

APPLICATION FOR CONSTRUCTION PLANS (CNSTR)
LDC section 10.02.04
Chapter 5 of the Administrative Code

APPLICANT CONTACT INFORMATION

Name of Owner: _____
 Name of Applicant if different than 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

Provide a detailed legal description of the property covered by the application, if the space is inadequate, attach on separate page:

Project Name: _____ Zoning: _____
 Address of subject site and general location: _____

 Property ID Number: _____ Section/Township/Range: _____ / _____ / _____
 Subdivision: _____ Unit: _____ Lot: _____ Block: _____
 Metes & Bounds Description: _____

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST

At time of submittal, the checklist is to be completed and submitted with the application packet. See Chapter 5 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED	NOT REQUIRED
Completed Application (download current form from County website)	1		
Cover Letter explaining the Project	1		
Completed Addressing Checklist	1		
Pre-application meeting notes	1		
Construction Plans	1		
Affidavit of Authorization & Evidence of Authority	1		
Boundary and Topographic Survey (less than 6 months old)	1		
Opinion of Title or Property Owner Statement/Affidavit	1		

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST CON'T

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS (* PAPER REQUIRED)	REQUIRED	NOT REQUIRED
Fee Calculation Worksheet	1		
Historical/Archeological Survey or waiver, if applicable	1		
FIRE:			
Fire Flow tests from Fire Department (no more than 6 months old)	1		
ENVIRONMENTAL:			
Environmental Data Requirements	1		
Conservation Easement Dedication TO BE INCLUDED ON CONSTRUCTION PLANS	1*		
Listed Species Survey; less than 12 months old. Include copies of previous surveys	1		
Preserve Management Plan – provided on the site plan	1		
UTILITIES:			
If within Collier County Public Utilities Service Area-Engineer's Report, Signed & sealed, containing the following: <ul style="list-style-type: none"> ✓ Estimated cost of utilities construction, Water & Sewer calculations ✓ Sewer Hydraulics ✓ Lift station hydraulics to first downstream master station ✓ Lift station buoyancy calculations ✓ Chloramine Dissipation Report ✓ Detailed hydraulic design calculations utilized to design the water and sewer facilities regulated by the County 	1		
Water and/or Sewer availability letter	1		
DEP utility installation permits (water/sewer)	1		
ENGINEERING:			
Engineer's Report, signed & sealed, with assumptions and explanations, by a Florida registered professional engineer containing the following: <ul style="list-style-type: none"> ✓ Completed calculations used to design the facilities, including but not limited to all road, water management systems, and all accessory facilities, public or private ✓ Drainage calculations including 10 year-1 day; 25 year- 3 day; 100 year-3-day storm routings ✓ Detailed hydraulic grade line pipe design calculations utilized to design the stormwater management facilities for the subdivision or development; ✓ Geo-technical report with soil boring results (Roads and Excavation) ✓ Engineering Review Checklist signed and sealed by the applicant's professional Engineer ✓ Engineer's Opinion of probable cost (Paving, grading, Drainage) ✓ Status of all other required permits including copies of information and data submitted to the appropriate permitting agencies. 	1		
LIGHTING:			
Lighting Plans signed and sealed by a professional Engineer licensed to practice in the State of Florida or the utility provider	1		

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST CON'T

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED	NOT REQUIRED
LANDSCAPE & IRRIGATION:			
Landscape & Irrigation plans signed and sealed by a landscape architect registered in the State of Florida	1		
OTHER:			
Electronic copies of all documents and plans in PDF Format and a of plans in CAD Format uploaded to portal	1		
OTHER COLLIER COUNTY PERMITS MAY BE REQUIRED INCLUDING: (IF REQUIRED THEY MUST BE SEPARATE APPLICATIONS)			
Right-of-Way permit application			
Blasting Permit (BLST)			
Early Work Authorization (EWA)			
Excavation Permit (EX)			
Vegetation Removal and Site Filling Permit (VRSFP)			
OTHER AGENCIES PERMITS (MAY BE REQUIRED):			
Permits: All Federal, State and local permits, including but not limited to the following, shall be submitted prior to construction and before the pre-construction meeting. If approved by the County Manager or designee, an applicant may submit Federal, State and local agency permits at the pre-construction meeting. <ul style="list-style-type: none"> SFWMD Permit, Permit Modification, or waiver, including staff report exhibits; DEP utility installation permits, water/sewer; Right-of-Way Permit (FDOT); and US Army Core of Engineers permit and exhibit, if applicable. 	1		

FEES

Construction Plan (CNSTR) Fees:

Engineering Site Plan Review Fees:

- Construction Document Review:** 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.
Cost Estimate \$ _____ \$ _____
- Construction Inspection:** 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction. (due prior to pre-con meeting)
Cost Estimate \$ _____ \$ _____

FEES (CON'T)

Utility Plan Review and Inspections:

- Construction Document Review: 0.75% of probable water and/or sewer construction costs
 Cost Estimate \$ _____ \$ _____
- Construction Inspection: 2.25% of probable water and/or sewer construction costs (Due prior to pre-con meeting)
 Cost Estimate \$ _____ \$ _____

Environmental:

- Site Clearing Permit: \$250.00 for the first acre or fraction of an acre and \$50.00 for each additional acre or fraction of an acre (\$3,000.00 maximum) # of acres _____ \$ _____
- Listed or Protected Species Review, when an EIS is not required: \$1,000.00 \$ _____
- Fire Review: \$ 150.00

Other:

- Other Fee, if applicable: _____ \$ _____

Fee Subtotal	\$ _____
Pre-application fee credit, if applicable	\$ _____
Total Fees Required:	\$ _____

Applicant/Agent Signature

Date

LINKS

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-Permitting Guide](#)