

PURPOSE

This guide provides a step by step aid for requesting Pre-Application meetings through the GMD Public Portal.

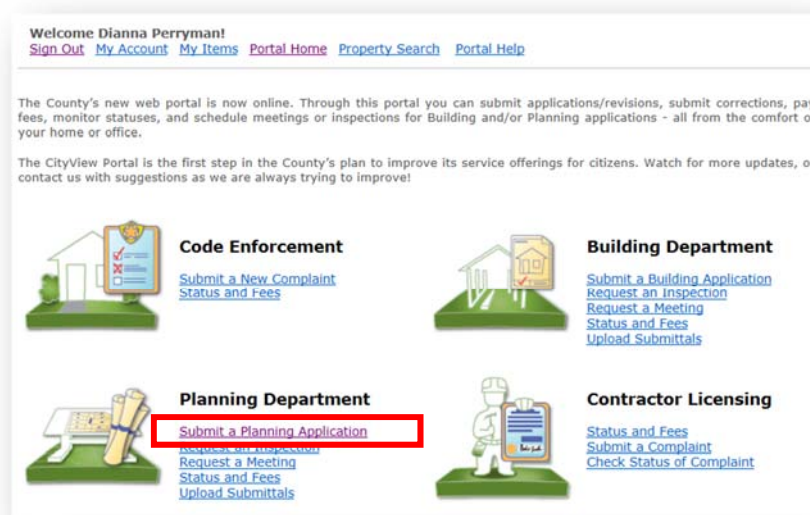
GENERAL INFORMATION

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

PROCESS

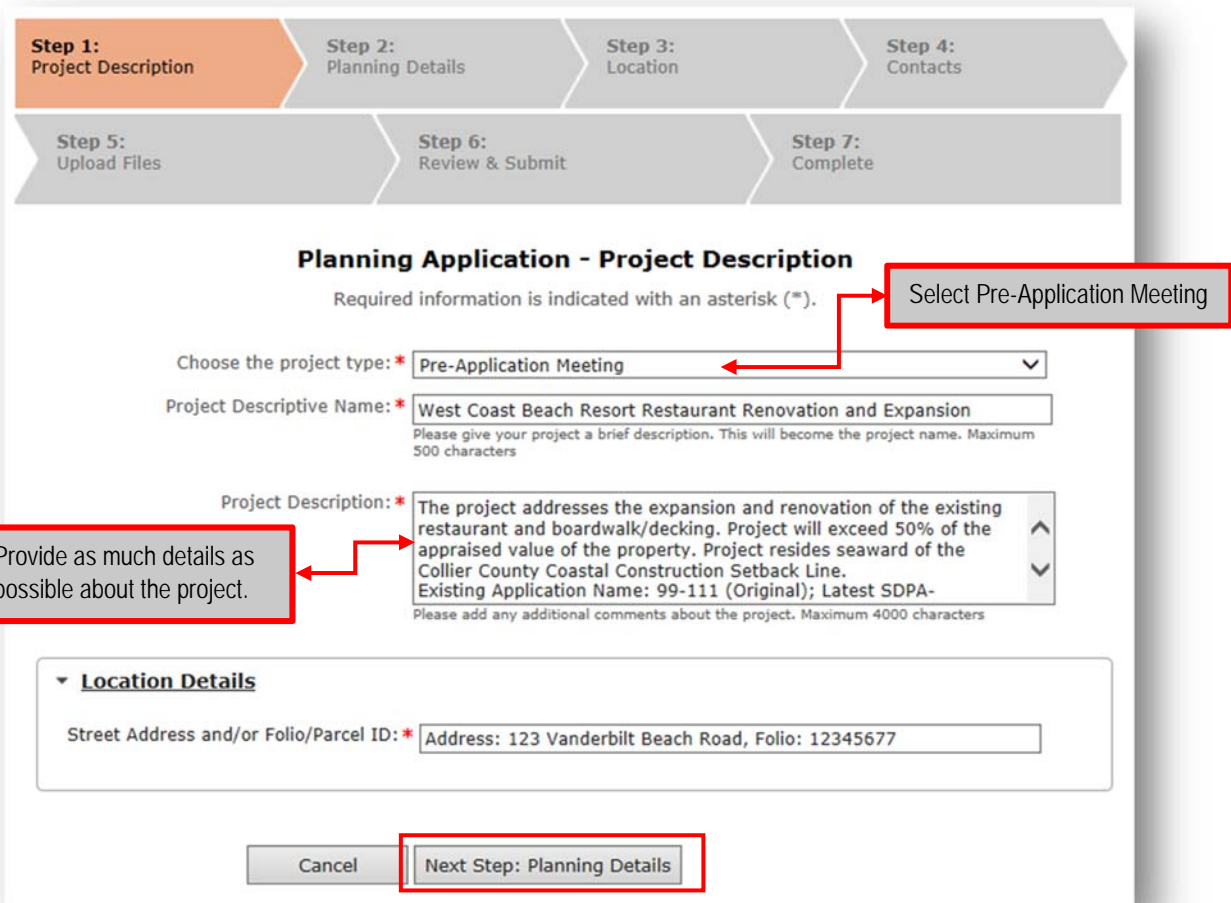
Click on link to the Collier County GMD Public Portal: <http://cvportal.colliergov.net/CityViewWeb/>.

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 [Pre-Application Meeting](#) from drop-down menu.
- 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.
Note: The more details written in this section about the proposed project, the more prepared the County staff will be for the pre-application meeting.
- 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](#).



Step 1: Project Description | Step 2: Planning Details | Step 3: Location | Step 4: Contacts
 Step 5: Upload Files | Step 6: Review & Submit | Step 7: Complete

Planning Application - Project Description

Required information is indicated with an asterisk (*).

Choose the project type: * Select Pre-Application Meeting

Project Descriptive Name: *
Please give your project a brief description. This will become the project name. Maximum 500 characters

Project Description: *
Provide as much details as possible about the project. Please add any additional comments about the project. Maximum 4000 characters

Location Details

Street Address and/or Folio/Parcel ID: *

4. Planning Details:

- a. In the [Project Type](#), when requesting a meeting, select proposed project.
Note: In the [Project Type](#), when meeting has been waived, you may select the project type you will be applying for.
- b. Fill out the additional details of your Pre-Application Meeting request, such as dates available and unavailable. See below example.

Planning Application - Planning Details

Required information is indicated with an asterisk (*).

— **Pre-Application Meeting** —

Project Type:	<input type="text" value="Site Development Plan"/>
Preferred Date and Time:	<input type="text" value="early afternoon February 20, 21, or 22"/>
Unavailable Dates:	<input type="text" value="February 10-19"/>
Firm/Company Name and Address:	<input type="text" value="John Doe - XX Consulting Group, Inc. 123456 Example Way, Naples FL."/>
Representing:	<input type="text" value="West Coast Beach Resort"/>

5. 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.

Planning Application - Contacts

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

[Add Business From Address Book](#)

6. Upload Files:

- a. To attach **Addressing Checklist**, click [Browse](#) button.
- b. Additional documents for pre-application meeting are optional but recommended:
 - i. [Upload Additional Documents](#) may be used to add other documents you may want planner to review, such as Conceptual Site Plans, Conceptual Master Plans, aerials, ordinances, etc.
 - ii. Describe the document in the [Provide a short description of this set of documents](#) comments area.
- c. For **pre-application meeting waivers**:
 - i. Add email from planner waiving the pre-application meeting, under "[Upload Additional Documents](#)".

▼ Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 72MB in size.
- Accepted file extensions:
 - pdf, xlsx, xls, cer, pfx, doc, docx
- All plans shall be to scale and displayed on plans.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.
- All Blank application forms for submittal can be found at <http://www.collierqov.net/index.aspx?page=3428>.
- Any documents without a classification can be uploaded as "miscellaneous" (e.g. emails, cover letters, etc).
- Please contact our office at (239) 252-2400 if you experience difficulties or have general questions.

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ Current Submittal

Submittal #1) Pre-Application (06/14/2016) Print Requirement Items

Type	Status	Date Verified
▼ Addressing Checklist	Pending	
Select a new document for this requirement		
<input style="border: 1px solid gray;" type="button" value="Browse..."/>		

▼ Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

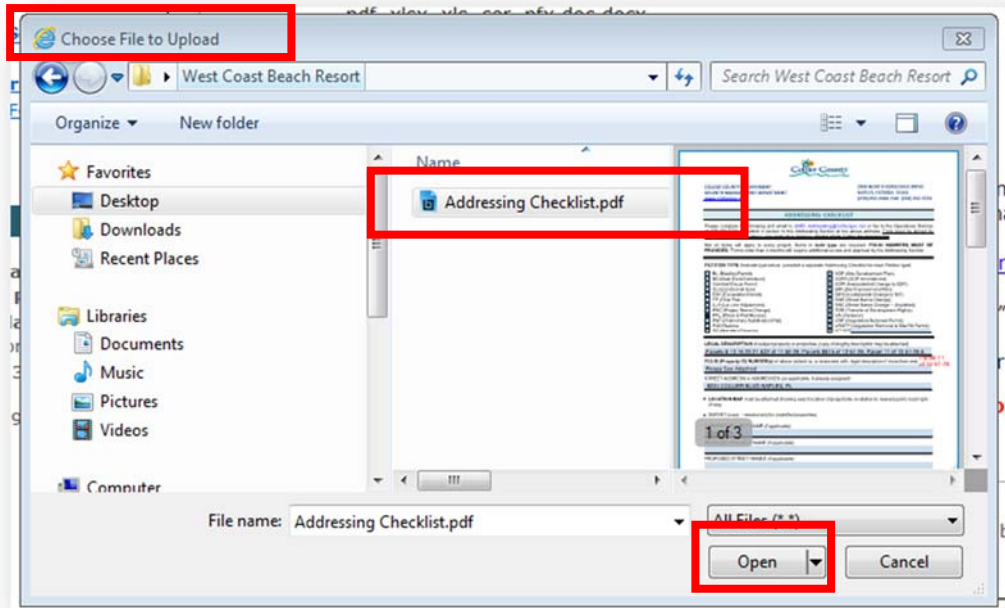
Review the Guidelines.

Click Browse to attach Addressing Checklist.

Click Browse to attach Pre-Application Waiver email and/ or additional documents.

Describe document here, such as Pre-Application Waiver, aerial, etc.

d. Locate, choose, and open file from your computer.



- e. Uploaded files display under Browse button as shown in the below example. Click [Next Step: Review & Submit](#), once you have uploaded your documents.

Current Submittal

Submittal #1 Pre-Application (01/30/2017) [Print Requirement Items](#)

Type	Status	Date Verified
Addressing Checklist	Pending	

Select a new document for this requirement [Browse](#)

Addressing Checklist.pdf [Remove](#)

Provide a short description of this set of documents:

Upload Additional Documents

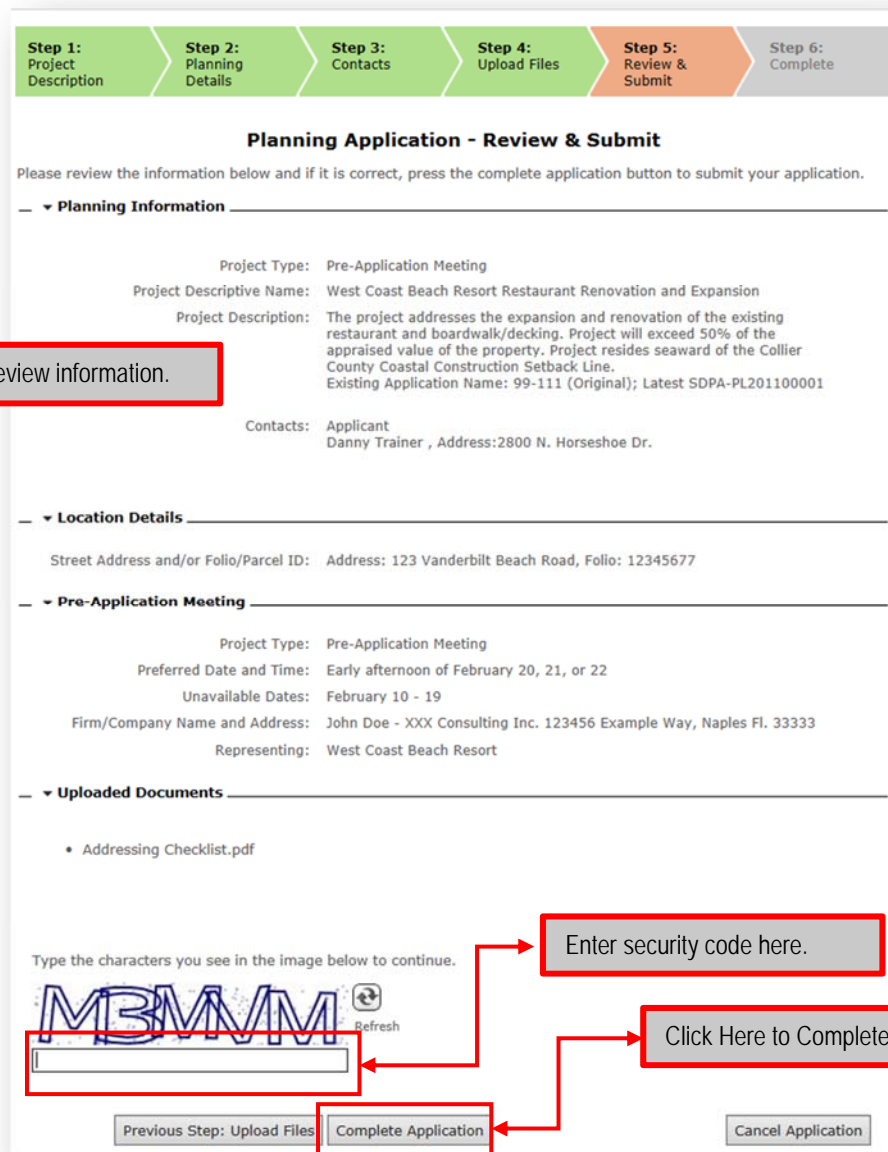
Select any additional documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

[Previous Step: Contacts](#) [Next Step: Review & Submit](#)

7. 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.



Step 1: Project Description **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: Pre-Application Meeting
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.

— **▼ Location Details** —

Street Address and/or Folio/Parcel ID: Address: 123 Vanderbilt Beach Road, Folio: 12345677

— **▼ Pre-Application Meeting** —

Project Type: Pre-Application Meeting
Preferred Date and Time: Early afternoon of February 20, 21, or 22
Unavailable Dates: February 10 - 19
Firm/Company Name and Address: John Doe - XXX Consulting Inc. 123456 Example Way, Naples FL. 33333
Representing: West Coast Beach Resort

— **▼ Uploaded Documents** —

- Addressing Checklist.pdf

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

MBMMM Refresh

Enter security code here.

Click Here to Complete.

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

8. Planning Application- Complete:
 - a. Review Application Number. This ends the Pre-Application Meeting Request process.
 - i. County Staff will receive the meeting request and will communicate back to the applicant via email confirming the date and time of the meeting.

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 PL20170000026

[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

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Unavailable Dates: February 10 - 19

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Representing: West Coast Beach Resort

▼ Documents & Images

Date Uploaded	Document Name
01/30/2017	Addressing Checklist.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](#)