

#### PURPOSE

This guide is to assist customers in submitting and self-issuing a Recreational Vehicle Parking Permit on GMD Public Portal.

#### **GENERAL INFORMATION**

- Must be a registered GMD Public Portal account.
- GMD Public Portal Link: <u>https://cvportal.colliercountyfl.gov/CityViewWeb/Home/</u>
- The permit must be posted inside the vehicle and must be visible.
- For additional assistance contact Code Enforcement Division (239) 252-2440.

### Contents

Α.	APPLYING FOR A RECREATIONAL VEHICLE PARKING PERMIT	.1
В.	PERMIT OR CERTIFICATE – PROJECT DESCRIPTION	.2
C.	Permit or Certificate – Permit Type Settings	.3
D.	PERMIT OR CERTIFICATE – LOCATION OF PROJECT	.4
E.	Permit or Certificate – Review & Submit	.4
F.	Permit or Certificate – Submitted	.5
G.	CANCELING RECREATIONAL VEHICLE PERMIT	.8

#### PROCEDURE

# A. Applying for A Recreational Vehicle Parking Permit

Make sure you are a registered user with our GMD Public Portal

- 1. Sign In
  - a. Click Sign In.
  - b. Enter Email Address and Password.
  - c. Click Login.

Sign In Register Portal Home Property Search Portal Help				
1.a 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.				
1.b	Email Address: * cvgmdtraining+7@gmail.com Password: *			
Login 1.C				

- 2. Under Special Events, Zoning Certificates, Temporary Use, and RV & Garage Sale Permits.
  - a. Click Apply for Permit.





# B. Permit or Certificate – Project Description

### 1. Project Description

- a. Click the arrow next to **Choose the Project Type**: Select Recreational Vehicle Parking *Permit.*
- b. **Project Descriptive Name** and **Project Description** autoloads, enter additional comments about the project if necessary in the **Project Description** box.

#### 2. RV Permit Details

- a. Click the black arrow next to Type of RV Permit.
- b. Select 48 hours or 7 days.
- 3. Permit Contact
  - a. Enter Name on Permit (the name you want to show on the permit).
  - b. Enter Contact Phone Number.
  - c. Click Next Step: Permit Type.

Permit or Certificate - Project Description TMPPL20210001937				
Required information is indicated with an asterisk (*).				
Choose the project type: * Recreational Vehicle Parking Permit	.a			
Project Descriptive Name Recreational Vehicle Parking Permit Please give your project a brief description. This will become the project name. Maximum 500 characters				
Project Description * Recreational Vehicle Parking Permit				
Please add any additional comments about the project. Maximum 4000 characters				
<u>RV Permit Details</u> 2.b Type of RV Permit?:* 7-Day 2	: <b>.a</b>			
▼ Permit Contact	٦			
3.a Name on Permit?:* Dianna Perryman				
3.b Contact Phone Number: * 239-252-2965				
3.c				
Cancel Next Step: Permit Types Save this Application for Later	-			



### C. Permit or Certificate – Permit Type Settings

#### 1. Recreational Vehicle Parking Permit

- a. Click **Calendar** to select the **Start Date** or manually enter the date ( the date needs to be 48 hours or 7 days from today's date).
- b. Click the dropdown arrow to select the Type of Vehicle.
- c. Enter the Vehicle Tag or Registration Number.
- d. Enter the vehicle Expiration Date (month/year).
- e. Click the black arrow next to each statement and Select **Agree**. If you disagree your permit will be canceled.
  - I agree not to use the recreational vehicle for living, sleeping, or housekeeping purposes.
  - I understand this permit does not allow me to park on County Right-of-ways or easements.
  - I understand 7 DAY Permits, are limited to four (4) in one calendar year, and a maximum of two (2) consecutive permits at a time.
- f. Click Next Step: Location.

Permit or Certificate - Permit Type Settings TMPPL20210001937			
Required	information is indicated with an asterisk (*).		
_ • Recreational Vehicle Parking Perm	it		
1.a Start Date: *	08/18/2021		
Type of Vehicle:*	Recreational Vehicle 1.b		
1.c Tag or Registration Number:*	123456789		
1.d Expiration Date (month/year):*	12/2022		
I agree not to use the recreational* vehicle for living, sleeping, or housekeeping purposes.:	Agree 🖌 🔽 1.e		
I understand this permit does not allow* me to park on County Right-of-Ways or Easements.:	Agree 🔽		
I undertstand 7 DAY PERMITs, are* limited to four (4) in one calendar year, and maximum two (2) consequative permits at a time.:	Agree		
Previous Step: Project Description	Next Step: Location <b>1.f</b> Save this Application for Later		



### D. Permit or Certificate – Location of Project

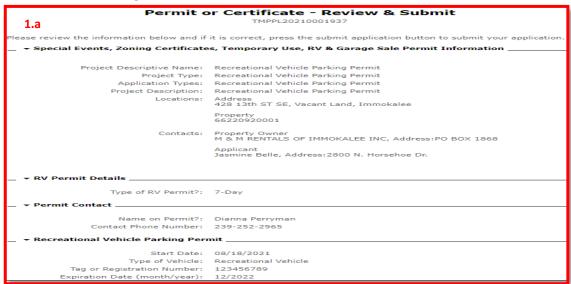
#### 1. Location of Project

- a. Type in the site address, a list appears, Select Address
- b. If the location does not appear in the list, Click **Can't find address** and manually add location.
- c. Address auto-populates in The location you have selected box.
- d. Click Next Step: Contacts

	TMPPL20210001903
Require	ed information is indicated with an asterisk (*).
<b>1.a</b> Search for address:	428 13th ST SE, Vacant Land, Immokalee
	Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.
1.b	Can't find address?
The location you have selected:	* 428 13th ST SE, Vacant Land, Immokalee
	1.c
	Add Another Location

### E. Permit or Certificate – Review & Submit

- 1. Review & Submit
  - a. Review the information you entered, if changes are required, use the Previous button to go back and make the correction.





- b. Click the black arrow next to **Acknowledgement**, Select **Agree**, if you select **Disagree** the system will cancel your permit and you will have to start over.
- c. Type in the Capture Characters you see in the image in the box below it
- d. Click Submit Application

given in this application is true and	e		~
correct. I understand any violation of these conditions or other applicable Collier County Ordinances as listed on the permit will invalidate this permit and may result in other enforcement actions.:		1.b	
pe the characters you see in the image below	to continue.		
MOTORNAR?	fresh 1.c		
		,	

### F. Permit or Certificate – Submitted

- **1.** Application Submitted

  - b. Under Document Name, Click RV Permit file opens in PDF format.
  - c. Print out Temporary Permit and post in the vehicle.



# Recreational Vehicle Parking Permit Customer Guide

Permit or Certificate - Submitted			
Planning Project Application Number: PL20210001239			
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.			
_ + Special Events, Zoning Certificate	s, Temporary Use	e, RV & Garage Sale Pe	ermit Information
Project Descriptive Name:			
Project Type:	Recreational Vehic	le Parking Permit	
Application Types:			
Project Description:		le Parking Permit	
Locations:		acant Land, Immokalee	
	Property		1.a
	66220920001		
Contacts:	Property Owner M & M RENTALS O	F IMMOKALEE INC, Add	ress:PO BOX 1868
	Applicant Jasmine Belle, Ade	dress:2800 N. Horsehoe	Dr.
- + RV Permit Details			
Type of RV Permit?:	7-Day		
Permit Contact			
Name on Permit?:	Dianna Perryman		
Contact Phone Number:	239-252-2965		
– * Recreational Vehicle Parking Period	nit		
Start Date:	08/18/2021		
Type of Vehicle:	Recreational Vehic	:le	
Tag or Registration Number:	Tag or Registration Number: 123456789		
Expiration Date (month/year):	12/2022		
I agree not to use the recreational	Agree		
vehicle for living, sleeping, or housekeeping purposes.:			
I understand this permit does not allow	Agree		
me to park on County Right-of-Ways or Easements.:			
I undertstand 7 DAY PERMITS, are	Acres		
limited to four (4) in one calendar year,	Agree		
and maximum two (2) consequative permits at a time.:			
Documents & Images			
Date File Type Uploaded		Document Name	1 6
08/10/2021 Letter		RV Permit	1.b
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 Co	lier County Web Po	rtal.	
Start a new application View the status of my application			
Portal Home			



# **Recreational Vehicle Parking Permit**

### Print and place on the vehicle

1.c COLLIER COUNTY CODE ENFORCEMENT TEMOPORARY RECREATIONAL VEHICLE-BOAT PARKING PERMIT Code of Laws & Ordinances Ch. 130, Art. III, Sec. 130-96			
Applicant's Name: D	ianna Perryman		
Contact Phone Number: 23	39-252-2965		
428 13th ST SE, Vacant Lar	nd, Recreational Vehicle	123456789	12/2022
Immokalee Recreational Vehicle Addre	ss Type of Vehicle	Tag or Registration	Expiration Date
Augus	t 18, 2021	7 days after issuance	
Permit	Begin Date	Permit End Date	
I, Dianna Perryman hereby certify that the above information given in this application is true and correct. I also understand that the above-mentioned BOAT, RECREATIONAL TRAILER, or VEHICLE will be removed on or before the Permit End Date. Pursuant to and subject to the provisions of this code and in consideration of the statements made by the applicant. This permit is hereby issued for the temporary parking and/or storage of the above-mentioned BOAT, RECREATIONAL TRAILER or VEHICLE.			
	a	THE STREET SIDE THEREOF nd OR LIVING PURPOSES.	
Collier County Government Growth Management Department Planning & Regulation Code Enforcement Division 2800 N Horseshoe Dr Naples, FL 34104 Telephone (239) 252-2440 Fax (239) 252-2343			



### **G. Canceling Recreational Vehicle Permit**

- The following steps are only for those who submitted the application through the portal.
- 1. How to Cancel your application
  - a. Click Status and Fees.
  - b. Enter Permit number in the search box, click Go!
  - c. Click the Header Edit Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental registration, RV & Garage Sale Permit Application Details link.
  - d. Permit Cancellation: Click the drop-down arrow and select YES.
  - e. Click Update Application Details.
  - f. Application Status changes to Cancelled Closed for Uploads









# Recreational Vehicle Parking Permit Customer Guide

Welcome Jasmine Belle Sign Out My Account My Items Portal Home Property Search Portal Help			
Edit Planning Application Details			
	PL2022000005		
Return to Status Page			
_ + Planning Application Details			
Planning Project Application Number:	PL20220000005 Garage Sale Permit		
Application Status:			
Permit Cancellation			
Do you want to Cancel this Permit?:	Yes V		
1.d			
	Update Application Details 1.e		
Return to Status Page			
▼ Planning Application Details _ʃm			
Planning Project Application Number:	PI 20220000005		
5 5 11	Garage Sale Permit		
	Cancelled - Closed for Uploads 1.f		
Application status:			