PURPOSE

This guide provides a step by step aid for submitting applications through the GMD Public Portal, when a pre-application meeting is not required.

GENERAL INFORMATION

- ➢ You must be registered and signed in to the GMD Public Portal, before requesting a pre-application meeting or submitting a planning application.

- ➢ Red (*) asterisks identify required fields. If you skip one of these fields, the system prompts you to enter the required information.

- ➢ Run Time - If your computer has been idle for more than twenty minutes (20), the system will log you out. Before logging you out you will get a reminder that your system is about to be logged out of CityView.

- ➢ Project/ PL will not be saved until "Complete Application" button has been clicked, under the Review & Submit Step. .

- ➢ Webpage for E-Permitting: http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting

PREPARING FOR APPLICATION SUBMISSION

Users are required to submit a predetermined checklist of supporting documents and plans for each application type. Before submitting we recommend the following:

- ➢ Review **Uploading Files (Initial Submittal) Guide** prior to submitting electronically.

PROCEDURE

Click on link to the Collier County GMD Public Portal: http://cvportal.colliergov.net/CityViewWeb/.

1. Click Sign In. Sign in using your registered account.

2. Click Submit a Planning Application.

3. Project Description:

   a. In the Choose the project type box, select the project/ application type from the populated list.
      Note 1: If the project/ application type does not appear in the list, a pre-application meeting is required.
      Note 2: The number of steps to complete the electronic submittal process depends on the project/ application type selected.

   b. In the Project Descriptive Name box, type in the project name.
      Note: The name you place here will help you identify the project when searching for it under **My Items, My Planning Applications** in the GMD Public Portal.

   c. In the Project Description box, type in the description of proposed work and any other helpful details, such as ordinances or planning numbers associated with project.

   d. In the Street Address and Folio/Parcel ID box, type in preferably both the street address and folio/parcel ID, if known.

   e. Click Next Step: Planning Details button.

4. Planning Details:

   a. The information required on this sheet changes with each project/ application type.
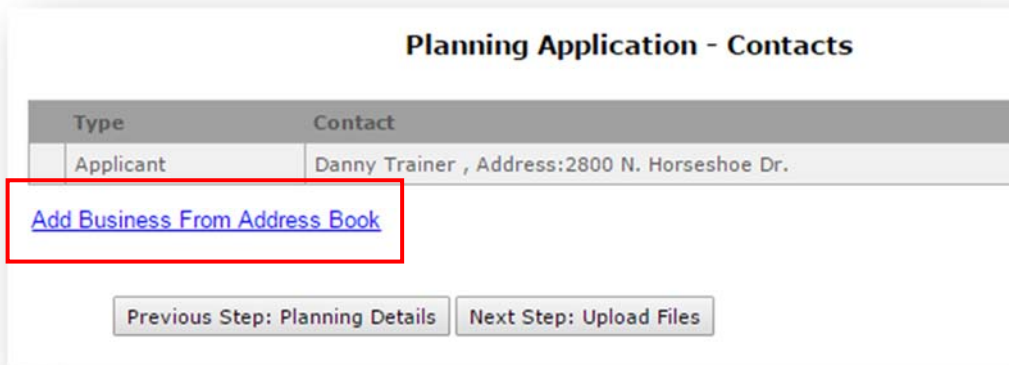
5. Click Next Step Button. Follow any additional steps, fill out all the required fields for application. submittal.

6. Contacts:

   a. The system auto-populates the Applicant's name with the information you used to register. It is optional to provide additional contacts.
      i. To move forward, click Next Step: Upload Files button.
      ii. To add another contact, click "Add Business from Address Book" link.

7. Upload Files:

   a. Follow **Uploading Files (Initial Submittal) Guide** for this step.

8. Review & Submit:

   a. Review your information and enter the Security Code as shown below.
      Note: The **Previous Step** button can be used to go back and enter the information you may have missed.
   b. Click Complete Application button.
      Note: Once you click this button, system will save your information.

Planning Application - Review & Submit

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

▼ Planning Information

[Review information.]

pe: Administrative Variance

ne: 9140 45th Ave NE

Project Description: Encroachment .75 foot side yard. Analysis reveals that the single-family residence was constructed slightly askew to south, side yard, property line and that the maximum encroachment is .75 feet.

Contacts: Applicant
Danny Trainer , Address:2800 N. Horseshoe Dr.

▼ Pre-Application

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

▼ Location Details

Street Address and/or Folio/Parcel ID: Address: 9140 45th Ave NE, Folio 012345667
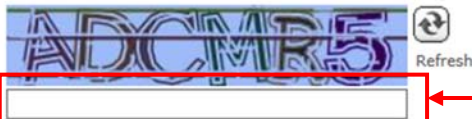
▼ Administrative Variance

Type of Variance: 01-ATF Yard Encroachments

▼ Uploaded Documents

- Submittal 1 Application .pdf
- Submittal 1 Warranty Deed.pdf
- Submittal 1 Cover Letter.pdf
- Submittal 1 Survey.pdf
- Submittal 1 Affadavit of Authorization.pdf

[Enter security code here.]

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

ADCMR5 ↻ Refresh

[Click Here to Complete.]

| Previous Step: Upload Files | Complete Application | | Cancel Application |

2. Planning Application- Complete:

   a. Review Application Number. This ends the Submitting Application process. To review the status of applications, see next step **My Items link**.

Welcome Danny Trainer !
Sign Out   My Account   My Items   Portal Home   Property Search   Portal Help

Step 1: Project Description	Step 2: Planning Details	Step 3: Contacts	Step 4: Upload Files	Step 5: Review & Submit	Step 6: Complete

Planning Application - Complete

Planning Project Application Number PL20170000028

[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.

▾ Planning Information

Project Type: Administrative Variance

Project Descriptive Name: 9140 45th Ave NE

Project Description: Encroachment .75 foot side yard. Analysis reveals that the single-family residence was constructed slightly askew to south, side yard, property line and that the maximum encroachment is .75 feet.

Contacts: Applicant
Danny Trainer , Address:2800 N. Horseshoe Dr.

▾ Pre-Application

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

▾ Location Details

Street Address and/or Folio/Parcel ID: Address: 9140 45th Ave NE, Folio 012345667

▾ Administrative Variance

Type of Variance: 01-ATF Yard Encroachments

▾ Documents & Images

Date Uploaded	Document Name
01/31/2017	Submittal 1 Application .pdf
01/31/2017	Submittal 1 Warranty Deed.pdf
01/31/2017	Submittal 1 Cover Letter.pdf
01/31/2017	Submittal 1 Survey.pdf
01/31/2017	Submittal 1 Affadavit of Authorization.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.
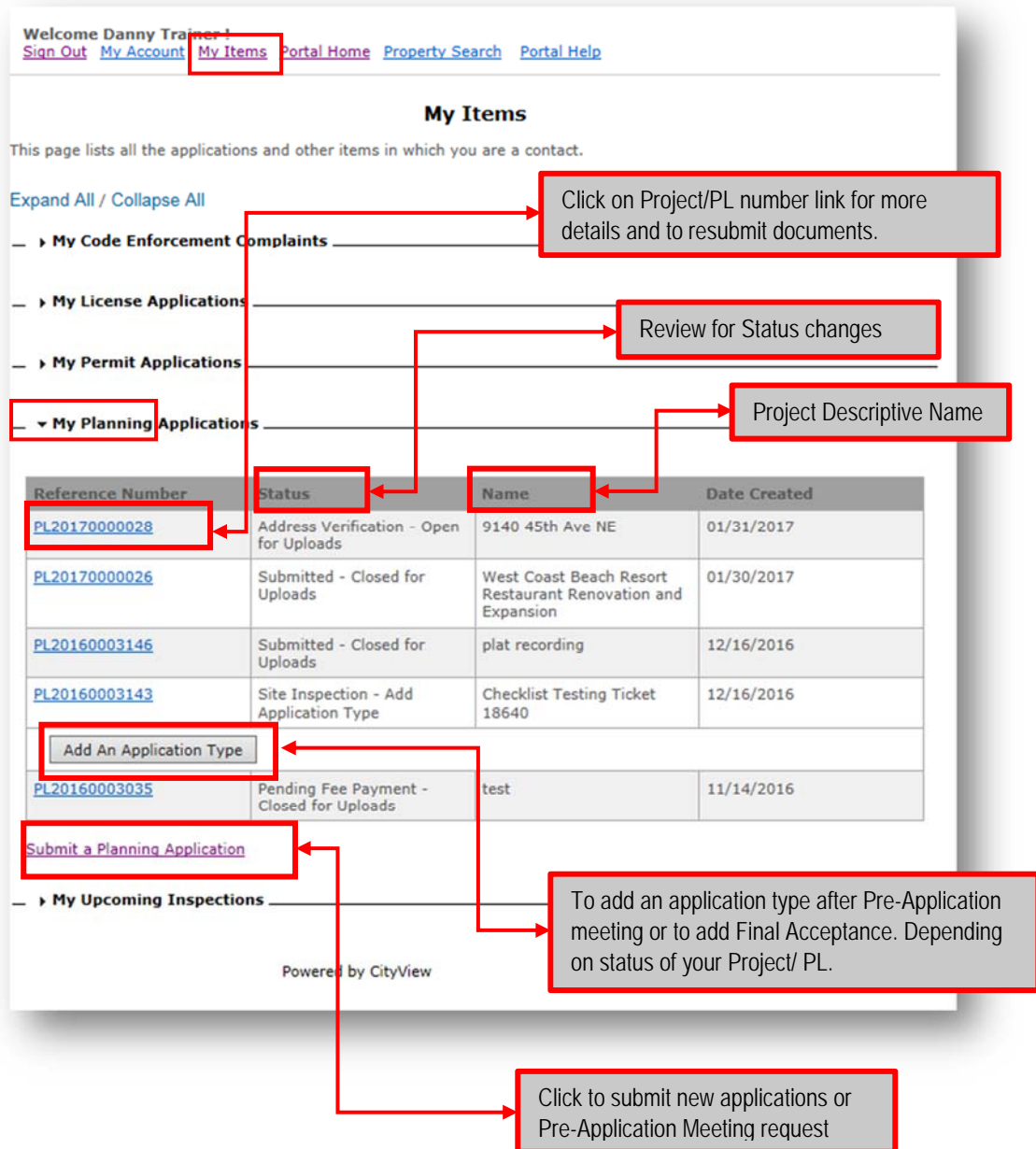
Please select a link below to access the CityView Portal.

View the status of my application
Portal Home

3. **My Items** link:
   a. Click on My Items link, located at the top of every screen in the GMD Public Portal.
   b. Click My Planning Applications.
   c. Review the submitted planning applications, status of projects, add an application type after a Pre- Application meeting, and submit new applications from this area.