



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DEPARTMENT  
[www.colliergov.net](http://www.colliergov.net)

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
(239) 252-2400 FAX: (239) 252-6358

**Application for Nominal Approval Process (NAP) to:**

- Site Development Plan  Site Development Plan Amendment
- Site Development Plan Insubstantial Change  Site Improvement Plan
- Site Improvement Plan Insubstantial Change  No Existing Site Plan

**Chapter 4 of the Administrative Code**

**PETITION # (PL)**  
**PROJECT NAME**  
**DATE PROCESSED**

*For Staff Use Only*

To determine if the requested change can be submitted through the Nominal Approval Process and does not require an insubstantial change or an amendment to the SDP or a SIP, the applicant should contact the Development Review Division. If the name of the original project planner is known, the applicant should contact that planner. (For all other projects, the applicant should contact Development Review at 252-2400).

Failure to obtain pre-submittal authorization from Development Review will delay processing of the application until such authorization has been received.

**APPLICANT CONTACT INFORMATION**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Most Recent Approved SDP/SDPA/SDPI/SIP/SIPI No.: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Folio No: \_\_\_\_\_



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**Submittal Requirement Checklist for:  
 Nominal Approval Process (NAP)  
 Chapter 4 of the Administrative Code**

At time of submittal, the checklist is to be completed and submitted with the application packet. Please provide the submittal items in the exact order listed below, with cover sheets attached to each section. See Chapter 4 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

Requirements for Review	# of Copies	Required
Completed Application (download current form from County website)	1	X
<a href="#">Completed Addressing Checklist</a>	1	X
Determination (i.e. email correspondence) from the County Manager or designee that confirms the proposed revisions to the application are consistent with the criteria.	1	X
Cover letter describing in detail the proposed changes	1	X
Site Plan/NAP Plan Sheet, 24 in. x 36 in., addressing all required information, including showing affects by the change "clouded" clearly delineating the area and scope of work to be done <ul style="list-style-type: none"> <li>• For projects that have an existing SDP, SIP, etc., the NAP Plan is only required to show the plan sheets that have changed.</li> <li>• For projects that do not have an existing SDP, SIP, etc., please include a separate 24 in. x 36 in. coversheet with the following information:               <ul style="list-style-type: none"> <li>○ Project Name</li> <li>○ Name, Address and Phone Number of firm/agent preparing plans</li> <li>○ Name, Address and Phone Number of property owner</li> <li>○ Zoning Designation</li> <li>○ Vicinity map clearly identifying the location of the development</li> <li>○ Legal Description and Property ID Number</li> </ul> </li> </ul>	6	X
CD of all submittal documents (if paper submittal)	1	X

**Fees Requirements**

**Fee Requirements:**

- Each plan sheet, excluding the cover sheet: \$35.00**
- Fire Code Review Fee: \$50.00**

*All checks payable to: Board of County Commissioners*

The completed application, all required submittal materials and fees shall be submitted to:

**Growth Management Department/ Development Services**  
**ATTN: Business Center**  
**2800 North Horseshoe Drive**  
**Naples, FL 34104**