addition, for fee simple residential lots the illustration shall portray the location of typical units on atypical lots, such as cul-de-sac, hammerhead, and all irregular lots.
 - b. For non-residential lots (i.e., multi-family amenity lots or parcels, commercial/industrial lots), the illustration shall portray setbacks and building envelope. Setbacks required by the approved zoning classification shall be provided verbatim on the plan in matrix form.
 - c. A table shall be provided showing lot area and lot width for each irregular lot. Regular corner and interior lots may show only typical width and area.
 - d. Where there is more than one type of dwelling unit proposed (i.e., single-family detached, single-family attached, zero lot line), lots must be linked to the type, or types of unit which they are intended to accommodate.
10. Master utilities. Utilities such as telephone, power, water, sewer, gas, and the like, on or adjacent to the tract including existing or proposed water and sewage treatment plants.
- a. The plans shall contain a statement that all utility services shall be available and have been coordinated with all required utilities.
 - b. Evidence of such utility availability shall be provided in writing from each utility proposed to service the subdivision.

Completeness and Processing of Application ⇔ See Chapter 1 D.5 for the acceptance and processing of an application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or designee.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application based on the criteria in **LDC** section 10.02.04 A and other provisions of the **LDC** and shall approve, approve with conditions, or deny the ~~preliminary subdivision~~ [conceptual](#) plat [with deviations](#).

Updated [Resolution 2024-XX](#)

C2. ~~Preliminary Subdivision~~ Conceptual Plat with Deviations Amendment ~~(PSPA)~~ (CPDA)

Reference	LDC section 10.02.04 A.4 and other provisions of the LDC .
Applicability	This process applies to an amendment to an approved preliminary subdivision conceptual plat <u>with deviations</u> .
Initiation	The applicant files an “Amendment to Preliminary Subdivision <u>Conceptual Plat with Deviations (PSPA) (CPDA)</u> ” application with the Development Review Division. ↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.
Pre-Application	A pre-application meeting is not required.
Application Contents and Requirements for Preliminary Subdivision <u>Conceptual Plat with Deviations</u> Amendments	A preliminary subdivision conceptual plat <u>with deviations</u> amendment application must include the following, in addition to the Application Contents and Requirements for Preliminary Subdivision Plan, as applicable. ↔ See Chapter 5 C.1 of the Administrative Code. Submittal Credentials: The preliminary subdivision conceptual plat <u>with deviations</u> amendment shall be prepared by the applicant’s engineer and professional surveyor and mapper. The boundary survey shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida. Sheet size: The preliminary subdivision conceptual plat <u>with deviations</u> amendment shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale. The application must include the following: <ol style="list-style-type: none">1. Applicant contact information.2. Addressing checklist.3. Name of development.4. Amendment to PSP CPD Number (original PSP CPD number).5. Cover letter describing the proposed changes.
Completeness and Processing of Application	↔ See Chapter 1 D.5 for the acceptance and processing of an application.
Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision Maker	The County Manager or designee.
Review Process	The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with LDC section 10.02.04 A.4 and shall approve, approve with conditions, or deny the amendment to the preliminary subdivision conceptual plat <u>with deviations</u> .
Updated	<u>Resolution 2024-XX</u>

D. Construction Plans and Final Subdivision Plat (PPL)

D.1. Construction Plans and Final Subdivision Plat - Standard

Reference LDC sections 10.02.04 B and 10.02.04 C and other provisions of the LDC.

Applicability The procedure applies to Construction Plans and Final Subdivision Plats (PPL) which is a required process prior to development and recording of a subdivision where improvements are required.

⇔ *See Chapter 5 F. of the Administrative Code to submit a Minor Final Plat (FP) – when improvements are not required.*

⇔ *See Chapter 5 E. of the Administrative Code to submit Construction Plans (CNSTR) – when there are only improvements and no platting or recording is required.*

Pre-Application Meeting A pre-application meeting is required for a Construction Plans and Final Subdivision Plat application. The following information is beneficial to bring for discussion at the pre-application meeting:

Written and mapped information describing:

1. A brief description of the land subject to the application and existing conditions.
2. Existing and proposed zoning classifications.
3. The proposed development – include the property subject to the application and any future phases.
4. Existing covenants or restrictions.
5. Location of utility facilities, public facilities, and anticipated utility sources.
6. Water retention areas.
7. Public areas.
8. General soil characteristics.
9. Proposed number of parcels, lots, or tracts.
10. Typical lot or other parcel configuration.
11. Current aerial photograph with a clear film overlay with the proposed subdivision configuration superimposed on the aerial photograph. Aerials and overlay information must be legible at the scale provided.
12. Any other information needed to prepare and review of the application.
13. A map, at a scale of at least 1 in. =200 ft., identifying the following:
 - a. Location of the subject property and identification of adjacent lands;
 - b. Approximate acreage;
 - c. Date of map;
 - d. North arrow and scale;
 - e. Natural features such as native habitat identified by vegetative cover and depicted in aerial imagery; low or swampy areas; water bodies, streams, lakes, canals or the like;
 - f. Streets and layout of all adjoining streets;

- g. General lot and block layout;
- h. Zoning classification of the property subject to the application and adjacent properties;
- i. Location of existing improvements; and
- j. Any other significant features.

Initiation The **applicant** files a “*Subdivision Construction Plans and Plat Application*” with Development Review Division.

Pursuant to **LDC 10.02.04 B.6**, site development plans may be submitted for review once the first review comments of the construction plans and final subdivision plat are posted. No site development plans may be approved until the final subdivision plat is approved by the County Manager or designee.

↔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. **Addressing checklist.**
3. Property information, including:
 - a. Zoning district;
 - b. Property identification number;**
 - c. Project name;
 - d. Section, township and range;
 - e. Subdivision, unit, lot and block; and
 - f. General location and cross streets.
4. Zoning designation of subject property.
5. PUD Monitoring Schedule and Report, if applicable.
6. Digital file of conditional use or PUD application, if applicable.
7. Cover letter explaining the project.
8. **PUD Ordinance and Development Commitment Information**, as applicable.
9. Affidavit of Authorization.
10. Opinion of title.
11. Letter of intent as to the timeline for construction and platting.
12. Home Owner Association documents, if applicable.
13. An aerial photograph. All information must be legible at the scale provided.
14. Certificate of Public Facility Adequacy application.
15. Fire Flow test.
16. Zoning Data Sheet, including:

- a. Name of Plat (and PUD, if applicable);
 - b. Development Standards per **LDC** or PUD;
 - c. Overall subdivision layout;
 - d. Table showing lot area and lot width for regular, interior and irregular lots;
 - e. Density, as allowed by zoning district;
 - f. For Residential lots:
 - i. Type of unit identified by **LDC** definition and description of what is permitted on each lot;
 - ii. Drawing of typical unit or typical interior and corner lots, showing setbacks, including preserve setbacks) and separation from structures; and
 - iii. Lot layout and setbacks, particularly for the unique lots.
 - [iv. For projects with a plat per F.S. 177.073, include the number and percentages of proposed homes to be permitted prior to plat recording.](#)
 - g. For Non-Residential lots:
 - i. Identification of setbacks and building envelopes.
17. Historical/Archeological Survey or waiver, if applicable.
18. Environmental Data Requirements. ⇔ *See **LDC** section 3.08.00 A.*
19. Traffic Impact Study. ⇔ *See Chapter 7 B. of the Administrative Code.*
20. School Impact Analysis, for residential projects only.
21. Information and data relating to previous zoning actions affecting the project site.
22. Utility letters of availability and plat easement approval letter for utility easements, if applicable.
23. The Engineer's Report with Assumptions and Explanations signed and sealed by a Florida registered professional **engineer** shall include the following:
- a. For all developments, the following Stormwater related information:
 - 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:
 - 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.

24. Vegetation Removal and Site Filling permit (VRSFP), if requested.

- a. Provide separate acreage calculations for each phase of clearing requested;
- b. If clearing or filling lots and building sites, with or without stockpiling, a separate VRSFP application shall be submitted, pursuant to **LDC** section [4.06.04.A.2](#); and
- c. A site clearing plan. ⇔ *See Requirements for Construction Plans for more information.*

25. Property Ownership Disclosure Form.

26. Permits: All Federal, State and local permits, including but not limited to the following, shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an **applicant** may submit Federal, State and local agency permits at the pre-construction meeting.

- a. SFWMD Permit, Permit Modification, or waiver, including staff report exhibits;
- b. DEP utility installation permits, water/sewer; and
- c. US Army Corps of Engineers permit and exhibit, if applicable.

27. Electronic copies of all documents.

28. For projects with a plat per F.S. 177.073, proposing homes to receive building permits prior to plat recording:

- a. Provide the number or percentage of proposed homes to be permitted prior to plat recording;
- b. Construction and Maintenance Agreement; and
- c. Performance bond in accordance with **LDC** section [10.02.04 F.3.e](#).

29. Engineer's Opinion of Probable Cost (Paving, grading, and drainage).

Requirements for Construction Plans

Submittal Credentials: The construction plans shall be signed and sealed by the **applicant's** professional **engineer** licensed to practice in the State of Florida.

Sheet size: The construction plans shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.

The following are required to identify and provide on the construction plans:

1. A cover sheet, including a location map, showing the location of the tract in reference to other areas of the county. The map shall include a north arrow, graphic scale, and date.
2. Construction plans with specifications detailing/showing:

- a. Complete configurations of all required improvements including, but not limited to, all water, sewer, roads, water management systems, and all appurtenant facilities, public or private;
 - b. Complete calculations used to design these facilities shall be included with the plans; and
 - c. If the development is phased, each phase boundary shall be clearly delineated.
- 3. Soil Erosion and Sediment Control Plan. ⇔ *See Chapter 7 D. of the Administrative Code.*
- 4. Additional plans included in the construction plans packet:
 - a. Streetlight plans signed and sealed by a professional **engineer** licensed to practice in the State of Florida or the utility provider; and
 - b. Landscape plans.

⇔ *See Chapter 4.P of the Administrative Code for Landscape Plan submittals.*
- 5. Preserve Management Plan, including a Native Vegetation Retention/Mitigation Plan, if requested by **applicant**.
- 6. Boundary and topographic survey, less than six months old.
- 7. Site Clearing Plan, including a vegetation inventory.

Areas where improvements are to be constructed with a maximum limit of 10 feet beyond any approved rights-of-way line or 5 feet beyond any easement line.
- 8. Design sections, i.e., cross sections of roads, lakes, berms, and lots.
- 9. Construction details showing compliance with applicable federal, state, and local standards.
- 10. For required improvements which will be constructed within an existing easement, the existing easement and facilities and the proposed easement and facilities shall be illustrated.

The **applicant** shall provide copies of the plans to the holder of the easement(s) simultaneously with its submission of the application to the county.
- 11. Plan and profile sheets, showing roads, water, sewer, conflict crossings, drainage, utilities, sidewalks, bike paths, and any unique situations.
- 12. Benchmark, based on NOAA datum NAVD.
- 13. Locations of test borings of the subsurface condition of the tract to be developed.
- 14. The construction plans and attachments shall address special conditions pertaining to the subdivision in note form on the construction plans, including statements indicating:
 - a. Compliance with federal, state, and local standards as currently adopted;
 - b. Source of water and sewer service; and
 - c. Required installation of subsurface construction such as water lines, sewer lines, public utilities and storm drainage prior to compaction of subgrade and roadway construction.

**Requirements for
Water
Management for
Construction Plans**

Submittal Credentials: The water management plans and specifications in report form shall be signed and sealed by the applicant's professional engineer licensed to practice in the State of Florida. The Water Management plans and specifications shall include, but not be limited to, the following:

1. A topographic map of the land development related to NAVD with sufficient spot elevations to accurately delineate the site topography, prepared by a professional surveyor.
2. A drainage map of the entire basins within which the development or subdivision lies. This map may be combined with the above topographic data in a manner acceptable to the County Manager or designee. All ridges lying within the basins and the area of the basins stated in acres, of all the existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration.
3. Flow paths shall be indicated throughout including final outfalls from the development and basins, existing water elevations, all connected and isolated wetlands, recurring high water elevations, proposed design water elevations, and other related hydrologic data.
4. Drainage data, assumed criteria and hydraulic calculations, consistent with the criteria and design method established by the SFWMD. This includes routings for the 10-yr, 25-yr and 100 -yr storm events.
5. Pipe sizing calculations for the site.
6. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures, roads and curbs, and other proposed development construction.
7. Plans and profiles of all proposed roads. Where proposed roads intersect existing roads, elevations and other pertinent details shall be shown for existing roads. Where additional ditches, canals or other watercourses are required to accommodate contributory surface waters, sufficient right-of-way shall be provided by the developer or subdivider to accommodate these and future needs.
8. For projects that require a construction permit to be issued by the SFWMD, work shall not commence until the **applicant** has provided the County Manager or designee a copy of the permit.
9. The master drainage plan shall include the drainage plans and details for all lots. The master drainage plan shall show proposed finished grade elevations at all lot corners and breaks in grade. The **engineer** shall state on the water management calculations the basis for wet season water table selection.
10. Construction plans for all subdivisions shall include a general note stating that all off-site drainage improvements associated with the current phase of development, including perimeter berms, swales, stormwater outfall systems and on-site perimeter swales shall be completed and operational prior to commencement of construction of on-site improvement.
 - a. This requirement shall be established at the mandatory pre-construction meeting. Failure to comply with completion of the required offsite improvements will result in a stop work order being issued until such time as the project is brought into compliance with this requirement; and
 - b. The **Engineer** of record prior to final acceptance shall provide documentation from the stormwater maintenance entity that it has been provided

information on how the stormwater system works and their responsibility to maintain the system.

**Requirements for
Final Subdivision
Plats**

Submittal Credentials: The final subdivision plat shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.

Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets of mylar or other approved material in conformance with F.S. Ch. 177, drawn to scale.

The final subdivision plat shall include at a minimum the following requirements:

1. The final plat shall be prepared in accordance with the provisions of F.S. Chapter 177, as may be amended.
2. The plat shall be clearly and legibly drawn with black permanent drawing ink or a photographic silver emulsion mylar to a scale of not smaller than 1 inch equals 100 feet.
3. Name of subdivision. The plat shall have a title or name acceptable to the County Manager or designee. When the plat is a new subdivision, the name of the subdivision shall not duplicate or be phonetically similar to the name of any existing subdivision. When the plat is an additional unit or section by the same developer or successor in title to a recorded subdivision, it shall carry the same name as the existing subdivision and as necessary a sequential numeric or alphabetic symbol to denote and identify the new plat from the original plat. A note shall be added to the plat cover sheet which identifies the zoning action name and ordinance number which approved such action.
4. Title. The plat shall have a title printed in bold legible letters on each sheet containing the name of the subdivision. The subtitle shall include the name of the county and state; the section, township and range as applicable or if in a land grant, so stated; and if the plat is a replat, amendment or addition to an existing subdivision, it shall include the words "section," "unit," "replat," "amendment," or the like.
5. Description. There shall be lettered or printed upon the plat a full and detailed description of the land embraced in the plat. The description shall show the section, township and range in which the lands are situated or if a land grant, so stated, and shall be so complete that from it without reference to the map the starting point can be determined and the boundaries identified.
6. Index. The plat shall contain a sheet index on page 1, showing the entire subdivision on the sheet indexing the area shown on each succeeding sheet and each sheet shall contain an index delineating that portion of the subdivision shown on that sheet in relation to the entire subdivision. When more than 1 sheet shall be used to accurately portray the lands subdivided, each sheet shall show the particular number of that sheet and the total number of sheets included as well as clearly labeled match lines to each sheet.
7. Survey data. The final plat shall comply with F.S. Ch. 177, and shall show the length of all arcs together with central angles, radii, chord bearing, chord length and points of curvature. Sufficient survey data shall be shown to positively describe the boundary of each lot, block, right-of-way, easement, required conservation or preserve area and all other like or similar areas shown on the plat or within the boundary of the plat as shown in the description. The survey data contained on the plat shall also include:

- a. The cover sheet or first page of the plat shall show a location plan, showing the subdivision's location in reference to other areas of the county;
 - b. The scale, both stated and graphically illustrated, on each graphic sheet;
 - c. A north arrow shall be drawn on each sheet that shows the geometric layout and the configuration of the property to be platted. The north direction shall be at the top or left margin of the map where practicable;
 - d. The minimum size for any letter or numeral shall be 1/10 inch;
 - e. The points of beginning and the commencement shall be boldly shown for any metes and bounds description;
 - f. All intersecting street right-of-way lines shall be joined by a curve with a minimum radius of 25 feet;
 - g. All adjoining property shall be identified by a subdivision title, plat book and page or if unplatted, the land shall be so designated;
 - h. Permanent reference monuments shall be shown in the manner prescribed by F.S. Ch. 177, as amended, and shall be installed prior to recording of the final plat;
 - i. There shall be reserved a space in the upper right-hand corner of each sheet for the words "Plat Book _____" and "Page _____" with the minimum letter size of ¼ inch. On the line directly below, a space for "Sheet _____ of _____.";
 - j. The map shall mathematically close and when practical shall be tied to all section, township and range lines occurring within the subdivision by distance and bearing where applicable; and
 - k. All line and curve tables are to be shown on the same sheet as the graphic drawing they relate to. When possible, dimensions shall be shown directly on the map.
8. Lot and block identification. Each lot, block, or other like or similar parcel, however described, shall be numbered or lettered. All lots shall be numbered or lettered by progressive numbers or letters individually throughout the subdivision or progressively numbered or lettered in each block, not necessarily starting with the number "1" or letter "A." Parcels and blocks in each incremental plat shall be numbered or lettered consecutively throughout a subdivision.
9. Protected/Preserve easements. All parcels which constitute a protected/preserve area shall be labeled as an easement or tract. All protected/preserve area easements or tracts shall be dedicated on the final subdivision plat to Collier County without the responsibility for maintenance and to a **property owners'** association or similar entity with maintenance responsibilities.
10. Street names. The plat shall contain the name of each street shown on the plat in conformance with the design requirements of this section.
11. Utilities. The construction plans for required improvements which will be constructed within an existing easement must illustrate the existing easement and existing facilities, and the proposed easement and the proposed facilities.

Copies of the construction plans shall be provided by the **applicant** to the holder of the easement(s) simultaneously with its submission to the county.

12. Outparcels. All interior excepted parcels shall be clearly indicated and labeled "Not a Part of this Plat."
13. Rights-of-way and easements. All right-of-way and easement widths and dimensions shall be shown on the plat. All lots must have frontage on a public or private right-of-way in conformance with the LDC. Exceptions to lot frontage requirements are identified in LDC section 4.03.04.
14. Restrictions, reservations, and restrictive covenants. Restrictions pertaining to the type and use of water supply, type and use of sanitary facilities; use, responsibility of maintenance and benefits of water or water management areas, canals, preserve and conservation areas, and other open spaces; odd-shaped and substandard parcels; restrictions controlling building lines; establishment and maintenance of buffer strips and walls; and restrictions of similar nature shall require the establishment of restrictive covenants and the existence of such covenants shall be noted on the plat by reference to official record book and page numbers in the public records of Collier County. Documents pertaining to restrictive covenants shall be submitted with the final plat.
15. Location. The name of the section, township, range, and if applicable city, town, village, county and state in which the land being platted is situated shall appear under the name of the plat on each sheet. If the subdivision platted is a resubdivision of a part or the whole of a previously recorded subdivision, the fact of its being a resubdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat.
16. Basis of bearings. The basis of bearings must be clearly stated, i.e., whether to "True North," "Grid North" as established by the National Oceanic Society (NOS), "Assumed North," etc., and must be based on a well-defined line.
17. Existing or recorded streets. The plat shall show the name, location, and width of all existing or recorded streets intersecting or contiguous to the boundary of the plat, accurately tied to the boundary of the plat by bearings and distances.
18. Private streets and related facilities. All streets and their related facilities designed to serve more than 1 **property owner** shall be dedicated to the public use; however private streets shall be permitted within property under single ownership or control of a property Home Owners' Association a condominium or cooperative association or other like or similar entity. Where private streets are permitted, ownership and maintenance association documents shall be submitted with the final plat and the dedication contained on the plat shall clearly dedicate the roads and maintenance responsibility to the association without responsibility to the county or any other public agency. The rights-of-way and related facilities shall be identified as tracts for roads and other purposes under specific ownership. All private streets shall be constructed in the same manner as public streets and the submission of construction plans with required information shall apply equally to private streets.
19. Preserve Setbacks. The required preserve principal structure setback line and the accessory structure setback lines shall be clearly indicated and labeled on the final plat where applicable. The boundaries of all required easements shall be dimensioned on the final subdivision plat. Required protected/preserve areas shall be identified as separate tracts or easements having access to them from a platted right-of-way. No individual residential or commercial lot or parcel lines may project into them when platted as a tract. If the protected/preserve area is determined to be jurisdictional in nature, verification must be provided which documents the approval of the boundary limits from the appropriate local, state or federal agencies having jurisdiction and

when applicable pursuant to the requirements and provisions of the Growth Management Plan. ⇔ See **LDC** section **6.01.02** for further information.

20. Certification and approvals. The plat shall contain, except as otherwise allowed below, on the first page (unless otherwise approved by the County Manager or Designee and office of the county attorney prior to submittal) the following certifications and approvals, acknowledged if required by law, all being in substantially the form set forth in Appendix C to the **LDC**. The geometric layout and configuration of the property to be platted shall not be shown on the page(s) containing the certifications, approvals and other textual data associated with the plat when practical.

- a.** Dedications. The purpose of all dedicated or reserved areas shown on the plat shall be defined in the dedication on the plat. All areas dedicated for use by the residents of the subdivision shall be so designated and all areas dedicated for public use, such as parks, rights-of-way, easements for drainage and conservation purposes and any other area, however designated, shall be dedicated by the owner of the land at the time the plat is recorded. Such dedication and the responsibility for their maintenance shall require a separate acceptance by resolution of the Board of County Commissioners. No dedication items shall be included in the general note for the plat;
- b.** Mortgagee's consent and approval. Identification of all mortgages and appropriate recording information together with all mortgagees' consents and approvals of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signature(s) of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged in the same manner as deeds are required to be witnessed and acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president, vice-president or chief executive officer. At the **applicant's** option, mortgagee's consents do not have to be included on the plat to be recorded, so long as they are provided as fully executed and acknowledged separate instruments along with the plat recording submittal;
- c.** Certification of surveyor. The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat was prepared under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all of the requirements of F.S. ch. 177, part I, as amended. The certification shall also state that permanent reference monuments (P.R.M.), have been set in compliance with F.S. chapter 177, part I, as amended, and this section, and that permanent control points (P.C.P.s) and lot corners will be set under the direction and supervision of the surveyor prior to final acceptance of required improvements. Upon installation of the P.C.P.s, the surveyor must submit to the County Manager or designee written certification that the installation work has been properly completed. When required improvements have been completed prior to the recording of a plat, the certification shall state the P.C.P.s and lot corners have been set in compliance with the laws of the State of Florida and ordinances of Collier County. When plats are recorded and improvements are to be accomplished under performance security posted as provided for by this section, the required improvements and performance guarantee shall include P.C.P.s;
- d.** Surveyor's seal. The surveyor of record shall sign and seal copies of the plat submitted for approval;

- e. Signature block for county attorney. The plat shall contain the approval and signature block for the county attorney;
- f. Signature block for Board of County Commissioners and clerk of circuit court. The plat shall contain the approval and signature block for the Board of County Commissioners and the acknowledgement and signature block of the clerk of circuit court;
- g. Evidence of title. A title certification or opinion of title complying with section 177.041, F.S., must be submitted with the plat. The evidence of title provided must state or describe: (1) that the lands as described and shown on the plat are in the name, and record title is held by the person, persons or organization executing the dedication, (2) that all taxes due and payable at the time of final plat recording have been paid on said lands, (3) all mortgages on the land and indicate the official record book and page number of each mortgage. The evidence of title may, at the **applicant's** discretion, be included on the first page of the plat, so long as the information required by section 177.041, F.S., and this paragraph is clearly stated, an effective date is provided, and the statement is properly signed; and
- h. Instrument prepared by. The name, street and mailing address of the natural person who prepared the plat shall be shown on each sheet. The name and address shall be in statement form consisting of the words, "This instrument was prepared by (name), (address)."

Completeness and Processing of Application

↔ *See Chapter 1 D.5 for the acceptance and processing of an application.*

Notice No notice is required.

Public Hearing The BCC shall hold at least 1 advertised public hearing.

Decision Maker The BCC.

Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections **10.02.04 B** and **10.02.04 C** and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

[For applicants requesting building permits before plat recording, the county will stamp the final plat as "Preliminary Plat for Building Permit Issuance" after Board approval of the plat and receipt of the fully executed construction and maintenance agreement and performance security after County Attorney approval.](#)

Pre-Construction Meeting A pre-construction meeting shall be scheduled with the Development Review Division prior to the commencement of construction.

⇔ See Chapter 1 D.9 for additional information regarding the pre-construction meeting requirements.

Re-submittal of Construction Plans and Final Subdivision Plats Upon re-submittal of construction plans and final subdivision plat, the **engineer** shall identify all revisions to the construction plans by lettering or numbering; the surveyor shall identify all revisions to the plat by highlighting the current revisions. The **applicant** shall also provide a written response to the county's comments, responding to each comment individually.

Digital Submittal Requirements After the construction plans and final subdivision plat has been approved by the County Manager or designee for compliance, the **applicant** shall submit the following:

1. The **applicant's** professional **engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process The final subdivision plat shall be recorded pursuant to **LDC section 10.02.04 F.**

⇔ See Chapter 5 G. of the Administrative Code.

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F. Minor Final Subdivision Plat (FP)

Reference	LDC section 10.02.04 D .
Applicability	This procedure applies to a minor final subdivision plat. A minor final subdivision plat generally does not require improvements, a construction maintenance agreement, a security performance bond, or phasing.
Pre-application	A pre-application meeting is required unless waived by the County Manager or designee.
Initiation	The applicant files a “ <i>Minor Subdivision Plat Application</i> ” with the Development Review Division. ↔ See <i>Chapter 1 D</i> . for additional information regarding the procedural steps for initiating an application.
Application Contents	The application must include the following: <ol style="list-style-type: none">1. Applicant contact information.2. Addressing checklist.3. PUD Ordinance and Development Commitment Information.4. Property information, including:<ol style="list-style-type: none">a. Legal description;b. Property identification number;c. Project name;d. Section, township and range;e. Subdivision, unit, lot and block; andf. Total acreage.5. Current zoning designation of subject property.6. Cover letter briefly explaining the project.7. PUD Monitoring Schedule, if applicable.8. Owner/agent affidavit as to the correctness of the application.9. Signed and sealed Plat, less than 6 months old.10. Signed and sealed boundary survey, less than 6 months old.11. Affidavit of Authorization.

- 12. Zoning Data Sheet.
- 13. Certificate of Adequate Public Facilities application, if applicable.
- 14. School Impact Analysis application, if applicable.
- 15. Property Ownership Disclosure Form.
- 16. [For projects with a plat per F.S. 177.073, proposing homes to receive building permits prior to plat recording:](#)
 - a. [Provide the number or percentage of proposed homes to be permitted prior to plat recording;](#)
 - b. [Construction and Maintenance Agreement; and](#)
 - c. [Performance bond in accordance with LDC section 10.02.04 F.3.e.](#)

Final Subdivision Plat Requirements	<p>↔ See Chapter 5 D.1 - “Requirements for Final Subdivision Plat” within the Construction Plans and Final Subdivision Plat section of the Administrative Code.</p> <p>Submittal Credentials: Minor final plats shall be signed and sealed by a professional surveyor and mapper registered in the State of Florida.</p> <p>Sheet size: The final subdivision plat shall be submitted on standard size 24-inch by 36-inch sheets, drawn to scale.</p>
Completeness and Processing of Application	↔ See Chapter 1 D.5 for the acceptance and processing of an application.
Notice	No notice is required.
Public Hearing	The BCC shall hold 1 public hearing.
Decision Maker	BCC with an approval from the County Manager or designee.
Review Process	<p>The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with and shall approve, approve with conditions, or deny the minor final subdivision plat.</p> <p>Once submitted for review, the minor final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer’s comments is received within 270 days of the date on which the comments were sent to the applicant. If a response is not received within this time, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees.</p> <p>The County Manager or designee will provide a recommendation to the BCC to approve, approve with conditions, or deny the minor final subdivision plat.</p>
Digital Submittal Requirements	After the minor final subdivision plat has been approved by the County Manager or designee for compliance the applicant shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

Recording Process The minor final subdivision plat shall be recorded pursuant to **LDC section 10.02.04 F.**
 ⇔ See Chapter 5 G. of the Administrative Code.

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G. Plat Recording

Reference **LDC section 10.02.04 F.**

Applicability This procedure is to ensure proper legal description, identification, documentation, and recording of real estate boundaries. This procedure occurs after approval of the final subdivision plat by the BCC.

No building permit for habitable structures shall be issued prior to approval by the BCC and recordation of the final subdivision plat, except as identified in **LDC sections 5.05.04 5.04.04, and 10.02.04 B.6 , and 10.02.04 B.4.**

Pre-Application A pre-application meeting will have occurred at the time of submittal of the construction plans and final subdivision plat or minor final subdivision plat.

Initiation The **applicant** files an “*Application for Plat Recording (PR)*” with the Development Review Division.

⇔ See Chapter 1 D. for additional information regarding the procedural steps for initiating an application.

Application Contents The application must include the following:

1. **Applicant contact information.**
2. Original PPL number.
3. Construction and Maintenance Agreement.
4. Original sepia mylar of the final subdivision plat, with surveyor's certification that the mylar contains no revisions from the most recent submittal of the final subdivision plat to the Development Review Division.
5. Pursuant to **LDC** section **10.02.04 F.3**, an original title opinion from an attorney licensed to practice in the State of Florida, which contains the following:
 - a. A legal description of at least the lands being platted;
 - b. A statement that the attorney is licensed to practice in the State of Florida and that the attorney has examined title to the subject real property, if a title opinion is being provided;
 - c. Identification of the exact name of any person who is the record owner of the subject real property and a specific citation to the official records book and page, where each record legal owner obtained title to the subject real property. The title information shall have attached thereto a copy of said instrument(s) of conveyance; and
 - d. Identification of liens, encumbrances, easements, or matters shown or that should be shown as exclusions to coverage on a title insurance policy. As may be applicable, the title information shall include in a neatly bound fashion, and make citation to the recording information of, all referenced liens, encumbrances, easements, or exclusions. The title information shall have attached thereto a copy of any such instruments.
6. Joinder and consent of mortgagee, if applicable.
7. If any dedications, grants, conveyances, easements, consents (including mortgagee consents), reservations, covenants, or other like instruments are to be recorded simultaneously with the final subdivision plat, appropriate fees and original documentation must be provided to the County Manager or designee for processing and recording by the Clerk of Courts prior to, or simultaneously with, the recording of the final subdivision plat.
8. Home Owner Association Documents, if applicable.
9. Affidavit by surveyor.

Supporting "gap" title information

1. Pursuant to **LDC** section **10.02.04 F.3**, within 60 days of recordation of the final subdivision plat the **applicant** shall submit to the County Manager or designee final supporting "gap" title information.
2. The final supporting title information must meet all of the requirements in the above (Plat Recording – Application Contents).
3. The effective date of the supporting "gap" title information must be through the date of recordation of the final subdivision plat and must, at a minimum, cover the "gap" between the time the effective date of the information required above (Plat Recording – Application Contents) and the date and time of recording of the final plat.
4. The title information must identify and provide copies of any recorded documentation of the holders of any estates, liens, encumbrances, or easements not properly

included or joined in the dedication or consents on the final subdivision plat. The supporting "gap" title information must have attached a copy of any required instruments not previously provided in connection with submittals for the final plat's recording.

Completeness and Processing of Application

↔ See Chapter 1 D.5 for the acceptance and processing of an application.

Notice No notice is required.

Public Hearing No public hearing is required.

Decision Maker The County Manager or Designee.

Review Process The Development Review Division will review the application and identify whether additional materials are needed pursuant to **LDC** section **10.02.04 F**.

The Development Review Division will submit the final subdivision plat materials to the Collier County Clerk of Courts for recording.

Digital Submittal Requirements

After the final subdivision plat has been approved by the County Manager or designee for compliance the **applicant** shall submit the following:

1. The **applicant's** professional **Engineer** shall submit a digitally created construction/site plan documents; and
2. 1 CDROM of the master plan file, including, where applicable, easements, water/wastewater facilities, and stormwater drainage system. The digital data to be submitted shall follow these formatting guidelines: All data shall be delivered in the state plane coordinate system, with a Florida East Projection, and a North American Datum 1983/1990 (NAD83/90 datum), with United States Survey Feet (USFEET) units; as established by a Florida registered surveyor and mapper. All information shall have a maximum dimensional error of +0.5 feet. Files shall be in an AutoCad (DWG) or Digital Exchange File (DXF) format; information layers shall have common naming conventions (i.e. right-of-way—ROW, centerlines—CL, edge-of-pavement—EOP, etc.). For a plan to be deemed complete, the layering scheme must be readily understood by county staff. All property information (parcels, lots, and requisite annotation) shall be drawn on a unique information layer, with all linework pertaining to the property feature located on that layer. Example: parcels—All lines that form the parcel boundary will be located on 1 parcel layer. Annotations pertaining to property information shall be on a unique layer. Example: lot dimensions—Lottxt layer. All construction permits required from local, state and federal agencies must be submitted to the County Manager or designee prior to commencing development within any phase of a project requiring such permits.

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Chapter 12. Acronyms

A – Rural Agricultural Zoning District
 AAB – Architectural Arbitration Board
 ACOE – Army Corps of Engineers

ACP – Agricultural Clearing Permit
ACSC – Area of Critical State Concern
ADT – Average Daily Trips
AFW – Administrative Fence Waiver
APR – Administrative Parking Waiver
ASI – Area of Significant Influence
AVA – Administrative Variance
BCC – Board of Collier County Commissioners
BD – Boat Dock Petition
BMUD – Bayshore Drive Mixed Used District
BOAA – Building Board of Adjustment and Appeals
BP – Business Park District
BZA – Board of Zoning Appeals
C-1 – Commercial Professional General Office District
C-2 – Commercial Convenience District
C-3 – Commercial Intermediate District
C-4 – General Commercial District
C-5 – Heavy Commercial District
CCME – Conservation and Coastal Management Element
CCPC – Collier County Planning Commission
CCSL(P) – Coastal Construction Setback Line (Permit)
CDD – Community Development District
CEB – Code Enforcement Board
CF – Community Facility
CIE – Capital Improvement Element
CIP – Capital Improvement Program
CMO – Corridor Management Overlay
CNSTR – Construction Plans
C.O. – Certificate of Occupancy
COA – Certificate of Public Facility Adequacy
CON – Conservation Zoning District
[CPD – Conceptual Plat with Deviations](#)
[CPDA – Conceptual Plat with Deviations Amendment](#)
CRD – Compact Rural Development
CSP – Conceptual Site Plan
CU – Conditional Use
DBH – Diameter at Breast Height
DC – Department of Commerce
D.O. – Development Order
DRI – Development of Regional Impact
DSWT – Dry Season Water Table
E – Estates Zoning District
EAC – Environmental Advisory Council
EIS – Environmental Impact Statement
EPA – Environmental Protection Agency
EWA – Early Work Authorization
EXP – Excavation Permit
FAC – Florida Administrative Code
FDEP – Florida Department of Environmental Protection
FDOT – Florida Department of Transportation
FFWCC – Florida Fish & Wildlife Conservation Commission
FIAM – Financial Impact Analysis Module
FIHS – Florida Interstate Highway System

FLUCFCS - Land Use Cover and Forms Classification System
 FLUE – Future Land Use Element
 FLUM – Future Land Use Map
 FP – Minor Final Plat
 FS – Florida Statutes
 FSA – Flow way Stewardship Area
 GC – Golf Course
 GGAMP – Golden Gate Area Master Plan
 GGPPOCO – Golden Gate Pkwy Professional Office Commercial Overlay District
 GMCD – Growth Management Community Development Department
 GMP – Growth Management Plan
 GPCD – Gallons Per Capita per Day
 GT – Gopher Tortoise
 GWP – Ground Water Protection Zone
 GZO – Goodland Zoning Overlay
 HAPB – Historic Archaeological Preservation Board
 HSA – Habitat Stewardship Area
 I – Industrial Zoning District
 ICBSD – Immokalee Central Business Subdistrict
 LDC – Land Development Code
 LOS – Level of Service
 LPA – Local Planning Agency
 LDBPA- Limited Density Bonus Pool Allocation
 LSPA – Littoral Shelf Planting Area
 M/F – Multi-family Use or Zoning
 MH – Mobile Home
 MHO – Mobile Home Overlay
 MLW – Mean Low Water
 MPP – Manatee Protection Plan
 MUP – Mixed Use Project
 NBMO – North Belle Meade Overlay
 NC – Neighborhood Commercial District
 NIM – Neighborhood Information Meeting
 NRPA – Natural Resource Protection Area
 NAVD – North American Vertical Datum
 NGVD – National Geodetic Vertical Datum
 O.C. – On Center
 P – Public Use District
 PDI- PUD Insubstantial Change
 PPL – Plans and Plat
 PSI – Pounds Per Square Inch
~~PSP – Preliminary Subdivision Plat~~
 PUD – Planned Unit Development
 RSF – Residential Single-Family Districts
 RCW – Red Cockaded Woodpecker
 RFMU – Rural Fringe Mixed Use District
 RLS – Request for Legal Service
 RLSA(O) – Rural Lands Stewardship Area (Overlay)
 RMF – Residential Multi-Family Districts
 RNC – Residential Neighborhood Commercial Subdistrict
 R.O.W. – Right of Way
 RSF – Residential Single-Family
 SBCO – Santa Barbara Commercial Overlay District

SBR – School Board Review
SDP – Site Development Plan
SDPA – Site Development Plan Amendment
SDPI – Site Development Plan Insubstantial Change
S/F – Single Family Use/Zoning
SFWMD – South Florida Water Management District
SIP – Site Improvement Plan
SIPI – Site Improvement Plan Insubstantial Change
SLR – Sound Level Reduction
SRA – Stewardship Receiving Area
SSA – Stewardship Sending Area
ST – Special Treatment Zoning Overlay
ST-NAR – Special Treatment-Natural Aquifer Recharge
SWFRPC – Southwest Florida Regional Planning Council
TCEA – Transportation Concurrency Exception Areas
TCMA – Transportation Concurrency Management Areas
TDR – Transfer of Development Rights
TP – Turtle Permit
TTRVC – Travel Trailer Recreational Vehicle Campground
UMAM – Uniform Mitigation Assessment Method
USFWS – United States Fish & Wildlife Service