

PURPOSE

This guide provides step-by-step instructions on how to request a Pre-Application meeting through the GMD Public Portal.

GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link: <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- All fields with red asterisks are required and the system will not allow you to move forward until you have provided the information
- Some portal questions load additional submittal items, depending on the answer.
- The **application form** is required to be completed: [Land Development and Other Applications | Collier County, FL \(colliercountyfl.gov\)](#)
- Each application type has a specific submittal item checklist that identifies plans and documents required for acceptance and review.
- Preparation is highly recommended
 - Review the submittal requirement checklist for the application type.
 - Files must be saved according to their submittal number and type of document. Refer to the **Uploading Files(Initial Submittal) Guide**. If the submittal checklist says Construction Plans, your file name must be saved as Submittal 1Construction Plans.
 - Make sure all signed and sealed documents comply with all state and county requirements: [Electronic Permitting - Online Submittals for Design Professionals](#).
 - Digitally signatures from Engineer must be a third-party signature, and Architect and Surveyors with self-created digital signatures must submit their public key to;
 - **Building, Right of Way, Well and Signs:** Permitting.dept@colliercountyfl.gov
 - **Planning and Zoning:** gmdclientservices@colliercountyfl.gov
- Manage electronically submitted planning applications through the My Items link at the top of the portal page.

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PROCEDURE

A. Sign In

1. **Sign In** on Portal
 - a. Enter registered email address and password.
 - b. Click Login



[Sign In](#) / [Register](#) / [Portal Home](#) / [Property Search](#) / [Portal Help](#)

Welcome to the Collier County Web Portal

With an account you will be able to do more with the Collier County Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

▼ **Login**

1.a Email Address: *

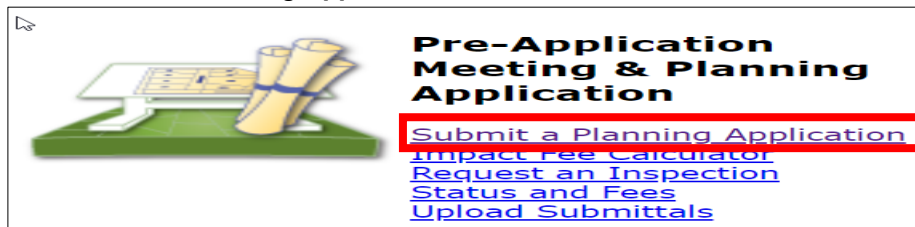
Password: *
[Forgot your password?](#)

1.b

▼ **Create an Account**

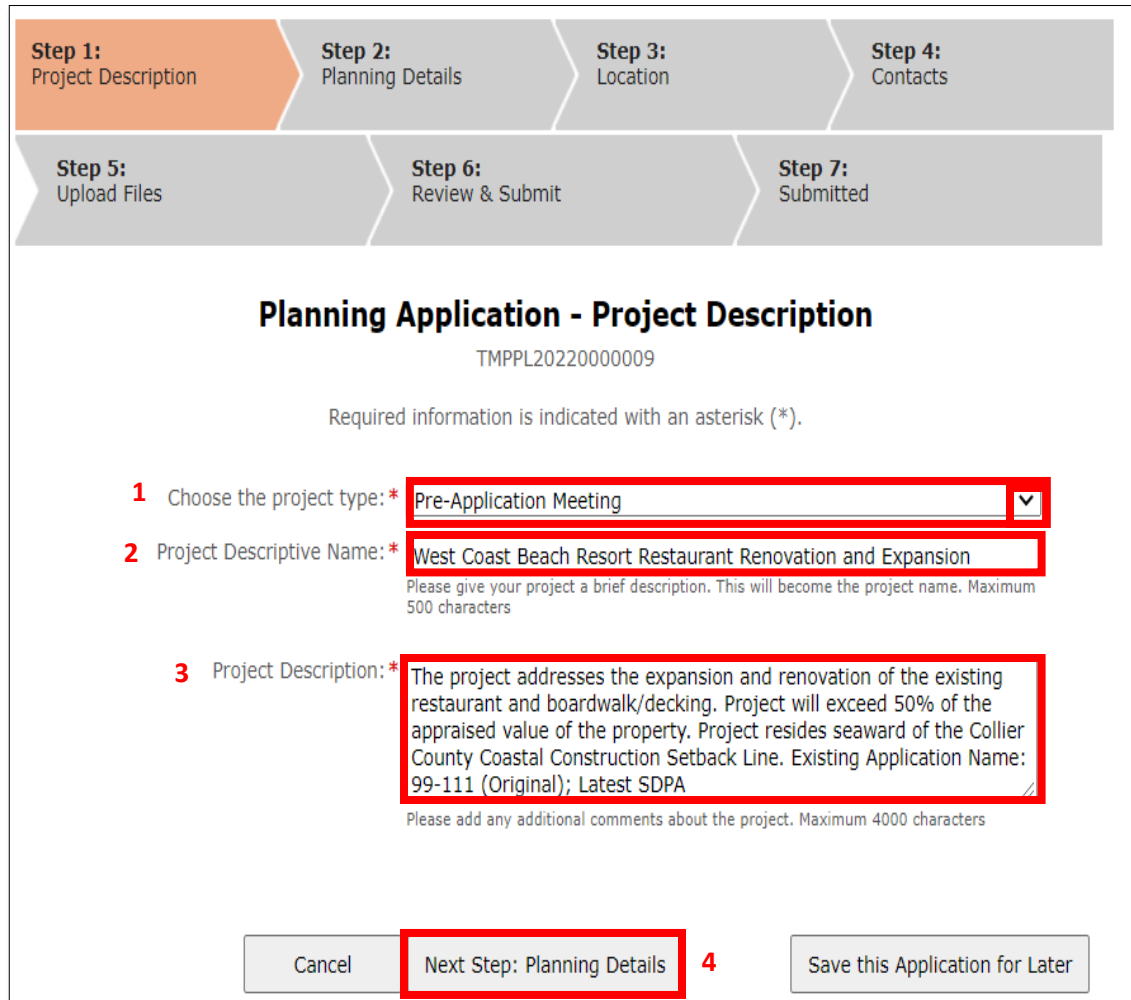
If you do not have an account, please click on [Create Account](#) to create one.

2. **Click Submit a Planning Application.**



B. Project Description

1. **Choose the project type:** Click the drop-down arrow and select Pre-Application Meeting from the drop-down menu.
2. **Project Descriptive Name:** Type in the project name in the box.
Note 1: The name you place here will help you identify the project when searching for it under My Items, Planning Applications in the GMD Public Portal.
3. **Project Description:** Type in the description of the proposed work and any other helpful details, such as ordinances or planning numbers associated with the project. The more details written in this section about the proposed project, the more prepared the County staff will be for the pre-application meeting.
4. Click **Next Step: Planning Details** button.



The screenshot shows a multi-step process flow at the top: Step 1: Project Description (highlighted in orange), Step 2: Planning Details, Step 3: Location, Step 4: Contacts, Step 5: Upload Files, Step 6: Review & Submit, and Step 7: Submitted.

The main form is titled "Planning Application - Project Description" with ID "TMPPL20220000009". A note states: "Required information is indicated with an asterisk (*)."

Form fields and their values:

- 1 Choose the project type: * (dropdown menu)
- 2 Project Descriptive Name: *

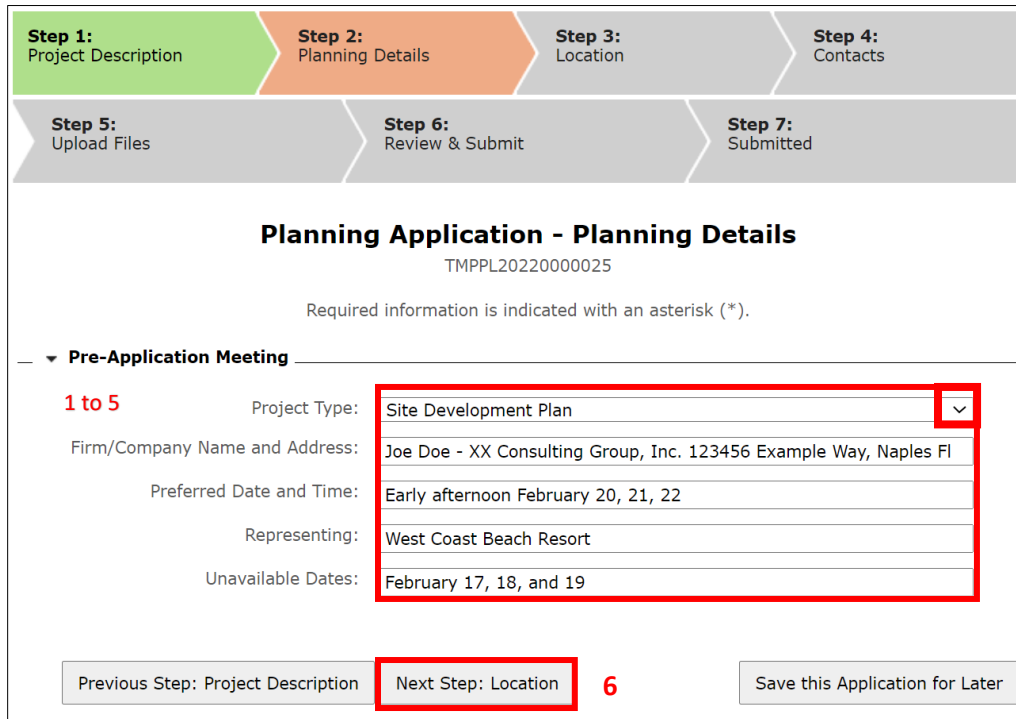
Please give your project a brief description. This will become the project name. Maximum 500 characters
- 3 Project Description: *

Please add any additional comments about the project. Maximum 4000 characters

Buttons at the bottom: Cancel, (highlighted with a red box and a red '4'), and Save this Application for Later.

C. Planning Details

1. **Project Type:** Click the arrow and select the Application Type.
2. **Firm/Company Name and Address:** Enter Business information
3. **Preferred Date and Time:** Enter the dates and times you and your firm will be available to attend the pre-application meeting.
4. **Representing:** Enter a company or person name who will be the contact person.
5. **Unavailable Dates:** Enter the date you or your firm will not be available to attend a pre-application meeting.
6. Click **Next Step: Location** button.



Step 1: Project Description

Step 2: Planning Details

Step 3: Location

Step 4: Contacts

Step 5: Upload Files

Step 6: Review & Submit

Step 7: Submitted

Planning Application - Planning Details

TMPPL20220000025

Required information is indicated with an asterisk (*).

▼ **Pre-Application Meeting**

1 to 5

Project Type: Site Development Plan

Firm/Company Name and Address: Joe Doe - XX Consulting Group, Inc. 123456 Example Way, Naples FL

Preferred Date and Time: Early afternoon February 20, 21, 22

Representing: West Coast Beach Resort

Unavailable Dates: February 17, 18, and 19

Previous Step: Project Description

Next Step: Location 6

Save this Application for Later

D. Location of Project

For planning application will cancel if a City of Naples or Marco Island address is selected.

1. **Search for Address:** enter a street address or parcel number of where work will be done. Select address from the results list.
 - a. If the address does not populate in the results list, click **Can't find address?** and enter the address manually.
2. Verify address selected appears in **The location you have selected** box.
3. Click **Next Step: Contacts** button.



Planning Application - Location of Project

TMPPL20220000011

Required information is indicated with an asterisk (*).

Search for address: 6560 Beach Resort DR, BLDG #: 2800, Naples, Multi Family

1

[Can't find address?](#)

The location you have selected: * 6560 Beach Resort DR, BLDG #: 2800, Naples, Multi Family

2

Add Another Location

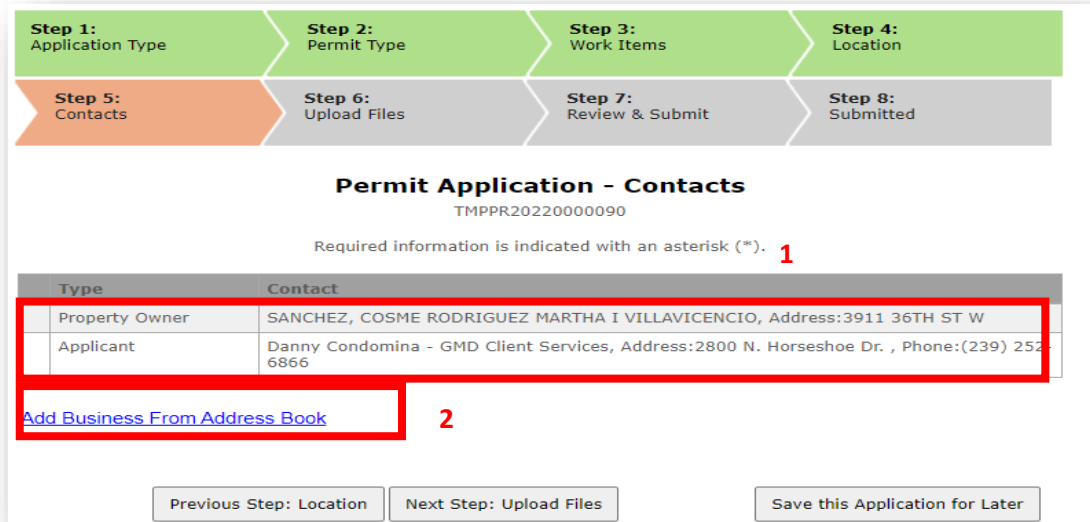
Previous Step: Planning Details

Next Step: Contacts 3

Save this Application for Later

E. Contacts

1. The system auto-populates the Owner and Applicant's name.
2. It is Optional to provide additional contacts. To add another contact; Architect or engineer, Click **Add Business from the Address Book** link. Address Book box will open.
3. Select business name from **Address Book**
 - a. **Contact Type:** click the drop-down arrow and select type.
 - b. **Search for a business:** enter the business name and select business name from the results list. **Note:** If the business name does not display in the results list, check the spelling.
 - c. Click **Add this Contact** button.
4. Click **Next Step: Upload Files** button.



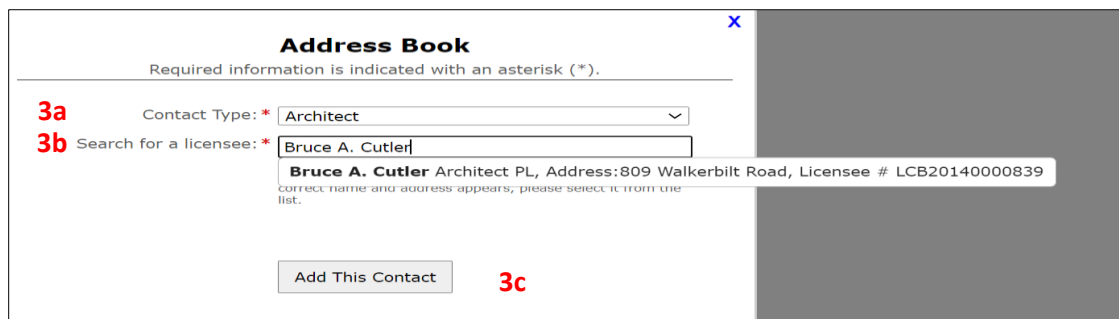
Permit Application - Contacts
TMPPR20220000090

Required information is indicated with an asterisk (*). **1**

Type	Contact
Property Owner	SANCHEZ, COSME RODRIGUEZ MARTHA I VILLAVICENCIO, Address:3911 36TH ST W
Applicant	Danny Condomina - GMD Client Services, Address:2800 N. Horseshoe Dr. , Phone:(239) 252-6866

[Add Business From Address Book](#) **2**

Previous Step: Location | Next Step: Upload Files | Save this Application for Later



Address Book

Required information is indicated with an asterisk (*).

3a Contact Type: * Architect

3b Search for a licensee: * Bruce A. Cutler

Bruce A. Cutler Architect PL, Address:809 Walkerbilt Road, Licensee # LCB20140000839
correct name and address appears; please select it from the list.

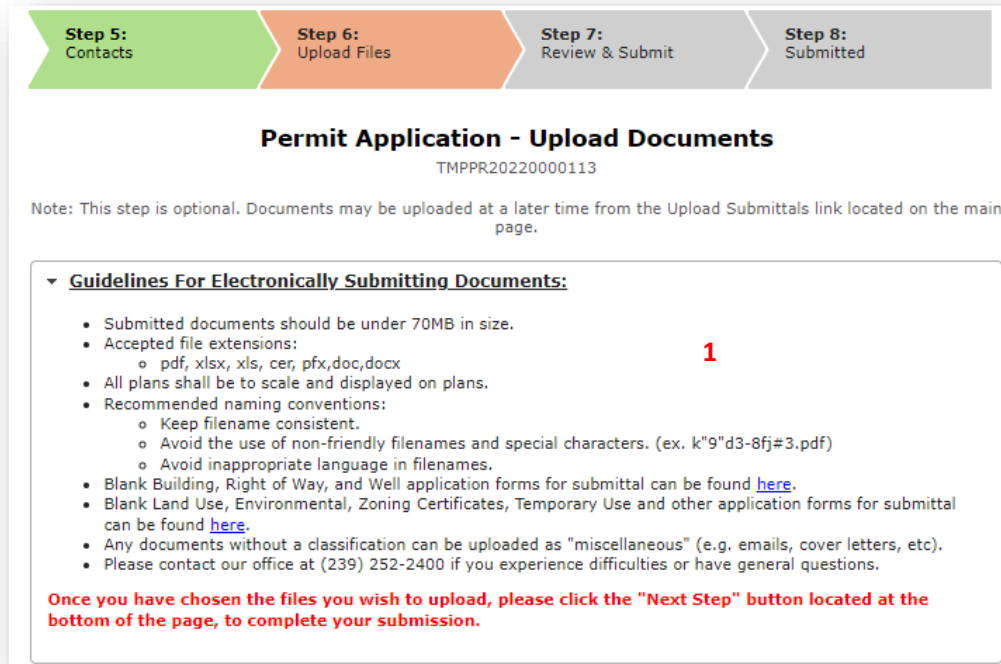
Add This Contact **3c**

Previous Step: Description of Work | Next Step: Upload Files **4**

F. Upload Files

Remember application form is required to be completed and uploaded.

1. Review **Guidelines for Electronically Submitting Documents.**



Step 5: Contacts

Step 6: Upload Files

Step 7: Review & Submit

Step 8: Submitted

Permit Application - Upload Documents

TMPPR20220000113

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

Guidelines For Electronically Submitting Documents:


- Submitted documents should be under 70MB in size.
- Accepted file extensions: **1**
 - 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 and special characters. (ex. k"9"d3-8fj#3.pdf)
 - Avoid inappropriate language in filenames.
- Blank Building, Right of Way, and Well application forms for submittal can be found [here](#).
- Blank Land Use, Environmental, Zoning Certificates, Temporary Use and other application forms for submittal can be found [here](#).
- 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 "Next Step" button located at the bottom of the page, to complete your submission.

2. To attach files, click the **Browse** button, located under the Checklist item.

Note 1: Each application type has a specific Checklist of documents and plans identified for submittal.

Note 2: Each file must be uploaded to its associated Checklist item.

Note 3: Click on  symbol for helpful links and definitions.

3. File explore opens, select file, and click **the Open** button.

4. Repeat steps 2 and 3 for each required Checklist item.

5. Click **Next Step: Review & Submit** button once all files are attached to their checklist item.

6. Click the **Ok** button on the Update Complete message box.

- You may encounter an **Error Has Occurred** message if the system times out, attached corrupt files, unacceptable file extensions, an exceeded file size, or other reasons shown under the guidelines.

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)

Type	Status
▼ Addressing Checklist	Pending

Select a new document for this requirement: **Browse...** 2

▼ **Upload Additional Documents**

Select any additional documents you wish to provide:
Provide a short description of this set of documents:

Provide a short description of this set of documents:

Previous Step: Contacts Next Step: Review & Submit 5 Save this Application for Later

Choose File to Upload

West Coast Beach Resort

Addressing Checklist.pdf 3

File name: Addressing Checklist.pdf All Files (*.*)

Open Cancel

▼ Site Planning Document	Pending
Select a new document for this requirement:	Browse... SitePlan.pdf
Provide a short description of this set of documents:	
▼ Fence Details	Pending
Select a new document for this requirement:	Browse... Fencedetail.pdf
Provide a short description of this set of documents:	

Uploads Complete

All documents were uploaded successfully.

Reminder: If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

6 Ok

▼ Addressing Checklist	Pending
Select a new document for this requirement:	Browse... Addressing Checklist.pdf Cannot perform runtime binding on a null reference 0.4MB
Provide a short description of this set of documents:	
▼ Fire Flow Tests	Pending
Select a new document for this requirement:	Browse...

An Error Has Occurred

Not all documents were uploaded successfully. Please try again.

6a

G. Review & Submit

1. Review your information and enter the **Captcha** as shown below.
Note: The **Previous Step** button can be used to go back and enter the information you may have missed or to add/remove document files.
2. Click the **Submit Application** button.

Planning Application - Review & Submit
TMPPL20220000014

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

— **▼ Planning Information** —

Project Descriptive Name: Test
Project Type: Pre-Application Meeting
Application Types: Pre-Application Meeting
Project Description: Test
Locations: Address
6560 Beach Resort DR, BLDG #: 2800, Naples, Multi Family
Property
726722400
Contacts: Property Owner
FALLING WATERS BEACH RES ORT IV A CONDOMINIUM
Applicant
Jasmine Belle, Address:2800 N. Horsehoe Dr.


— **▼ Pre-Application Meeting** —

Project Type:
Firm/Company Name and Address:
Preferred Date and Time:
Representing:
Unavailable Dates:

— **▼ Uploaded Documents** —

- AddressingChecklist.pdf

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



Refresh **1**

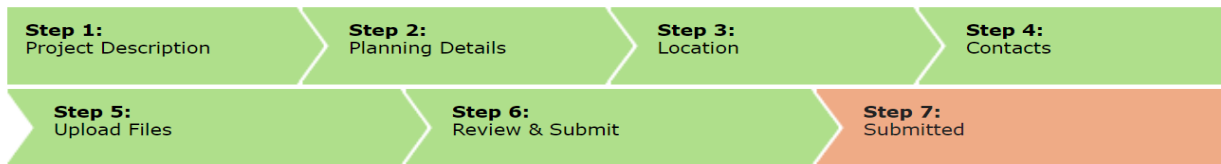
2

H. Submitted

The initial application submittal process is complete. The application will now move to County staff for application submittal sufficiency.

1. Review application reference number.
2. Click on the **My Items** link to monitor application status, fees, reviews, inspections, etc.

Welcome Jasmine Belle 2
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



Planning Application - Submitted

Planning Project Application Number PL20220000004 1

[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 Descriptive Name: West Coast Beach Resort Restaurant Renovation and Expansion
 Project Type: Pre-Application Meeting
 Application Types: Pre-Application Meeting
 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
 Locations: Address
 6560 Beach Resort DR, BLDG #: 2800, Naples, Multi Family
 Property
 726722400
 Contacts: Property Owner
 FALLING WATERS BEACH RES ORT IV A CONDOMINIUM
 Applicant
 Jasmine Belle, Address:2800 N. Horsehoe Dr.

▼ Pre-Application Meeting

Project Type: Site Development Plan
 Firm/Company Name and Address: John Doe - XX Consulting Group, Inc. 123456 Example Way, Naples FL
 Preferred Date and Time: Early afternoon February 20. 21 or 22
 Representing: West Coast Beach Resort
 Unavailable Dates: February 17, 18, and 19

▼ Documents & Images

Date Uploaded	File Type	Document Name
01/10/2022	Checklist	AddressingChecklist.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 Collier County Web Portal.

[Start a new application](#)
[View the status of my application](#)
[Portal Home](#)