

### APPLICATION FOR INSUBSTANTIAL CHANGE TO:

☒ Site Development Plan (SDPI)

☐ Site Improvement Plan (SIPI)

LDC section 10.02.03 and other provisions of  
Chapter 4 of the Administrative Code

In order to determine if the requested change is insubstantial and does not require an amendment to the SDP or the 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 the Development Review Division at 239-252-2400).

If the change is determined to be insubstantial, the name of the planner contacted should be shown on the application and referenced in the cover letter. 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: Isles of Collier Preserve Property Owners Association, Inc.  
Name of Applicant if different than owner: Michael Elgin, President, Director  
Address: 5570 Tobago Blvd. City: Naples State: FL ZIP: 34113  
Telephone: 239-896-1402 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: Melgin@Mintousa.com

Name of Agent: Julie Danielewski  
Firm: Barraco and Associates, Inc  
Address: 2271 McGregor Blvd City: Fort Myers State: FL ZIP: 33901  
Telephone: (239)461-3170 Cell: \_\_\_\_\_ Fax: (239) 461-3169  
E-Mail Address: JulieD@Barraco.net

### PROPERTY INFORMATION

Project Name: The Isles of Collier Preserve Amenity Center  
Original SDP/SIP #: PL20140000511 Section/Township/Range: 24 / 50 / 25

### DETAIL OF REQUESTED CHANGE(S)

Provide a cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application and the sheet numbers of the plans affected by the change.

Please note that changes to one set of plans may require changes to other plans: for example, relocation of a fire or utility line shown on the site plan may require changes to the landscape plan; the addition of a carport or awning to a commercial site would require the submittal of Architectural plans.

Addition of pavers and shade structure.

**Electronic Submittal Requirement Checklist for:  
Insubstantial Change to either  
Site Development Plan (SDPI) or Site Improvement (SIPI)  
Chapter 4 of the Administrative Code**

At time of submittal, the checklist is to be completed and submitted with the application packet. See chapter 4 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed Addressing Checklist	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Determination (i.e. e-mail correspondence) from the County Manager or designee that confirms the proposed revisions to application are consistent with the insubstantial change criteria.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cover letter describing in detail the proposed changes	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site Plan, 24 in. x 36 in., addressing all required information, including showing the changes "clouded" clearly delineating the area and scope of work to be done.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimated costs of construction of roadways, paving, and drainage (Signed and sealed)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Estimated costs of utility construction of water and sewer (Signed and sealed)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic copies of all documents and plans in PDF Format and of plans in CAD Format email to: <a href="mailto:cad-submittals@colliercountyfl.gov">cad-submittals@colliercountyfl.gov</a>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FEES**

Cover Sheet ■ **Insustantial Change to Site Development Plan or Site Improvement Plan:** First sheet and 3 Sheets = \$400.00 (not including the cover sheet), \$100.00 for each additional sheet submitted  
\$400 + \$300

■ **Fire Code Review:** \$ 100.00  
\$700 + \$100 = \$800.00

**Engineering Site Plan Review Fees:** Complete Review and inspection fees are due at time of application submittal, when required.

- Construction Document Review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.

Cost Estimate \$ \_\_\_\_\_ Due at Application Submittal. \$ NA

- Construction Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.

Cost Estimate \$ \_\_\_\_\_ Due at Application Submittal. \$ NA

## FEES CON'T

### **Utility Plan Review and Inspections:**

- Construction Document Review: 0.75% of probable water and/or sewer construction costs

Cost Estimate \$ \_\_\_\_\_

**Due at Application Submittal.** \$ NA

- Construction Inspection: 2.25% of probable water and/or sewer construction costs.

Cost Estimate \$ \_\_\_\_\_

**Due at Application Submittal.** \$ NA

## 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](#)