	Submitting Application (Pre-app Not Required) GMD Portal User Guide
Collier County Growth Management Department	

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
  o Review the submittal requirement checklist for the application type.
  o 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.
  o Make sure all signed and sealed documents comply with all state and county requirements: Electronic Permitting - Online Submittals for Design Professionals.
  o 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.

Contents

PROCEDURE

A. Sign In

1. **Sign In** on Portal
   a. Enter registered email address and password.
   b. Click Login
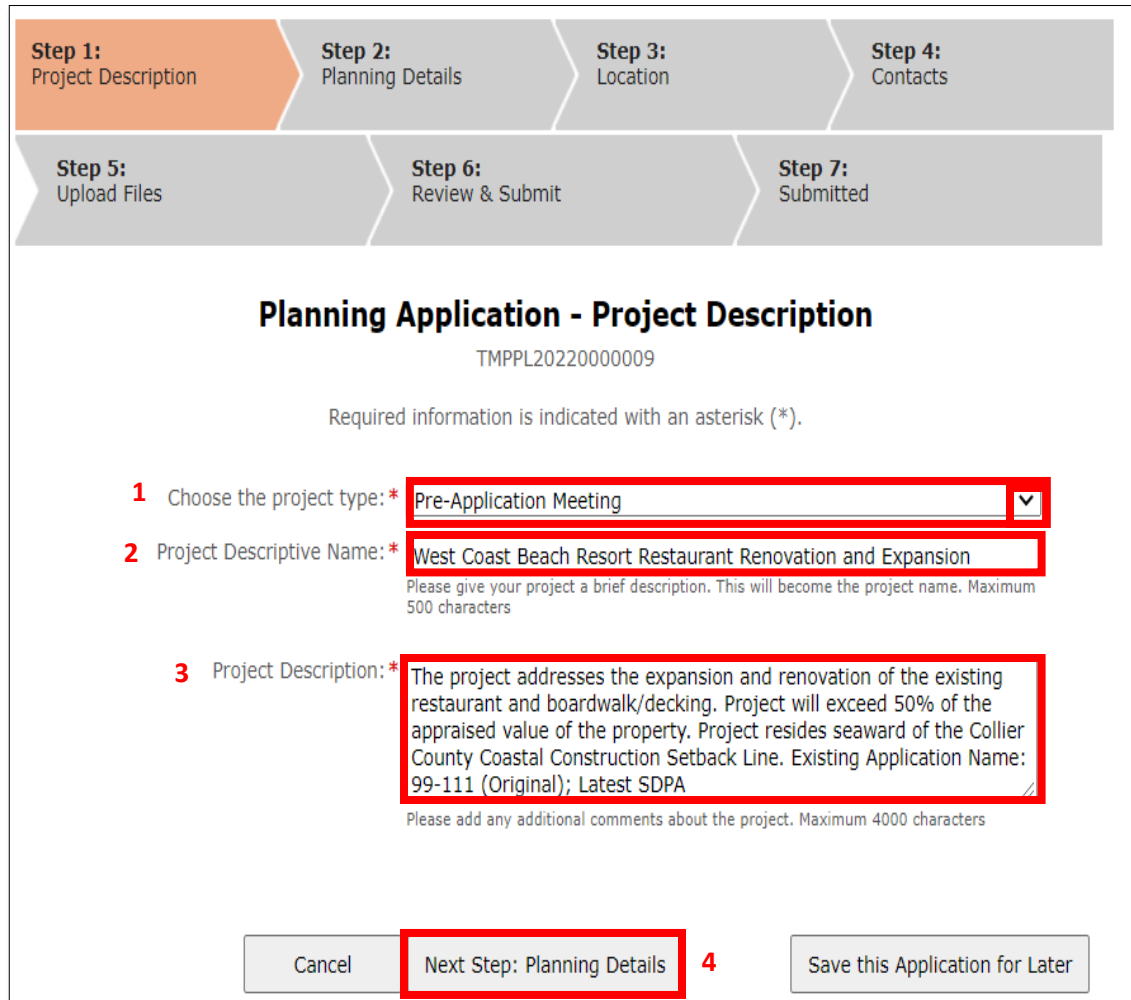
2. **Click Submit a Planning Application.**
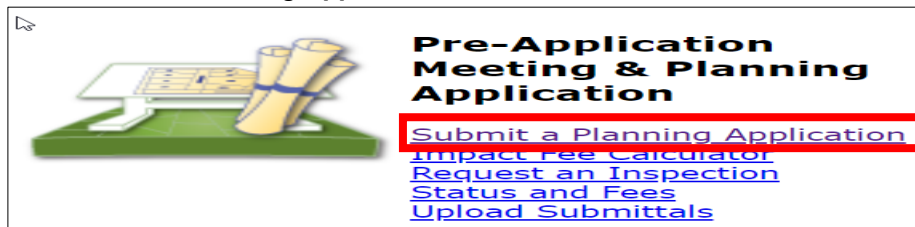
B. Project Description

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.
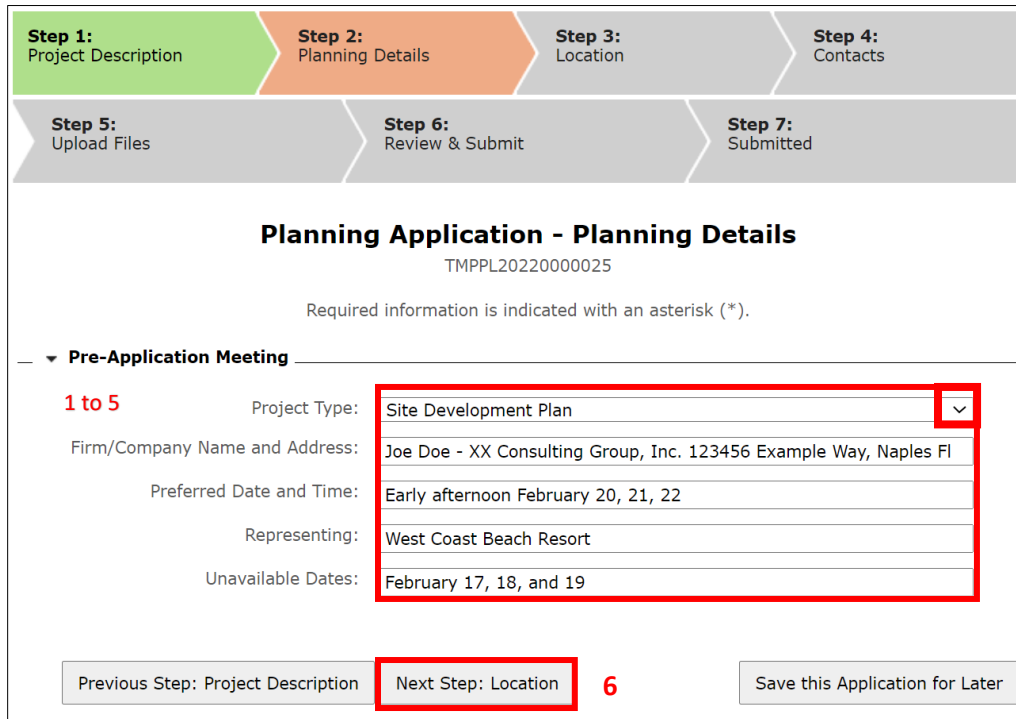
C. Planning Details

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.

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.
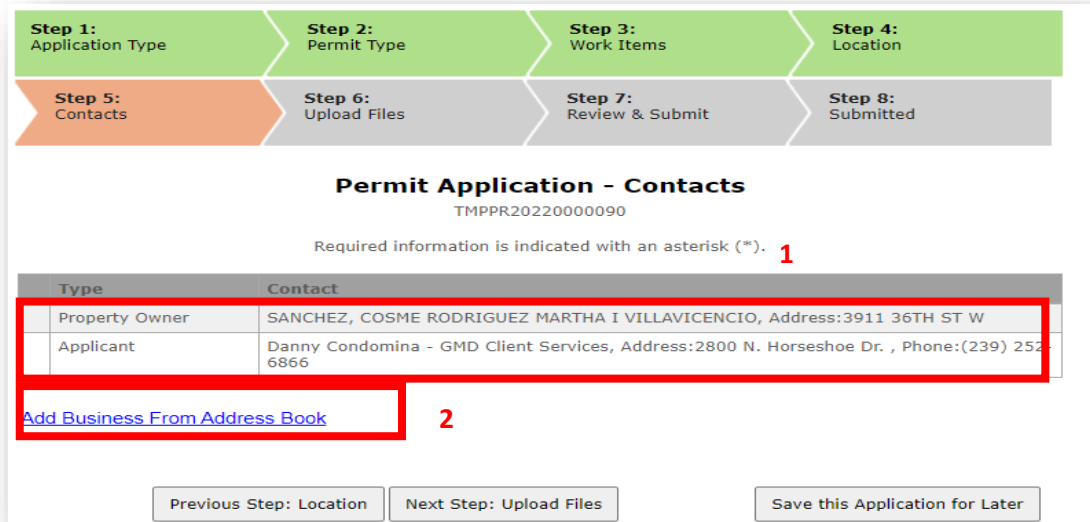
E. Contacts

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.
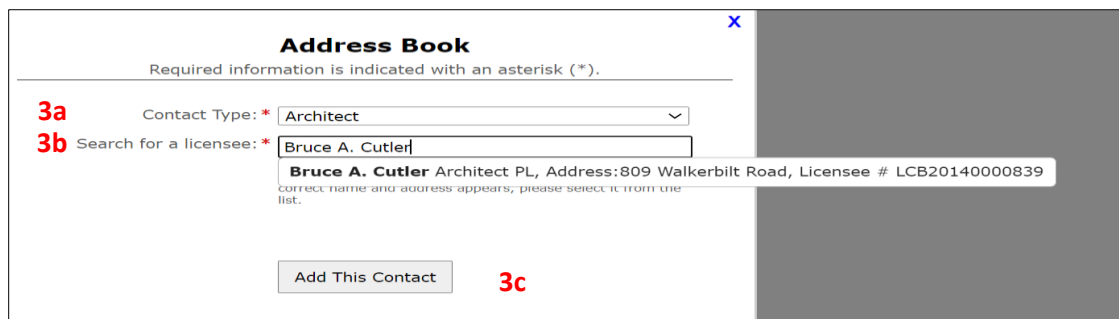4. Click **Next Step: Upload Files** button.

F. Upload Files

Remember application form is required to be completed and uploaded.

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

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.
   a. 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.

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Growth Management Department

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

Checklist Item

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**   Save this Application for Later

5

Choose File to Upload

West Coast Beach Resort — Search West Coast Beach Resort

Organize ▼   New folder

- ★ Favorites
  - 🖥 Desktop
  - ⬇ Downloads
  - 📍 Recent Places
- 📚 Libraries
  - 📄 Documents
  - 🎵 Music
  - 🖼 Pictures
  - 🎬 Videos
- 💻 Computer

Name
📄 Addressing Checklist.pdf

1 of 3

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...

6a

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...

X

An Error Has Occurred

Not all documents were uploaded successfully. Please try again.

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.

JRKVNH   Refresh   **1**

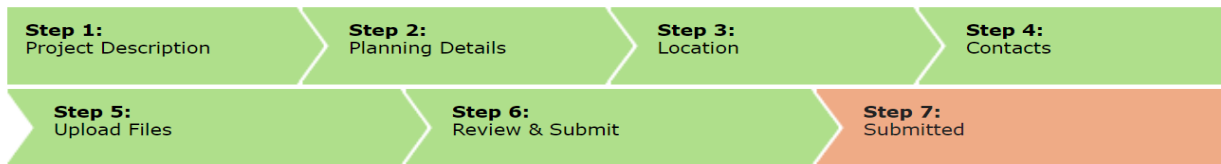| Previous Step: Upload Files	Submit Application	**2**	Save this Application for Later
			Cancel Application

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.