



Resubmitting Documents (Insufficiency) PL Guide E-Permitting for Applicants

PURPOSE

This guide provides a step by step aid for resubmitting documents in the GMD Public Portal. This procedure begins after you have received an insufficiency letter or request for changes. The status of the project/PL must be "Resubmit - Open for Uploads" in order for the procedure to work.

GENERAL 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>

PREPARING FOR RESUBMITTING DOCUMENTS

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

- Planning Projects previously submitted as paper, can be resubmitted electronically. Please contact Client Services via email GMDClientServices@colliergov.net or Phone (239) 252-1036.
- **Remember that Insufficiency documents must be submitted as complete files (with the corrected sheets *replacing* the insufficient sheets).** Submittals containing just the corrected sheets will be returned as Insufficient. Each complete file should be uploaded as a "New Version" of the previously submitted checklist item. Only use the "Miscellaneous Documents" checklist item when your correction comments request a new/not previously submitted document.
- Naming document files – name file according to its submittal number and type of document. For example; Submittal 1 Environmental Plans, Submittal 2 Environmental Plans, etc. If the document is being submitted for the third time due to an insufficiency or correction, name it Submittal 3 and the type of document.

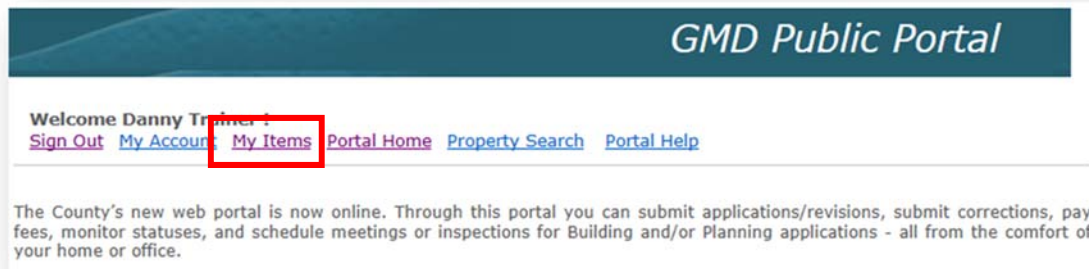
PROCEDURE

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

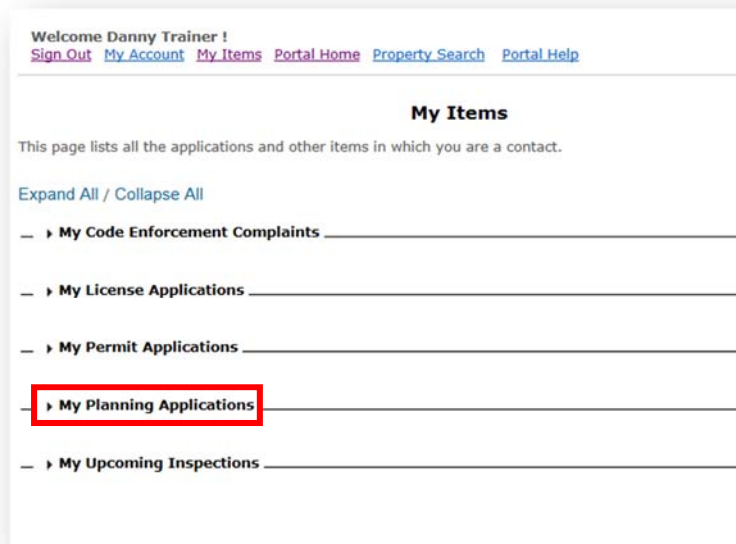
1. Click **Sign In** link. Sign in using your registered account.
2. Click **My Items** link.

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



3. Click [My Planning Applications](#).



4. Click on the [project /PL Number](#) link.
Note: the status must be "Resubmit – Open for Uploads".

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My Planning Applications

Reference Number	Status	Name	Date Created
PL20170000028	Address Verification - Open for Uploads	9140 45th Ave NE	01/31/2017
PL20170000026	Resubmit - Open 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](#)

- Click [Submittals](#) located at the bottom of the screen.
Important Note: Do not select the "Upload Additional Documents". You must click the "Submittals".

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

Planning Application Status

[Expand All](#) / [Collapse All](#)
Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary

Planning Project Application Number: PL20170000026
 Project Name: West Coast Beach Resort Restaurant Renovation and Expansion
 Application Types: Pre-Application Meeting (Status: Complete - Add Application Type)
 Conditional Use Extension (Status: Resubmit - Open for Uploads)
 Application Status: Resubmit - Open for Uploads
 Property Owner's Full Name: GARCIA, LUIS & CARMEN
 Description of Work: 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
 Locations: [1234560001](#)
 Date Entered: 01/30/2017

Application Types (Click to See Reviews)

Fees

Inspections

Documents & Images

Upload Additional Documents

[Submittals](#) ← [Home](#)

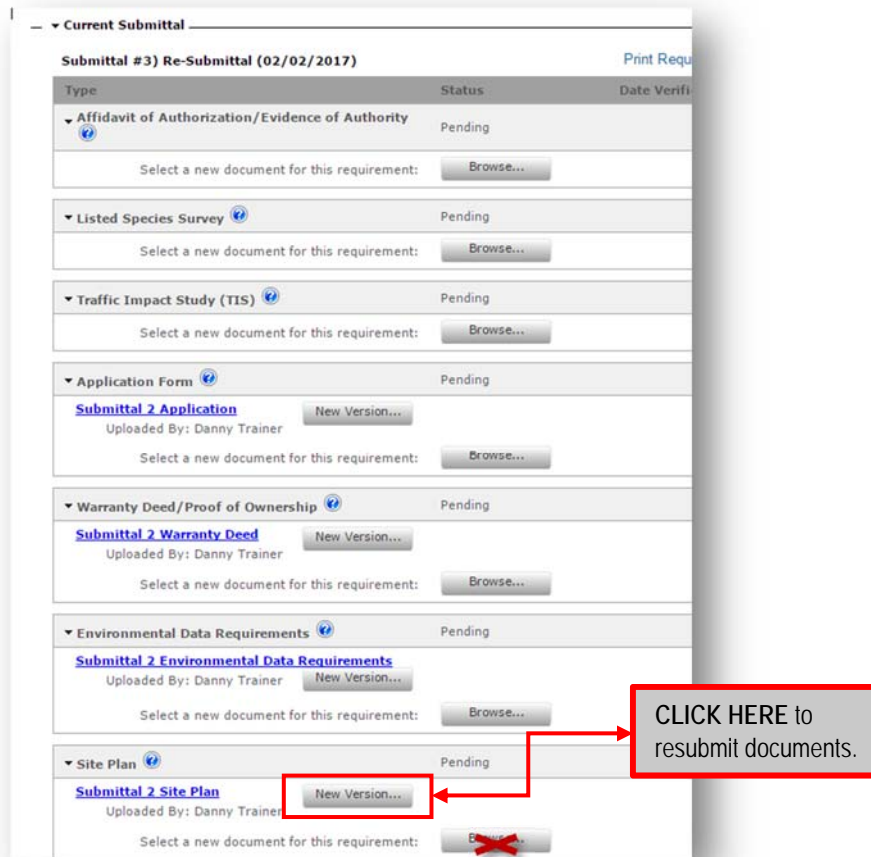
Powered by CityView

CLICK HERE to resubmit documents.

- Click "New Version" button next to the documents required for resubmission.
Note: If a submittal item is not listed, scroll to the bottom of the screen and you may upload those

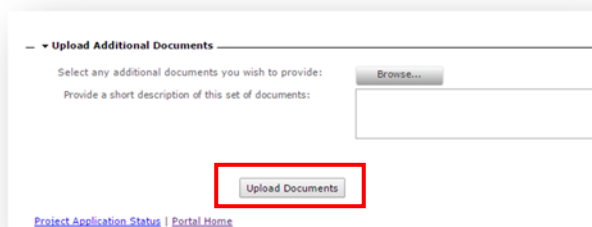
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documents under "Upload Additional Documents".



The screenshot shows a web interface for document management. It features a table with columns for 'Type', 'Status', and 'Date Verifi'. The table lists several requirements, each with a 'New Version...' button. A red box highlights the 'New Version...' button for the 'Site Plan' requirement, with an arrow pointing to a callout box that says 'CLICK HERE to resubmit documents.' Another red box highlights the 'Browse...' button for the 'Site Plan' requirement, which has a red 'X' over it.

- Click [Upload Documents](#) button, once all new versions of documents have been added.
Note: Once you click this button, the status of the project will change to "Submitted - Closed for Uploads" and you will not be able to submit anymore documents until it goes through the review process.



The screenshot shows a form titled 'Upload Additional Documents'. It includes a 'Browse...' button, a text input field for 'Provide a short description of this set of documents:', and a red box highlighting the 'Upload Documents' button. At the bottom, there are links for 'Project Application Status' and 'Portal Home'.

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- Click **Ok** button in the **Uploads Complete** message box. The screen will move to the **Planning Application Status** page and the status of the project/PL will be "Submitted – Closed for uploads". This ends the Resubmitting Documents Process.

