



Submitting Application (after Pre-Application Meeting) PL Guide E-Permitting for Applicants

PURPOSE

This guide provides a step by step aid for submitting applications in the GMD Public Portal, after a Pre-Application Meeting has been conducted and the project's status has been updated to "Complete – Add Application Type".

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 **Upload Files (Initial Submittal) Guide** prior to submitting electronically.

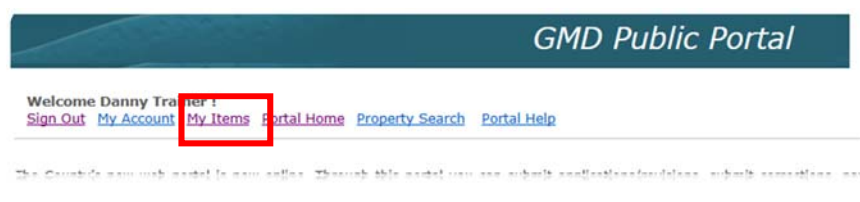
PROCEDURE

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

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

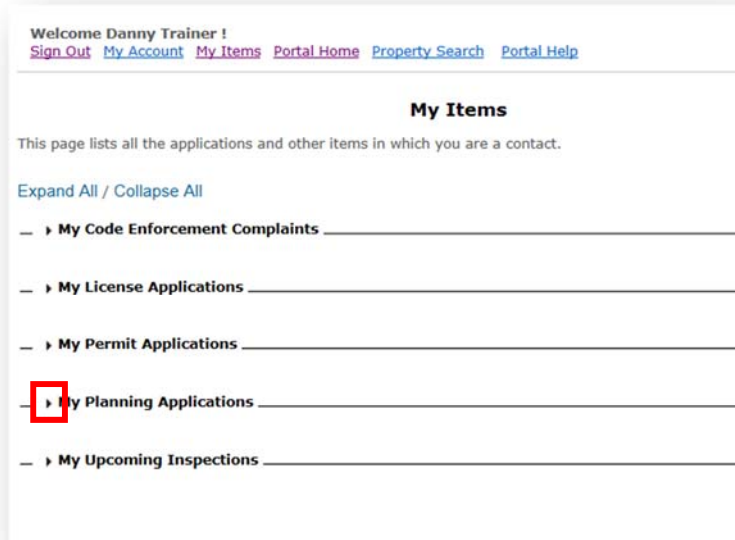
2. Click **My Items** link.

Note: **My Items** allows the portal users to view a list of their submitted planning applications, check on the status of projects, add an application type after a Pre- Application meeting, and submit a new application.

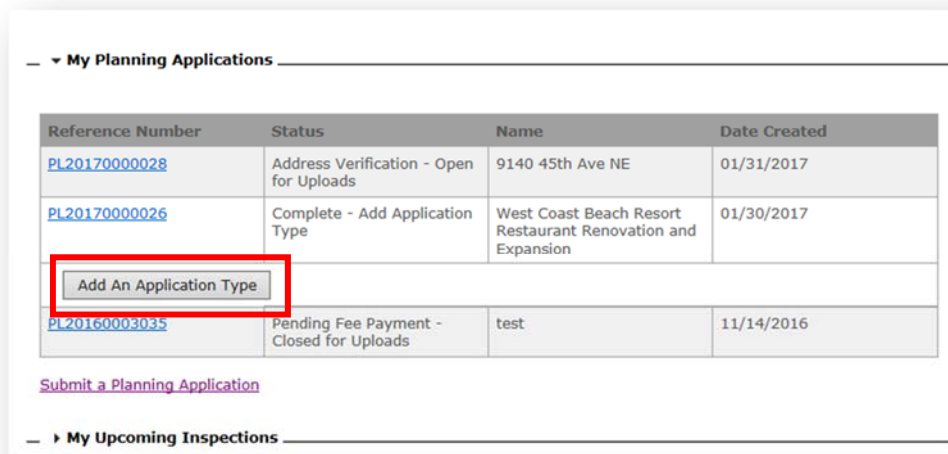


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3. Click drop-down arrow next to [My Planning Applications](#).



4. Locate project/ PL number and Click [Add An Application Type](#) link, located underneath project/PL number.



5. Planning Application - Planning Types:
 - a. Select your [Application Type](#) from list and then click [Next Step](#) button.

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Step 1:
Planning Types

Step 2:
Planning Details

Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review & Submit

Step 6:
Complete

Planning Application - Planning Types

▼ West Coast Beach Resort Restaurant Renovation and Expansion

Please choose the appropriate item for your project.

- Alcoholic Beverage Distance Waiver
- Auto Service Station Waiver
- Boat Dock Extension
- Community Development District Determination of Completeness
- Conditional Use
- Conditional Use Extension
- Construction Plans
- Development of Regional Impact
- Development Order Amendment
- Deviations for Redevelopment
- Final Plat
- Growth Management Plan Amendment Adoption
- Growth Management Plan Amendment Transmittal
- Mixed Use Project
- Mixed Use Project Deviation
- Planned Unit Development Amendment
- Planned Unit Development Insubstantial Change
- Planned Unit Development Rezone

Cancel

Next Step: Planning Details

6. Planning Details:

- a. The information required on this sheet changes with each project/ application type.

Welcome Danny Trainer !
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Planning Types

Step 2:
Planning Details

Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review & Submit

Step 6:
Complete

Planning Application - Planning Details

Required information is indicated with an asterisk (*).

▼ Conditional Use Extension

Residential or Commerical?:

General Location and/or Cross Streets:

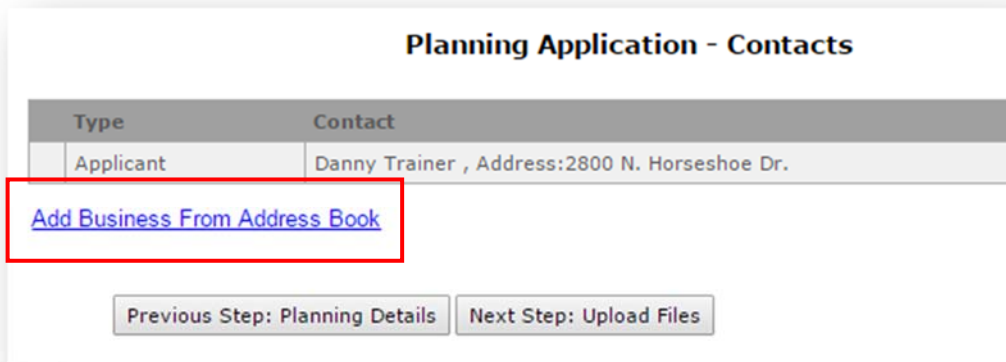
Original Resolution/Ordinance Number:

Previous Step: Planning Types

Next Step: Contacts

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7. Click [Next Step](#) Button. Follow any additional steps, fill out all the required fields for application submittal.
8. 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.



Type	Contact
Applicant	Danny Trainer , Address:2800 N. Horseshoe Dr.

[Add Business From Address Book](#)

Previous Step: Planning Details Next Step: Upload Files

9. Upload Files:
 - a. Follow [Uploading Files \(Initial Submittal\) Guide](#) for this step.
10. 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.

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

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

Project Type: Conditional Use Extension
 Project Descriptive Name: West Coast Beach Resort Restaurant Renovation and Expansion
 Project Description: The project addresses the expansion and renovation of the existing restaurant and boardwalk/decking. Project will exceed 50% of the appraised value of the property. Project resides seaward of the Collier County Coastal Construction Setback Line.
 Existing Application Name: 99-111 (Original); Latest SDPA-PL201100001

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: 123 Vanderbilt Beach Road, Folio: 12345677


▼ Conditional Use Extension

Residential or Commerical?: Test
 General Location and/or Cross Streets: Test
 Original Resolution/Ordinance Number: Test

▼ Uploaded Documents

- Submittal 1 Warranty Deed.pdf
- Submittal 1 Cover Letter.pdf
- Submittal 1 Original Conditional Use App.pdf
- Submittal 1 Application .pdf
- Submittal 1 Environmental Data Requirements.pdf
- Submittal 1 Survey.pdf
- Submittal 1 Site Plan.pdf

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



Review information.

Enter security code here.

Click Here to Complete.

11. Planning Application- Complete:

- a. Review Project/PL number, this number will remain the same as the Pre-Application Meeting. This ends the Submitting Application process. To review the status and documents associated with this project/PL, see next step, **My Items** link.



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Step 1: Planning Types **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: **PL2017000026**

[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: Conditional Use Extension
Project Descriptive Name: West Coast Beach Resort Restaurant Renovation and Expansion
Project Description: The project addresses the expansion and renovation of the existing restaurant and boardwalk/decking. Project will exceed 50% of the appraised value of the property. Project resides seaward of the Collier County Coastal Construction Setback Line.
Existing Application Name: 99-111 (Original); Latest SDPA-PL201100001

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: 123 Vanderbilt Beach Road, Folio: 12345677

— **▼ Conditional Use Extension** —

Residential or Commerical?: Test
General Location and/or Cross Streets: Test
Original Resolution/Ordinance Number: Test

— **▼ Documents & Images** —

Date Uploaded	Document Name
01/30/2017	Addressing Checklist (Addressing Checklist.pdf)
02/01/2017	Submittal 1 Warranty Deed.pdf
02/01/2017	Submittal 1 Cover Letter.pdf
02/01/2017	Submittal 1 Original Conditional Use App.pdf
02/01/2017	Submittal 1 Application .pdf
02/01/2017	Submittal 1 Environmental Data Requirements.pdf
02/01/2017	Submittal 1 Survey.pdf
02/01/2017	Submittal 1 Site Plan.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](#)

12. My Items link:

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

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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▶ My Code Enforcement Complaints
- ▶ My License Applications
- ▶ My Permit Applications
- ▼ My Planning Applications

Reference Number	Status	Name	Date Created
PL20170000028	Address Verification - Open for Uploads	9140 45th Ave NE	01/31/2017
PL20170000026	Submitted - Closed for Uploads	West Coast Beach Resort Restaurant Renovation and Expansion	01/30/2017
PL20160003146	Submitted - Closed for Uploads	plat recording	12/16/2016
PL20160003143	Site Inspection - Add Application Type	Checklist Testing Ticket 18640	12/16/2016
Add An Application Type			
PL20160003035	Pending Fee Payment - Closed for Uploads	test	11/14/2016

[Submit a Planning Application](#)

- ▶ My Upcoming Inspections

Powered by CityView

Click on Project/PL number link for more details and to resubmit documents.

Review for Status changes

Project Descriptive Name

Add An Application Type

To add an application type after Pre-Application meeting or to add Final Acceptance. Depending on status of your Project/ PL.

Click to submit a new application or Pre-Application Meeting request