


Collier County
Administrative Services Department
Procurement Services Division

Wednesday, June 08, 2016
Jason Hill, Executive Vice President
Nova Engineering and Environmental, LLC
5475 Lee Street, Suite 303
Lehigh Acres, Florida 33971

RE: **Contract #16-6544 "Planning and Regulation Staffing"**

Dear Mr. Hill. :

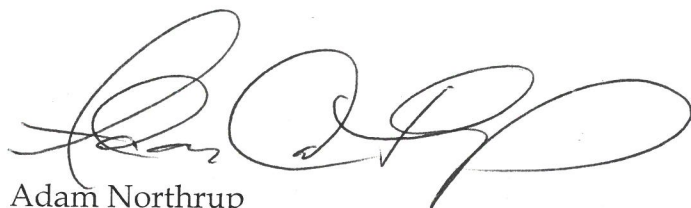
We are pleased to enclose your copy of the fully executed agreement for the above-referenced services which was approved by the Board of County Commissioners on Agenda Item.

We anticipate a successful relationship, and in order to meet that goal, we want to convey our expectations regarding your role as a contractor as follows:

1. Flexibility in making changes, including resource allocation as the need arises;
2. Creativity in finding cost-effective solutions to unanticipated problems;
3. Cooperation and timely communication with County Project Manager and staff;
4. Proper documentation of costs and expenses associated with this contract.

Congratulations on the award of this contract; should you have any questions, please do not hesitate to contact me at 239-252-6098.

Regards,



Adam Northrup
Procurement Strategist

C :Kenneth Kovensky, Division Director/Operations & Regulatory Management
Enclosure



A G R E E M E N T #16-6544

for

Planning and Regulation Staffing

THIS AGREEMENT, made and entered into on this 24th day of May 2016, by and between Nova Engineering and Environmental, LLC, authorized to do business in the State of Florida, whose business address is 5475 Lee Street, Suite 303, Lehigh Acres, Florida 33971 (the "Contractor") and Collier County, a political subdivision of the State of Florida, (the "County"):

WITNESSETH:

1. AGREEMENT TERM. The Agreement shall be for a two (2) year period, commencing on date of Board award and terminating on two (2) year(s) from that date.

The County may, at its discretion and with the consent of the Contractor, renew the Agreement under all of the terms and conditions contained in this Agreement for two (2) additional two (2) year periods. The County shall give the Contractor written notice of the County's intention to renew the Agreement term not less than ten (10) days prior to the end of the Agreement term then in effect.

The County Manager, or his designee, may, at his discretion, extend the Agreement under all of the terms and conditions contained in this Agreement for up to one hundred and eighty (180) days. The County Manager, or his designee, shall give the Contractor written notice of the County's intention to extend the Agreement term not less than 10 days prior to the end of the Agreement term then in effect.

2. STATEMENT OF WORK. The Contractor shall provide Planning and Regulation Staffing Services in accordance with the terms and conditions of RFP #16-6544, Exhibit A - Scope of Work, and the Contractor's proposal referred to herein and made an integral part of this Agreement. This Agreement contains the entire understanding between the parties and any modifications to this Agreement shall be mutually agreed upon in writing by the Parties, in compliance with the County's Procurement Ordinance, as amended, and Procurement Procedures in effect at the time such services are authorized.
3. THE AGREEMENT SUM. The County shall pay the Contractor for the performance of this Agreement based upon either of the following options, which shall be clearly indicated on the purchase order:



Method 1 - a revenue share basis of 85% to the Contractor and 15% to the County based upon the current Collier County Growth Management Department, Planning and Regulation Fee Schedule herein attached as Exhibit C; or

Method 2 - by hiring specifically identified personnel categories in accordance with the hourly rates as set forth and identified in Exhibit B, attached herein and incorporated by reference and the price methodology as defined in Section 3.1.

Any future updates to the Exhibit C, Collier County Growth Management Department, Planning and Regulation Fee Schedule may be made via a Change by Letter. Hourly rates as set forth in Exhibit B shall be the maximum rates charged and will remain in effect for the initial term of the agreement. The rates may be reviewed annually after the initial term and may be updated by mutual agreement on an annual basis. Payment will be made upon receipt of a proper invoice and upon approval by the Contract Manager or his designee, and in compliance with Chapter 218, Fla. Stats., otherwise known as the "Local Government Prompt Payment Act".

3.1 Price Methodology: The County agrees to pay the Contractor on a Time and Materials basis for the amount of labor time spent by the Contractor's employees and subcontractors to perform the work (number of hours times hourly rate). As a general business practice, these contracts include back-up documentation of costs; invoices would include number of hours worked and billing rate by position (and not company (or subcontractor) timekeeping or payroll records), and if applicable, other reimbursable documentation for the Work.

3.2 Any County agency may purchase products and services under this Agreement, provided sufficient funds are included in their budget(s).

3.3 Payments will be made for services furnished, delivered, and accepted, upon receipt and approval of invoices submitted on the date of services or within six (6) months after completion of the Agreement. Any untimely submission of invoices beyond the specified deadline period is subject to non-payment under the legal doctrine of "laches" as untimely submitted. Time shall be deemed of the essence with respect to the timely submission of invoices under this Agreement.

4. **SALES TAX.** Contractor shall pay all sales, consumer, use and other similar taxes associated with the Work or portions thereof, which are applicable during the performance of the Work. Collier County, Florida as a political subdivision of the State of Florida, is exempt from the payment of Florida sales tax to its vendors under Chapter 212, Florida Statutes, Certificate of Exemption # 85-8015966531C-2.

5. **NOTICES.** All notices from the County to the Contractor shall be deemed duly served if mailed or faxed to the Contractor at the following Address:



Nova Engineering and Environmental, LLC
5475 Lee Street, Suite 303
Lehigh Acres, Florida 33971
Attention: Jason Hill, Executive Vice President
Telephone: 239-599-5450
Email: jhill@usanova.com

All Notices from the Contractor to the County shall be deemed duly served if mailed or faxed to the County to:

Collier County Government Center
Procurement Services Division
3327 Tamiami Trail, East
Naples, Florida 34112
Attention: Joanne Markiewicz, Director, Procurement Services Division
Telephone: 239-252-8407
Facsimile: 239-252-6480

The Contractor and the County may change the above mailing address at any time upon giving the other party written notification. All notices under this Agreement must be in writing.

6. **NO PARTNERSHIP.** Nothing herein contained shall create or be construed as creating a partnership between the County and the Contractor or to constitute the Contractor as an agent of the County.
7. **PERMITS: LICENSES: TAXES.** In compliance with Section 218.80, F.S., all permits necessary for the prosecution of the Work shall be obtained by the Contractor. The County will not be obligated to pay for any permits obtained by Subcontractors.

Payment for all such permits issued by the County shall be processed internally by the County. All non-County permits necessary for the prosecution of the Work shall be procured and paid for by the Contractor. The Contractor shall also be solely responsible for payment of any and all taxes levied on the Contractor. In addition, the Contractor shall comply with all rules, regulations and laws of Collier County, the State of Florida, or the U. S. Government now in force or hereafter adopted. The Contractor agrees to comply with all laws governing the responsibility of an employer with respect to persons employed by the Contractor.

8. **NO IMPROPER USE.** The Contractor will not use, nor suffer or permit any person to use in any manner whatsoever, County facilities for any improper, immoral or offensive purpose, or for any purpose in violation of any federal, state, county or



municipal ordinance, rule, order or regulation, or of any governmental rule or regulation now in effect or hereafter enacted or adopted. In the event of such violation by the Contractor or if the County or its authorized representative shall deem any conduct on the part of the Contractor to be objectionable or improper, the County shall have the right to suspend the Agreement of the Contractor. Should the Contractor fail to correct any such violation, conduct, or practice to the satisfaction of the County within twenty-four (24) hours after receiving notice of such violation, conduct, or practice, such suspension to continue until the violation is cured. The Contractor further agrees not to commence operation during the suspension period until the violation has been corrected to the satisfaction of the County.

9. **TERMINATION.** Should the Contractor be found to have failed to perform his services in a manner satisfactory to the County as per this Agreement, the County may terminate said Agreement for cause; further the County may terminate this Agreement for convenience with a thirty (30) day written notice. The County shall be sole judge of non-performance.

In the event that the County terminates this Agreement, Contractor's recovery against the County shall be limited to that portion of the Agreement Amount earned through the date of termination. The Contractor shall not be entitled to any other or further recovery against the County, including, but not limited to, any damages or any anticipated profit on portions of the services not performed.

10. **NO DISCRIMINATION.** The Contractor agrees that there shall be no discrimination as to race, sex, color, creed or national origin.

11. **INSURANCE.** The Contractor shall provide insurance as follows:

- A. **Commercial General Liability:** Coverage shall have minimum limits of \$1,000,000 Per Occurrence, \$2,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability.
- B. **Business Auto Liability:** Coverage shall have minimum limits of \$1,000,000 Per Occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership.
- C. **Workers' Compensation:** Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws.

The coverage must include Employers' Liability with a minimum limit of \$1,000,000 for each accident.



D. **Professional Liability**: Shall be maintained by the Contractor to ensure its legal liability for claims arising out of the performance of professional services under this Agreement. Contractor waives its right of recovery against County as to any claims under this insurance. Such insurance shall have limits of not less than \$1,000,000 each claim and in the aggregate.

Special Requirements: Collier County Government shall be listed as the Certificate Holder and included as an **Additional Insured** on the Comprehensive General Liability Policy.

Current, valid insurance policies meeting the requirement herein identified shall be maintained by Contractor during the duration of this Agreement. The Contractor shall provide County with certificates of insurance meeting the required insurance provisions. Renewal certificates shall be sent to the County ten (10) days prior to any expiration date. Coverage afforded under the policies will not be canceled or allowed to expire until the greater of: ten (10) days prior written notice, or in accordance with policy provisions. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by Contractor from its insurer, and nothing contained herein shall relieve Contractor of this requirement to provide notice.

Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet.

12. **INDEMNIFICATION**. To the maximum extent permitted by Florida law, the Contractor shall indemnify and hold harmless Collier County, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, whether resulting from any claimed breach of this Agreement by Contractor, any statutory or regulatory violations, or from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor or anyone employed or utilized by the Contractor in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of Collier County.



12.1 The duty to defend under this Article 12 is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the Contractor, County and any indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to Contractor. Contractor's obligation to indemnify and defend under this Article 12 will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

13. **AGREEMENT ADMINISTRATION.** This Agreement shall be administered on behalf of the County by the Growth Management Department.
14. **CONFLICT OF INTEREST.** Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. Contractor further represents that no persons having any such interest shall be employed to perform those services.
15. **COMPONENT PARTS OF THIS AGREEMENT.** This Agreement consists of the following component parts, all of which are as fully a part of the Agreement as if herein set out verbatim: Contractor's Proposal, Insurance Certificate(s), Exhibit A - Scope of Work, Exhibit B - Hourly Rates, Exhibit C - Collier County Growth Management Department /Planning and Regulation Fee Schedule, RFP #16-6544 Scope of Work and Addendum.
16. **SUBJECT TO APPROPRIATION.** It is further understood and agreed by and between the parties herein that this Agreement is subject to appropriation by the Board of County Commissioners.
17. **PROHIBITION OF GIFTS TO COUNTY EMPLOYEES.** No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any County employee, as set forth in Chapter 112, Part III, Florida Statutes, Collier County Ethics Ordinance No. 2004-05, as amended, and County Administrative Procedure 5311. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with County staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the County for a specified period of time, including but not limited to: submitting bids, RFP, and/or quotes; and, c. immediate termination of any Agreement held by the individual and/or firm for cause.
18. **COMPLIANCE WITH LAWS.** By executing and entering into this Agreement, the Contractor is formally acknowledging without exception or stipulation that it agrees to comply, at its own expense, with all federal, state and local laws, codes, statutes,



ordinances, rules, regulations and requirements applicable to this Agreement, including but not limited to those dealing with the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended; taxation, workers' compensation, equal employment and safety (including, but not limited to, the Trench Safety Act, Chapter 553, Florida Statutes), and the Florida Public Records Law Chapter 119, including specifically those contractual requirements at F.S. § 119.0701(2)(a)-(d) and (3) as stated as follows:

- (2) In addition to other contract requirements provided by law, each public agency contract for services must include a provision that requires the contractor to comply with public records laws, specifically to:
 - (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
 - (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
 - (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.
- (3) If a contractor does not comply with a public records request, the public agency shall enforce the contract provisions in accordance with the contract.

If Contractor observes that the Contract Documents are at variance therewith, it shall promptly notify the County in writing. Failure by the Contractor to comply with the laws referenced herein shall constitute a breach of this Agreement and the County shall have the discretion to unilaterally terminate this Agreement immediately.



19. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES. Collier County encourages and agrees to the successful proposer extending the pricing, terms and conditions of this solicitation or resultant Agreement to other governmental entities at the discretion of the successful proposer.
20. AGREEMENT TERMS. If any portion of this Agreement is held to be void, invalid, or otherwise unenforceable, in whole or in part, the remaining portion of this Agreement shall remain in effect.
21. ADDITIONAL ITEMS/SERVICES. Additional items and/or services may be added to this Agreement in compliance with the Procurement Ordinance, as amended, and Procurement Procedures.
22. DISPUTE RESOLUTION. Prior to the initiation of any action or proceeding permitted by this Agreement to resolve disputes between the parties, the parties shall make a good faith effort to resolve any such disputes by negotiation. The negotiation shall be attended by representatives of Contractor with full decision-making authority and by County's staff person who would make the presentation of any settlement reached during negotiations to County for approval. Failing resolution, and prior to the commencement of depositions in any litigation between the parties arising out of this Agreement, the parties shall attempt to resolve the dispute through Mediation before an agreed-upon Circuit Court Mediator certified by the State of Florida. The mediation shall be attended by representatives of Contractor with full decision-making authority and by County's staff person who would make the presentation of any settlement reached at mediation to County's board for approval. Should either party fail to submit to mediation as required hereunder, the other party may obtain a court order requiring mediation under section 44.102, Fla. Stat.
23. VENUE. Any suit or action brought by either party to this Agreement against the other party relating to or arising out of this Agreement must be brought in the appropriate federal or state courts in Collier County, Florida, which courts have sole and exclusive jurisdiction on all such matters.
24. KEY PERSONNEL/PROJECT STAFFING. The Contractor's personnel and management to be utilized for this project shall be knowledgeable in their areas of expertise. The County reserves the right to perform investigations as may be deemed necessary to ensure that competent persons will be utilized in the performance of the Agreement. The Contractor shall assign as many people as necessary to complete the project/services on a timely basis, and each person assigned shall be available for an amount of time adequate to meet the required service dates or dates set forth in the Project Schedule. The Contractor shall not change Key Personnel unless the following conditions are met: (1) Proposed replacements have substantially the same or better



qualifications and/or experience. (2) that the County is notified in writing as far in advance as possible. The Contractor shall make commercially reasonable efforts to notify Collier County within seven (7) days of the change. The County retains final approval of proposed replacement personnel.

25. **ORDER OF PRECEDENCE.** In the event of any conflict between or among the terms of any of the Contract Documents and/or the County's Board approved Executive Summary, the terms of the Agreement shall take precedence over the terms of all other Contract Documents.

26. **ASSIGNMENT.** Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. Any attempt to assign or otherwise transfer this Agreement, or any part herein, without the County's consent, shall be void. If Contractor does, with approval, assign this Agreement or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

* * * * *



IN WITNESS WHEREOF, the parties hereto, have each, respectively, by an authorized person or agent, have executed this Agreement on the date and year first written above.

ATTEST:

Dwight E. Brock, Clerk of Courts

By: *Mica Cannon*

Dated: 6/3/16

(SEAL) Asst. to Chairman's signature only.

N. Foresman

First Witness

Natalie Foresman

↑Type/print witness name↑

X. Morales

Second Witness

XIOMAIRA MORALES

↑Type/print witness name↑

Approved as to Form and Legality:

Scott R. Teach

Assistant County Attorney

Deputy Scott R. Teach

Print Name

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: *Donna Fila*

Donna Fila, Chairman

Nova Engineering and Environmental, LLC
Contractor

By: *Jason Hill*

Signature

Jason Hill, EVP

↑Type/print signature and title↑

SR1
CAO

Exhibit A Scope of Work

The Contractor will provide comprehensive staffing and service support to the Growth Management Department for operational requirements for planning and regulation. These resources shall provide services to augment staff in the Growth Management Department during peak periods for building permit applications, reviews, inspections, and all other related support functions. Such other related functions include but are not limited to land use review, architectural review, engineering review, and addressing and GIS support.

The Contractor's Personnel Requirements consist of the following, but not limited to:

1. Performs technical spatial data processing work (data creation, manipulation, analysis, and cartographic/data output) specializing in Geographic Information Systems and information technology. Responsible, under general supervision, for creating and maintaining various primary and secondary spatial databases (using Environmental Systems Research Institutes (ESRI), GIS software). Must possess working knowledge and understanding of GIS map generation using ESRI's ArcMap software; spatial and attribute digital data capture and editing procedures; review and cross-checking of spatial/attribute relationships in digital products; cartographic data requirements necessary for developing any given GIS product; computer aided drafting software programs.
2. Interprets, explains, and ensures architecture compliance with applicable codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures, as well as approved construction plans; researches codes, architectural standards, technical manuals, or other resources as needed; initiates any actions necessary to correct deviations or violations. Reviews site development plans, construction plans, permit applications, and specifications to ensure compliance with applicable codes, ordinances, and architectural standards; reviews changes to construction plans; provides recommendations and comments on development plans. Performs site visits or field inspections of projects and developments; inspects projects to ensure compliance with approved plans and specifications; conducts inspections or collects data at sites; sets elevation; takes photographs and measurements of field conditions. Performs engineering analysis and prepares engineering reports; evaluates problems and recommends solutions. Must possess and maintain a Florida Professional Architect Registration.
3. Interprets, explains, and ensures engineering compliance with applicable codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures, as well as approved construction plans; researches codes, engineering standards,



technical manuals, or other resources as needed; initiates any actions necessary to correct deviations or violations. Reviews site development plans, construction/engineering plans, permit applications, and specifications to ensure compliance with applicable codes, ordinances, and engineering standards; reviews engineering studies, engineering reports, and cost estimates; reviews changes to construction plans; provides recommendations and comments on development plans. Performs site visits, field inspections, or land surveys of projects and developments; inspects projects to ensure compliance with approved plans and specifications; conducts inspections or collects data at sites; performs surveying to collect data; sets elevation; takes photographs and measurements of field conditions. Reviews sewer video recordings using a Pipeline Assessment Certification (PAC) certified technician under the direction of a Florida registered professional engineer and provides a findings report that conforms to PAC and Collier County Public Utilities District (CCPUD) standards. Performs engineering analysis and prepares engineering reports; evaluates problems and recommends solutions. Must possess and maintain a Florida Professional Engineer License with emphasis in building construction and design.

4. Provides customer service and administrative/clerical support for the issuance of building and development permits. Receives permit applications and supporting documentation; determines what information and actions are needed to approve permit depending upon the nature/type of the permit requested. Researches Collier County Land Development Code (LDC) and Planned Unit Developments (PUD) to determine setbacks and/or verify that structures can be constructed; interprets LDC, PUD, County Ordinances and other codes, regulations and standards as they apply to each permit application. Verifies contractor license validity, determines spot survey and FEMA requirements for each permit application. Issues permits upon receipt of all documentation and required approvals. Calculates and issues related payment slips.
5. Examines construction plans and specifications for buildings, residence dwellings and/or other structures to determine compliance with the provisions of the County's Building, Mechanical, Electrical and Plumbing codes, and zoning ordinance for issuance of building permits. Identifies any defects or inadequacies; prepares plan check correction reports; approves plans that comply. Reviews corrections and changes submitted for plans that were rejected and revisions to plans that originally passed and already permitted; prepares and files code compliance reports. Reads and interprets blueprints, construction plans, specifications and technical drawings; reviews same for compliance with applicable engineering codes, ordinances and regulations; prepares energy calculations and fixture counts. Approves permits for construction; calculates and assesses proper fees for permits and/or inspections. Must possess and maintain Building Plans Examiner license in the specific category to perform plans review in the State of Florida



6. Travels to construction site locations and performs field inspections of new or existing buildings during various stages of construction and remodeling to ensure compliance with applicable building, electrical, plumbing, gas, and mechanical codes. Reviews quality of installation and workmanship of various components and systems to ensure proper installation and function. Provides direction when deficiencies or violations are discovered; issues citations for noncompliance with appropriate codes; suspends construction as necessary. Observes job site safety of projects on county property; ensures proper hazard signage to limit danger of injury to construction personnel, the public, the neighbors, site visitors, and other inspectors. Must possess and maintain Building Inspector license in the specific category to perform inspections in the State of Florida.
7. Conducts plan review of site development and site improvement plans for compliance with the Land Development Code (LDC) that would normally be associated with obtaining a building permit including architectural review. Researches, reviews and prepares for approval building permits, zoning certificates for all businesses obtaining occupational licenses, temporary use permits and building permits. *Florida Certified Professional Architect qualification is required*
8. Prepares and processes program/operational documents (permits, work orders, project records, etc.). Researches, assembles and compiles information needed to complete documents. Answers Division telephones; assists callers with questions regarding division programs, services or procedures; refers callers to other staff members as appropriate; and takes messages. Receives, screens and assists visitors and/or customers; provides information; and/or directs visitors to appropriate staff member or division. Provides information regarding division programs; explains policies and procedures and receives applications, requests and/or complaints for processing.

The Contractor shall:

1. Adhere to all State of Florida and County laws and ordinances in the review or completion of responsibilities assigned under this agreement, and must be licensed pursuant to their trades and rules and regulations of the State of Florida governing statutes.
2. Respond to the County's request for service within three (3) business days from the initial point of contact.
3. Provide State of Florida credentialed inspectors, testers, and other identified positions by the Department of Growth Management.
4. Develop communication and escalation strategy for personnel not performing their assigned responsibilities.



5. Complete work (direction from the Growth Management Department project manager) within five (5) business days from the initial point of contact with the public.
6. Reduce invoices by fifty percent (50%) should the Contractor not meet performance measure of five (5) business days to perform the work.
7. Maintain performance and risk management measurement tracking reports and provides to project manager weekly. During the first three (3) months of the contract, the Contractor must collaborate with the County to develop performance metrics, tracking services, positions, costs, schedule completion / overruns, anticipated and unanticipated risks, etc.
8. Provide monthly billing statement/ invoice identifying the positions, services and hours in "line item" detail by function; as fully outlined in Section 3.1 of the Agreement.

Additionally, the Contractor shall:

1. Provide information technology resources and equipment that are:
 - a. Compatible with Collier County Information Technology system protocols and available to provide all provisions of the services required by the scope of work.
 - b. Provided to the staff who are assigned to the RFP scope of service.
2. Provide equipment and resources to assigned staff (other than information technology resources) that shall include vehicles or trucks for building inspections or other services as a part of this contract.
3. For building permits, plan reviews and inspections:
 - a. All inspections requested prior to 8:30 a.m. shall be performed the same business day. Any inspection request made after 8:30 a.m. shall be inspected on the next business day.
 - b. Organize and administer self-funding programs for building permit inspections and related services using the fee schedule approved by Collier County Resolution No. 2010-130, or the most recent version of the fee schedule approved by a Collier County resolution.
 - c. Issue all permits required for development including plan review process, inspections and certificates of occupancy in accordance with all applicable Collier County Ordinances.
 - d. Ensure that all construction activities are permitted and inspected in strict conformance with County's codes and ordinances.
 - e. Make periodic inspections of onsite construction work and enforce specifications and standards set forth in applicable County ordinances, codes and laws. Inspections shall include excavation, subsurface drainage, inlets and manholes

construction, base processing, sidewalks, curbs, median construction and roadway pavement either asphalt or concrete.

- f. Provide assistance in reviewing construction plans submitted by developers to County's Planning and Zoning Department.
4. For planning and zoning services:
 - a. Provide information concerning zoning and building codes to the general public, builders, developers, Board of County Commissioners and Planning and Zoning Commission.
 - b. Review, approve and conduct onsite inspections of all new developments for compliance with plans and applicable ordinances.
 - c. Review setbacks and zoning for all commercial and residential building permits.
 - d. Review and approve commercial and residential plans.
 - e. Review construction plans submitted to ensure compliance with the Land Development Code and all local and state building codes.
 - f. Review all submitted material such as Plot Plan, Flood Determination Form, Certificate of Elevation and sewer tie-in to insure compliance with all local and State codes including FEMA regulations.
 5. Allow the County to reject employees from the Contractor's pool of candidates, at the County's sole discretion.



Exhibit B
Hourly Rate Schedule
16-6544 - Planning and Regulation Staffing

Line	Position	Hourly Rate
1	Building Official	\$ 95.00
2	Fire Official	\$ 95.00
3	Plans Examiner	\$ 75.00
4	Code Inspector	\$ 75.00
5	Permit Technician	\$ 45.00

The above hourly rates are applicable to Time and Materials Work only. This is a representative list and is not intended to be all-inclusive. Additional hourly rate fees for other personnel categories that may be required for performance of services under this agreement may be added upon mutual agreement in advance and in writing by the County and Contractor, as needed.

Subcontractor

Kimley-Horn and Associates, Inc.



Exhibit C
Growth Management Department Development Fee Schedule

(following this page)



EXHIBIT C



16-6544 - PLANNING AND REGULATION STAFFING

COLLIER COUNTY
GROWTH MANAGEMENT DEPARTMENT DEVELOPMENT SERVICES
FEE SCHEDULE

BCC Approved version, June 9, 2015
Effective Date - October 1, 2015

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FEES ARE ESTABLISHED BY THE BOARD OF COUNTY COMMISSIONERS RESOLUTION, AND CANNOT BE WAIVED OR SUSPENDED WITHOUT AN ACTION BY THE BOARD OF COUNTY COMMISSIONERS.

ANY QUESTIONS CONCERNING THE APPLICABILITY OF FEES SHALL BE CONCLUSIVELY DETERMINED BY THE DIRECTOR OF THE APPROPRIATE DEPARTMENT, AS APPLICABLE. WHERE AS PART OF A REZONING, PLAT OR SIMILAR APPLICATION TYPE, THE BOARD OF COUNTY COMMISSIONERS DIRECTS APPROVAL OF FUTURE DEVELOPMENT ORDERS DIFFERENT FROM THE STANDARD TYPE OF APPROVAL PROCESSES REQUIRED, THE DIRECTOR OF THE APPROPRIATE DEPARTMENT SHALL DETERMINE THE FEES TO BE APPLIED TO THE PROCESS NECESSARY TO MEET THE BOARDS REQUIREMENTS. THE APPLICABLE FEES SHALL BE THOSE WHICH MOST CLOSELY RESEMBLE THOSE CHARGED FOR SIMILAR PROCESSES INCLUDING EXTRA FEES FOR ADVERTISING AND THE LIKE.

A) ADMINISTRATION

- 1) Official Interpretation Request of Land Development Code (LDC), Growth Management Plan (GMP), or Building Construction Administrative Code (Administrative Code). Based on staff hours: Less than 20 hours **\$1,500.00**, 20 to 40 hours **\$3,000.00**, more than 40 hours **\$5,000.00**
- 2) N/A
- 3) Determination of Vested Rights. **\$100.00** (plus the County's out-of-pocket expenses associated with hearing officer and hearings)
- 4) Appeal of Vested Rights Determination. **\$100.00**
- 5) Amendment to Land Development Code. **\$3,000.00**
- 6) Appeal of an Administrative Decision (as may be provided for in the Collier County Administrative Code or the LDC). **\$1000.00** (non-refundable)
- 7) Appeal to Board of Zoning Appeals or Building Board of Adjustments and Appeals (as may be provided for in the Collier County Administrative Code or the LDC). **\$1,000.00** (non-refundable)

B) BLASTING PERMITS & INSPECTION

- 1) 30 day permit fee, non-refundable payable upon application. **\$250.00**
- 2) 90 day permit fee, non-refundable payable upon application. **\$600.00**
- 3) Yearly permit fee, non-refundable payable upon application. **\$1,500.00**
- 4) Renewal permit fee, non-refundable payable upon application. **\$200.00**
- 5) After-the-fact fee, due to blasting without a permit. **\$10,000.00**
- 6) Fine fee, per detonated shot with after-the-fact permit. **\$200.00**
- 7) Handler fee, for handler who assists the user or blaster in the use of explosives. **\$100.00**
- 8) Blasting Inspection Fee. **\$200.00** (per inspection)
- 9) Inspection fees shall be paid upon issuance of a blasting permit based on the estimated number of blasts. Upon completion, fees will be adjusted to reflect actual number of blasts.

C) ENVIRONMENTAL/LANDSCAPING

- 1) Site Clearing Permit, first acre or fraction of an acre. **\$250.00** each additional acre or fraction of an acre. **\$50.00** (\$3,000.00 maximum)
- 2) Agricultural Land Clearing
 - a. Land Clearing Notification **\$250.00**
 - b. Land Clearing Permit **\$250.00** each additional acre or fraction of an acre. **\$50.00** (**\$3,000.00 maximum**)

- 3) Landscape Tree Removal Fee **\$250**
- 4) Environmental Impact Statement (EIS) **\$2,500.00** for 1st submittal and 2nd submittal if applicable, 3rd submittal **\$1,000.00**, 4th and subsequent submittals **\$500.00** each
- 5) Landscape Re-inspection 1st **\$50.00**, 2nd **\$75.00**, every inspection afterward **\$100.00**
- 6) Vehicle on the Beach Permit Application. **\$250.00** (Permit fee shall be waived for public and non-profit organizations engaging in environmental activities for scientific, conservation or educational purposes).
- 7) Beach Nourishment Permits - **\$400**
- 8) Special Treatment Review
 - a. First five acres or less. **\$400.00**
 - b. Each additional acre, or fraction thereof. **\$50.00** (\$5,000.00 Maximum)
 - c. n/a
- 9) Coastal Construction Setback Line (CCSL):
 - a. CCSL Permits **\$400.00**
 - b. Variance - Petition. **\$1000.00**
- 10) Sea Turtle Permit-
 - a. Sea Turtle Handling Permits. **\$25.00**
 - b. Sea Turtle Nesting Area Construction Permit. **\$200.00**
 - c. Sea Turtle Nest Relocation. **\$100.00**
- 11) Vegetation Removal Permit
 - a. First acre or fraction of an acre less. **\$250.00**
 - b. Each additional acre, or fraction thereof. **\$50.00** (\$3,000.00 Maximum)
- 12) After-the-fact Environmental or Landscape Permits
 - a. CCSL Variance Petition. **2x normal fee**
 - b. All other Environmental or Landscape Permits. **4x normal fee**
- 13) Informal Wetland Jurisdictional determination for single family parcels up to 5 acres - **\$300.00**
- 14) Conservation Easement review fee - **\$300.00** application fee plus the following additional site fee: **\$200.00** for CE acres less than 5 acres; **\$400.00** for CE area between 5 acres and 10 acres; **\$600.00** for CE area greater than 10 acres and less than 20 acres; **\$800.00** for CE areas between 20 and 50 acres; and an additional **\$200.00** for every 40 acres of CE area over 50 acres.
- 15) Listed or Protected Species review fee (when an EIS is not required) - **\$1000.00**

D) EXCAVATION PERMITS

- 1) Annual Renewal. **\$300.00**
- 2) Application (Private). **\$400.00**
- 3) Application (Commercial). **\$2,000.00**
- 4) Application (Development). **\$400.00**
- 5) **\$200.00** per inspection paid in advance for 12 months
- 6) Reapplication: **\$300.00** plus **\$200.00** per month inspection fee
- 7) Cubic Yardage Review Fee: **\$200.00** first 5000 cy, plus **\$10.00** per additional 1000 cy with a maximum of **\$20,000.00**
- 8) Time Extension. **\$150.00** plus **\$200.00** per month inspection fee
- 9) After-the-fact Excavation Permit. **4x application fee**
- 10) Over excavation penalty fee per yard. Plus Permit/Review **\$0.05** per cubic yard fee, unless maximum have been paid.

E) FIRE CODE REVIEW FEES

- 1) Fire Code Review fees associated with each of the following processes:
 - a. SDP - Site Development Plan **\$200.00**
 - b. SDPA - Site Development Plan, Amendment **\$150.00**
 - c. SDPI - Site Development Plan, Insubstantial **\$100.00**
 - d. SIP - Site Improvement Plan **\$150.00**
 - e. SIPI - Site Improvement Plan, Insubstantial **\$100.00**
 - f. PSP - Preliminary Subdivision Plans **\$150.00**
 - g. PSPA - Preliminary Subdivision Plans, Amendment **\$100.00**
 - h. PPL - Plans & Plat, Subdivision **\$100.00**
 - i. FP - Final Plat **\$100.00**
 - j. CONSTR - Construction Plans, Subdivision/Utilities **\$100.00**
 - k. ICP - Construction Plans, Insubstantial **\$100.00**
 - l. DRI - Development of Regional Impact **\$200.00**
 - m. DOA - Development Order, Amendment **\$150.00**
 - n. PUDZ - Planned Unit Development, Rezone **\$150.00**
 - o. PUDA - Planned Unit Development, Amendment **\$150.00**
 - p. PDI - Planned Unit Development, Insubstantial **\$100.00**
 - q. RZ - Rezone, Regular Zoning **\$100.00**
 - r. CU - Conditional Use **\$150.00**

F) SITE DEVELOPMENT PLANS

- 1) Site Development Plan Review (SDP). **\$5000.00**
 - a. plus **\$40.00** per D/U
 - b. plus **\$100.00** per residential building structure
 - c. plus **\$0.10** per square foot for non-residential except that structures designed exclusively for parking (parking garages) shall be calculated at **\$0.05** per square foot.
 - d. plus **\$200.00** per building for non-residential
 - e. Additional fees for 3rd review **\$500.00**, 4th review **\$1,000.00**, 5th review **\$1,500.00**, 6th and subsequent reviews **\$2,000.00**

When a building consist of both residential and non-residential (commercial, retail, office) uses, the following fees will apply.

- a. **\$5000.00** base fee plus **\$40.00** per D/U
 - b. **\$200.00** per building for non-residential
 - c. plus **\$0.10** per square foot of non-residential floor area
 - d. Additional fees for 3rd review **\$500.00**, 4th review **\$1,000.00**, 5th review **\$1,500.00**, 6th and subsequent review **\$2,000.00**
- 2) Pre-application fee. **\$500.00** (to be credited toward application fee submittal)
 - a. Second and subsequent pre-app meetings at the applicant's request shall not be credited towards application fees.
 - b. Second and subsequent pre-app meetings at staff's request will be held at no charge to the applicant.
 - c. Applications submitted 9 months or more after the date of the last pre-app meeting shall not be credited towards application fees and a new pre-application meeting will be required.
 - 3) Simultaneous Review Fee (planning review of simultaneous building permit applications) **\$100.00** per building permit application.
 - 4) Site Development Plan Insubstantial Change
 - a. Site Development Plan Insubstantial Change. **\$400.00** for first sheet, **\$100.00** for each and every additional sheet submitted.
 - b. Site Development Plan Insubstantial Change for Public Utility System Accessory Uses. **\$500.00** for the first sheet, **\$125.00** for each and every additional sheet.

- c. Additional fees for 3rd review **\$500.00**, 4th Review **\$1,000.00**, 5th and subsequent review **\$1,500.00**
- 5) Site Development Plan Conceptual Review (CSP), Unified Development Plan (UDP), Neighborhood Park Site (NPSP) **\$750.00**
- 6) Site Improvement Plan Review (SIP). **\$1000.00** (plus Engineering review fees)
- 7) Utility Plan Review & Inspection Fees-
 - a. Construction Document Review. **0.75%** of probable water and/or sewer construction costs
 - b. Construction Inspection. **2.25%** of probable water and/or sewer construction costs. All Inspection fees will be due at the pre-construction meeting. If no pre-construction meeting is required, all Inspection fees shall be due prior to the issuance of the permit. No construction shall take place until the fee is paid in full. Fees are considered to be non-refundable after payment is received unless otherwise determined by the Board of County Commissioners.
 - c. Construction Document Resubmission or Document Modification, submit as insubstantial change. **\$150.00** for first sheet, **\$75.00** for each additional sheet
- 8) Engineering Site Plan Review Fee
 - a. Construction Documents Review Fee **0.75%** of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction
 - b. Construction Inspection **2.25%** of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction. All Inspection fees will be due at the pre-construction meeting. If no pre-construction meeting is required, all Inspection fees shall be due prior to the issuance of the permit. No construction shall take place until the fee is paid in full. Fees are considered to be non-refundable after payment is received unless otherwise determines by the Board of County Commissioners. unless otherwise determined by the Board of County Commissioners.
- 9) Site Development Plan Amendment (SDPA) **\$2,500.00**
 - a. Plus **\$40.00** per D/U plus **\$100.00** per residential building structure
 - b. plus **\$.10** per square foot
 - c. plus **\$200.00** per building for non-residential
 - d. Additional fees for 3rd review **\$500.00**, 4th Review **\$1,000.00**, 5th and subsequent review **\$1,500.00**
- 10) SBR Fees
 - a. Pre-Acquisition Meeting **\$500.00** (no refunds or credits)
 - b. Pre-application fee. **\$500.00** (to be credited toward application fee upon submittal) (all normal pre-application provisions apply)
 - c. SBR Fee **\$5000.00** with hourly reconciliation at project completion for hourly variation greater than 10%, final project charges at **\$100.00** per hour for all associated staff hours
- 11) Violation of the conditions of approval of the SDP/SIP or installation of improvements, clearing, or other land alteration not depicted on, or otherwise authorized as a part of the approved SDP/SIP. **4x** the SIP/SDP application fee
- 12) Request for alternative architectural design **\$500.00**, no separate or additional fee for appeals to, or requests for assistance from, the Architectural Arbitration Board.
- 13) Site Development Plan Sheet change out (per GMD-P&R policy guidelines) **\$35.00** per page.
- 14) Town Home Site Plan Review - **\$6,000.00** base fee, additional fees for 3rd review **\$500.00**, 4th review **\$1,000.00**, 5th review **\$1,500.00**, 6th and subsequent review **\$2,000.00**
- 15) SDP Extension - **\$150.00**
- 16) Post Take Site Plan – Base Fee **\$1,000.00**, Resubmittal Fee **\$250.00** each submittal, **\$3,000.00** additional if objection filed.

- 17) Site Plan with Deviations for Redevelopment (SDP/SDPA/SIP-DR). Application fee to request deviation(s) for a redevelopment project **\$1,000.00**. This fee is in addition to the fee for a SDP, SDPA or SIP application.

G) SUBDIVISION

- 1) Lot Line Adjustment (LLA) and Lot Split Review **\$250.00**
- 2) Subdivision Review Fees (PPL), (PPLA) -
 - a. Construction Documents Review Fee **0.75%** of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping and any other appurtenant cost of construction
 - b. Subdivision Inspection Fee **2.25%** of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction. All Inspection fees will be due at the pre-construction meeting. If no pre-construction meeting is required, all Inspection fees shall be due prior to the issuance of the permit. No construction shall take place until the fee is paid in full. Fees are considered to be non-refundable after payment is received unless otherwise determined by the Board of County Commissioners.
 - c. Construction Document Resubmission or Document Modification -Submit as Insubstantial Change **\$400.00** for first sheet, **\$100.00** for each additional sheet
 - d. Subdivisions – 3rd and subsequent additional reviews - **\$500.00**
 - e. Subdivisions – Substantial deviations from approval construction documents **\$500.00**
- 3) Subdivision, Preliminary Plat (PSP)-
 - a. Petition Application **\$1000.00** plus **\$5.00** per acre (or fraction thereof) for residential, plus **\$10.00** per acre (or fraction thereof) for non-residential; (mixed use is residential)
- 4) Subdivision Final Plat (FP) **\$1,000.00** plus **\$5.00** per acre (or fraction thereof) for residential, **\$1000.00** plus **\$10.00** per acre (or fraction thereof) for nonresidential; (mixed use is residential)
- 5) Additional review of construction plans for phased construction of subdivision improvements. **\$1000.00** per phase
- 6) Two-year Extension **\$150.00**
- 7) Water and Sewer Facilities Construction Document Review **0.75%** of probable water and/or sewer construction costs
- 8) Construction Document Resubmission or Document Modification **0.25%** of probable water and/or sewer construction costs
 - a. 3rd and subsequent re-submittals - **\$500.00**
 - b. Water and Sewer Facilities Construction Inspection Fee **2.25%** of probable water and/or sewer construction costs. All Inspection fees will be due at the pre-construction meeting. If no pre-construction meeting is required, all Inspection fees shall be due prior to the issuance of the permit. No construction shall take place until the fee is paid in full. Fees are considered to be non-refundable after payment is received unless otherwise determined by the Board of County Commissioners.
- 9) Violation of the conditions of approval of approved construction plans or installation of improvements, clearing, or other land alteration not depicted on, or otherwise authorized as a part of the approved construction plans or permit. **4x** the PPL, PPLA, PSP, CNSTR or Final Plat Review Fee (FP).
- 10) Administrative Amendment **\$250.00**

H) ENGINEERING INSPECTION FEES

- 1) Engineering Inspection Fee **\$150.00** per set of required engineering inspections charged at time of building permit issuance.
- 2) Re-inspection Fees: 1st re-inspection **\$67.00**, 2nd re-inspection **\$67.00**, 3rd and thereafter re-inspection **\$67.00**

I) TEMPORARY USE PERMITS

- 1) Beach Events Permits-
 - a. Individual Permit **\$100.00**
 - b. Block of 25 calendar days **\$2,250.00**
 - c. Block of 50 calendar days **\$4,500.00**
 - d. Block of 75 calendar days **\$6,750.00**
 - e. Block of 100 calendar days **\$9,000.00**
 - f. Block of 125 calendar days **\$11,250.00**
 - g. Block of 150 calendar days **\$13,500.00**
- 2) Temporary Use Permit Special Sales & Events. **\$200.00**
- 3) Model Homes and Sales Centers **\$500.00**
- 4) Construction and Development, Mobile home, Agricultural Zoning, and Temporary use for "Coming Soon" sign **\$125.00**
- 5) Residential and Non-Profit Garage and Yard Sale Permits **No Charge**
- 6) Temporary Use Amendment. **\$100.00**
- 7) Renewals or extensions requested after the expiration date **\$200.00**.
- 8) Temporary Use Permit for Special Events requiring BCC approval, including Circus and Carnival Permits. **\$275.00**
- 9) Political Signs (Bulk Temporary Permit) **\$5.00**
- 10) Fees for Temporary Use permits issued After the Fact, ATF: **2x** normal fee

J) WELL PERMITS/INSPECTIONS

- 1) Hydraulic elevator shaft permit **\$300.00**
- 2) Test hole permit (including 1st six holes) **\$300.00**, each additional hole **\$20.00**
- 3) Well permit (abandonment) **\$50.00**
- 4) Well permit (construction, repair, or combined construction and abandonment at one site) **\$300.00**
- 5) Well permit (monitoring) **\$150.00**
- 6) Well Permit (modification of monitor/test well to a production well) **\$75.00**
- 7) Well Reinspections
 - a. First Reinspection **\$67.00**
 - b. Second Reinspection **\$67.00**
 - c. Third Reinspection **\$67.00**
- 8) After the fact well permits **4x** normal fee per violation.

NOTE: Multiple wells may be allowed on one permit, but each well must be accounted for and the appropriate fee shall be charged for each well in accordance with the above listed schedule.

K) ZONING/LAND USE PETITIONS

- 1) Pre-application meeting fee **\$500.00** (to be credited toward application fee upon submittal)
 - a. Second and subsequent pre-app meetings at the applicant's request shall not be credited towards application fees.
 - b. Second and subsequent pre-app meetings at staff's request will be held at no charge to the applicant.
 - c. Applications submitted 9 months or more after the date of the last pre-app meeting shall not be credited towards application fees and a new pre-application meeting will be required.
- 2) Alcoholic Beverage or Service Station Separation Requirement Waiver **\$1000.00**
- 3) Boat Dock Extension Petition **\$1,500.00** Boat Lift Canopy Administrative Review **\$500.00**

- 4) Conditional Use Permit **\$4,000.00** when filled with Rezone Petition (**\$1,500.00**) Additional fee for 5th and subsequent reviews – **20%** of original fee.
- 5) Conditional Use Monitoring Review: **\$750.00**
- 6) Conditional Use Extension **\$3,000.00**
- 7) DRI Review (In addition to cost of rezone) **\$10,000.00** plus **\$25.00** an acre (or fraction thereof) Additional fee for 5th and subsequent reviews – **20%** of original fee Amendments deemed to be minor in nature, that is requiring minor strike thru and underline text amendments of no more than 10 different lines of text changes in the DRI will be capped at \$13,000.00. Any amendment which includes a map and text change will be assessed the full fee (no cap).
- 8) DRI/DO Amendment **\$6,000.00** plus **\$25.00** per acre (or fraction thereof). The acreage charge does not apply for amendments which only change the build-out date of the DO for a time period of less than five years. Additional fee for 5th and subsequent reviews – **20%** of original fee.
 - a. DRI Extension - **\$100.00**
- 9) DRIABN – DRI Abandonment **\$1,500.00**
- 10) Flood Variance Petition **\$1000.00**
- 11) Interim Agriculture Use Petition **\$350.00**
- 12) Non-Conforming Use Change/Alteration **\$1,500.00**
- 13) Parking Exemption **\$1,500.00**. Additional fee for 5th and subsequent reviews – **20%** of original fee.
- 14) Parking Reduction (Administrative) **\$500.00**
- 15) Rezone Petition (PUD to PUD): **\$8,000.00** plus **\$25.00** an acre (or fraction thereof) (Requires a submittal of a new PUD document), additional fee for 5th and subsequent reviews – **20%** of original fee (excludes minor minor revisions as required by staff).
- 16) Property owner notifications: **\$1.50** non-certified mail, **\$3.00** certified return receipt mail (Petitioner to pay this amount prior to advertisement of petition)
- 17) Planned Unit Development Amendments (PUD) **\$6,000.00** plus **\$25.00** an acre or fraction of an acre. (Substantial changes to the text and Master Plan), Additional fee for 5th and subsequent reviews – **20%** of original fee. Text changes that do not impact the Master Plan **\$6,000.00** (the **\$25.00** an acre fee will not apply. Amendments deemed to be minor in nature that is requiring minor strike thru and underline amendments of no more than 10 different lines of text changes in the PUD will be capped at **\$9,000.00**. Any amendment which includes a map and text change will be assessed the full fee (no cap).
- 18) Planned Unit Development Amendment - Insubstantial (PDI) **\$1,500.00** requires a hearing by the CCPC only for a minor change to the PUD Master Plan, PUD Minor Change (PMC) **\$1,000.00** (Administrative Review for minor change to the Master Plan)
- 19) Rezone Petition (Regular) **\$6,000.00** plus **\$25.00** an acre (or fraction thereof), Additional fee for 5th and subsequent reviews – **20%** of original fee.
- 20) Rezone Petition (to PUD) **\$10,000.00** plus **\$25.00** an acre (or fraction thereof), Additional fee for 5th and subsequent reviews – **20%** of original fee.
- 21) Street Name Change (Platted) **\$500.00** plus **\$1.50** for each property owner requiring notification of proposed street name change

- 22) Un-platted street name or project name change: **\$100.00** per application fee plus **\$50.00** per additional hour or Partial hour of research required to process application, not to exceed **\$500.00**
- 23) Variance petition: **\$2,000.00** residential, **\$5,000.00** non- residential, Additional fee for 5th and subsequent Reviews – **20%** of original fee.
- 24) Variance (Administrative) **\$1,000.00**
- 25) Zoning Certificate: Residential: **\$50.00**, Commercial: **\$125.00**
- 26) PUD Extension – Sun Setting: **\$1000.00**
- 27) Sign Variance Petition: **\$2000.00**
- 28) Stewardship Receiving Area Petition (SRA): **\$7000.00** per SRA plus **\$25.00** per acre for. Stewardship Sending Area Petition (SSA): **\$9,500.00**, Stewardship Receiving Alternative Deviation Design (SRDD) **\$500.00**. SRA Amendments deemed to be minor in nature, that is requiring minor strike thru and underline text amendments of no more than 10 different lines of text changes in the SRA will be capped at **\$10,000.00**.
- 29) After-the-Fact Zoning/Land Use Petitions **2x** the normal petition fee
- 30) Land Use Petition Continuances Including Appeal of an Administrative Decision and Appeal to Board of Zoning Appeals
 - a. Requested after petition has been advertised **\$500.00**
 - b. Requested at the meeting **\$750.00**
 - c. Resultant additional required advertising charged in addition to continuance fees.
- 31) PUD and SRA Monitoring (one-time charge at time of building permit pick-up)
 - a. **\$100.00** per dwelling unit for residential construction within a PUD and SRA (**\$3,000.00** maximum fee per building permit application)
 - c. **\$0.12** per square foot for non-residential construction within a PUD and SRA (**\$3,000.00** maximum fee per building permit application)
- 32) Any legal advertising required during any GMD-P&R activity or approval process will be charged in addition to stated fees, at actual costs. GMD-P&R reserves the right to charge an estimated amount with the initially required project fees, and will reconcile and adjust such charges against actual legal advertising recording billings at the completion of the project.
- 33) Mixed Use Project (MUP) **\$2,500.00**
 - a. Mixed Use Project Deviation **\$1,000.00**
- 34) Amplified Sound Permit **\$300.00**.
- 35) Planned Unit Development (PUD) closeout application and processing **\$2,500.00**
- 36) Development of Regional Impact (DRI) closeout application and processing **\$10,000.00**
- 37) Zoning Verification Letter – Planned Unit Development (PUD) Comparable Use Determination application fee **\$1,000.00**. Note: This application and fee is distinct from the Zoning Confirmation Letter found elsewhere in the Fee Schedule.

L) MISCELLANEOUS

- 1) Reserved
- 2) Reserved
- 3) Official Zoning Atlas Map Sheet Publications, maps, and reports shall be copied at actual cost.

- 4) The following fee shall be assessed for all Lien Search Requests and Payoff Requests: **\$25.00**/per property address.
- 5) The fee for researching records, ordinances, and codes shall be at no charge for the first hour, then at the base salary hourly rate of the staff member conducting the service for time in excess of 1 hour.
- 6) The fee for creating and designing special computer generated reports that are not a part of regular standard reports shall be at no charge for the first hour, then at the base salary hourly rate of the staff member conducting the service for time in excess of 1 hour.
- 7) CD Burning: **\$5.00**
- 8) Complete sets of Official Zoning Atlas Map Sheets **\$100.00** per set.
- 9) Staff shall charge the following fees for duplication of public records:
 - a. **\$0.15** for each one sided photocopy of documents less than 11x17 inches.
 - b. **\$0.20** for each two sided photocopy of documents less than 11x17 inches.
 - c. **\$1.00** for each certified copy of a public record.
- 10) Property Notification Address Listing:
 - a. MS Excel spreadsheet on Disc **\$70.00**
 - b. Print out on Paper **\$75.00 + \$0.05** for every record over 1500
 - c. Mailing Labels **\$80.00 + \$0.06** for every record over 1500
 - d. Print out on Paper + Mailing Labels **\$85.00 + \$0.11** for every record over 1500
- 11) Comprehensive Plan Consistency Review
 - a. CU's **\$300.00**
 - b. Rezoning **\$750.00**
 - c. PUD's or PUD Amendments: **\$2250.00**
 - d. Letter of GMP consistency to outside agencies: **\$250**
 - e. SRA - Stewardship Receiving Area - **\$2,250.00**
 - f. DRI - Development of Regional Impact - **\$2,250.00**
 - g. FIAM – Fiscal Impact Analysis - **\$4,000.00**
- 12) Plan Review Fee (for planning review of all building permit applications)
 - a. Permit Application – Complex (more than one trade): **\$75.00** per building permit application, 2nd review **50%** of fee, 3rd and subsequent **25%** of fee (2nd and subsequent review fees related to Zoning approvals only)
 - b. Permit Application – Basic (no trade or one trade): **\$50.00** per building permit application, 2nd review **50%** of fee, 3rd and subsequent **25%** of fee (2nd and subsequent review fees related to Zoning approvals only)
- 13) Project Meetings: Active applications under review for the following project types will be afforded one inter-departmental meeting at no charge: Planned Unit Development re-zonings and Site Development Plan applications (except for conceptual site plan approval and insubstantial change approval). Meeting requests for all other application types and additional meetings will be subject to the following fees:
 - a. Meetings with Departmental Project Approval Staff member per applicant request, reviews and petitions in progress, **\$150.00** per one hour minimum, **\$75.00** per ½ hour thereafter. Additional Department staff attending meeting per applicant request **\$75.00** per ½ hour per staff member.
 - b. Inter-Departmental Project Meeting per applicant request, site plan reviews and land use petitions in progress, **\$500.00** per one hour minimum, **\$250.00** per ½ hour thereafter.
- 14) Adequate Public Facilities
 - a. Planning Applications requiring COA process review (such as FP's, PPL's & SIP's, SDPs) **\$200.00 + 25.00** per residential dwelling unit or + **25.00** per 1000 sq ft commercial (\$5000.00 maximum)

- b. Building permit applications requiring COA process review not covered under 12.a above **\$100.00** per building permit application.
- 15) Zoning Confirmation Letters
 - a. Standard Response **\$100.00** (includes up to 1 hour research)
 - b. Extended Research **\$100.00** per hour (any response with research in excess of 1 hour)
 - 16) N/A
 - 17) CDD
 - a. Community Development District **\$15,000.00**
 - b. Chapter 189 Special District, Independent or Dependent, **\$15,000.00**
 - 18) GMP Amendment
 - a. Small Scale **\$9000.00**
 - b. General **\$16,700.00**
 - c. Legal advertising in addition to sub-sections a and b fees, and subject to applicable fee schedule provisions.
 - d. Pre-application meetings for GMP consistency for development orders and zoning/land use petitions: **\$250**
 - e. n/a
 - 19) Application for issuance TDR, **\$250** (non-refundable); plus **\$25** per TDR issued and recorded (total fees not to exceed \$2,750.00)
 - 20) Engineering Services
 - a. Vacation of Easements: **\$2,000**
 - 21) Building Board of Adjustments and Appeals **\$250.00**
 - 22) Early Work Authorization (EWA) permit: **\$500.00** (does not include site clearing fee).
 - 23) Legal Non-conforming Lot (LNC) **\$100.00**
 - 24) Vested Rights Determination (VRD) **\$1,500.00**
 - 25) Time Extension **\$150.00**
 - 26) The following fee shall be assessed for replacement of a like kind residential grade electric water heater within a residential dwelling unit that is located within an attached and/or multi-unit structure - **\$35.00** (fee includes 1 inspection)
 - 27) Notice of Commencement Administrative Fee **\$5.00**. The Clerk of Courts Recording Fee (amount as specified on the Collier Clerk of Courts website) will also be collected on the Clerk's behalf.

M) BUILDING PERMIT FEES

- 1) Minimum fee of **\$110.00** for each of the following: plumbing, mechanical (A/C), electrical and structural. Minimum fee for all other applications - **\$110.00**.
- 2) Unless otherwise stated, estimated review fees are to be paid at the time of application, are non-refundable, and will be a minimum of **\$50.00**. Estimated inspections fees are to be paid at the time of permit issuance and will be reconciled to the actual number of inspections performed. Additional payment is required prior to the CO issuance if actual inspections exceed estimated. Refunds issued if estimated inspections exceed actual.
- 3) The balance of the total permit fee will be collected at the time of issuance of the permit and will include any fee adjustments necessary. Exterior shell and interior construction are separate reviews for commercial construction, whether permitted simultaneously or under separate shell and build out permits.



- 4) Exemptions for minor repairs residential. The following permit exemptions have been established for Collier County based on Section 102.2.5 (3) of the Florida Building Code and Section 553.80(3)(c), Florida Statutes. Permit exemption is for owners of single family detached residences performing work on single family properties. All work performed shall comply with the standards of the Florida Building Code Residential.
 - A) Electrical: Repair work performed by a licensed electrical contractor that does not exceed \$1,500.00 in value of materials and labor.
 - B) Plumbing: Repair/replace work performed by licensed plumbing contractors that does not exceed \$1,500.00 in value of materials and labor.
 - C) Mechanical: Repair work performed by licensed mechanical contractors that does not exceed \$1,500.00 in cost for parts and labor.
 - D) Building:
 - a. Repair work performed by licensed contractors per Florida Statute 489 that is not structural in nature and does not change the occupancy, does not affect life safety and value of which does not exceed \$1,500.00 in labor and materials.
 - b. The repair of any roof covering not exceeding \$1,500.00 in value of materials and labor or work not exceeding two roofing squares (200 sq. ft.) in extent.
- 5) The building permit fee shall be considered the addition of all individual trade plan review fees involved in the process plus the inspection fees.

N) STRUCTURAL PERMIT FEES

- 1) The fee for a structural permit shall be computed as follows: Such fees shall be either based on the contractor's valuations of construction cost or based on square footage. Minimal accepted calculated costs of construction are set forth on the attached Building Valuation Data Table - ICC Building Valuation Data Table, produced February, 2007. Valuation of construction costs of less than **\$750.00** - No permit or fee is required, but construction must comply with all County Codes and Ordinances. If inspections are required by the Building Official or requested by the applicant, the appropriate fees shall be paid.

EXCEPTION: All work involving structural components and/or fire rated assemblies requiring permits and inspections regardless of construction cost, signs must secure permits as stated in Collier County Code of Laws and Ordinances – Chapter 22 Building and Building Regulations.

- a. Valuation of construction costs up to \$4,999.99 – **\$50.00** plus applicable inspection fees as required.
- b. New construction review fee of **\$0.055** per square foot total area for valuation of construction costs \$5,000 or over.
- c. Alternative Minimum Review Fee: all construction under 500 square feet with valuation in excess of \$100,000, and all construction three floors or over in height, **\$333.00** plus **\$3.00** per thousand dollars of building valuation in excess of \$50,000 plus applicable inspection fees as required.

O) ELECTRICAL PERMIT FEES

- 1) The fees for electrical permits for new structures or placement or relocation of structures shall be computed as follows:
 - a. New construction review fee of **\$0.055** per square foot total area
 - b. Alternative Minimum Review Fee:
 - i. **\$0.40** per ampere rating of all single-phase panel boards.
 - ii. **\$0.15** per ampere rating for switch or circuit whichever is greater, if item #1 above does not apply.
 - iii. When not a complete installation, all switch and circuit breakers ahead of panel boards shall be computed at **\$0.15** per ampere.

- iv. Permit fees for any change in electrical installation shall be computed at the above rates for that portion of new and/or increased fees in existing electrical facilities.
- v. The minimum for any electrical permit shall be **\$110.00** per unit or tenant space
- vi. Fifty percent (**50%**) in additional fee costs shall be added to all above fees for three phase installations.

P) PLUMBING PERMIT FEES

- 1) The following fee calculations shall be applied separately when the permit involves mixed occupancies.
 - a. Residential occupancies: The fee for a plumbing permit shall be computed at the rate of **\$0.055** per square foot total area to be charged for each living unit with one to three bathrooms with a minimum of **\$110.00**. An additional fee of **\$10.00** will be assessed for each additional bathroom
 - b. Nonresidential occupancies: The fee for a plumbing permit shall be computed by the following methods, whichever is calculated to be the greatest fee:
 - 1. The rate of **\$0.055** per square foot total area with a minimum of **\$110.00**; or
 - 2. Institutional facilities, hospitals, schools, restaurants and repairs in any occupancy classification shall be charged at the rate of **\$1.00** per fixture unit or
 - 3. Minimum of **\$110.00** for each occupancy or tenant space.
- 2) Grease traps: An additional fee of **\$50.00** shall be assessed for each grease trap.
- 3) The cost for retrofit piping shall be computed at the minimum fee of **\$50.00** per floor for each main riser.
- 4) The cost of a permit for lawn sprinkler systems shall be computed using the dollar valuation as shown under Section M of this Resolution.
- 5) The minimum plumbing permit fee shall be **\$110.00**.

Q) MECHANICAL PERMIT FEES

- 1) The following fee calculations shall be applied separately when the permit involves mixed occupancies.
 - a. Residential occupancies: The mechanical permit fees shall be computed at the rate of **\$0.055** per square foot total area to be charged for each living unit up to three tons of air conditioning. Each additional ton or part thereof shall be **\$3.00** per ton.
 - b. Nonresidential occupancies: The mechanical permit fees shall be computed by one of the following methods, whichever is calculated to be the greatest fee: The rate of **\$0.055** per square foot total area to be charged for the first three tons or three horsepower of air conditioning or other mechanical systems per tenant space, each additional ton of air conditioning or horsepower shall be **\$3.00**.
- 2) The cost of retrofit piping shall be computed at the minimum fee of **\$50.00** per floor for each cooling tower, or **\$50.00** for the first 3 horsepower and **\$3.00** for each additional horsepower, whichever is greater.
- 3) The minimum mechanical permit fee shall be **\$110.00**.
- 4) A permit for the change out of components shall be calculated at the above mechanical permit fee rate or the minimum fee whichever is greater.

R) FIRE PREVENTION AND CONTROL PERMIT FEES

- 1) Please refer to the Fire Code Office regarding their Fire Prevention and Control Permit Fees.

S) MOBILE HOME/OFFICE TRAILER AND OTHER TRAILER PERMIT FEES

- 1) The permit fee shall be **\$40.00** to set-up a single-wide trailer or mobile home on an approved site plus electrical, plumbing, mechanical, inspection and fire protection fees as applicable.

- 2) The permit fee shall be **\$65.00** to set-up a double wide or larger mobile homes on an approved site plus electrical, plumbing, mechanical, inspection and fire protection fees as applicable.

T) CHICKEES AND SIMILAR STRUCTURES

- 1) The permit fee will be based upon a calculated cost of construction of **\$4.00** per square foot under roof or the contractor's estimated cost of construction, whichever is greater. The fee will then be calculated in accordance with Section N of this Resolution. Additional permit fees for electric, plumbing, mechanical, inspections, fire, etc., will be charged when applicable.

U) POOL OR SPA PERMIT FEES

- 1) For construction of each public pool or spa the fee shall be –
 - a. Valuation of construction costs of up to \$4,999.99: **\$100.00**
 - b. Valuation of construction costs of \$5000.00 through \$49,999.99: **\$80.00** plus **\$7.00** per thousand dollars, or fraction thereof, of building valuation in excess of \$2,000.00.
 - c. Valuation of construction costs of \$50,000.00 through \$1,000,000.00: **\$333.00** plus **\$3.00** per thousand dollars, or fraction thereof, of building valuation in excess of \$50,000.00.
 - d. Valuation of construction costs over \$1,000,000.00: **\$3,474.00** plus **\$3.00** per thousand dollars, or fraction thereof, of building valuation in excess of \$1,000,000.00.
- 2) For construction of each private pool or spa the fee shall be: **\$50.00** application plus applicable inspection fees as required.

V) SCREEN ENCLOSURE PERMIT & PAN ROOF FEES

- 1) N/A
- 2) The screen enclosure or roof fee will then be calculated in accordance with Section N of this Resolution.

W) SIGN PERMIT FEES

- 1) Sign permit fees will be calculated in accordance with all applicable Building Permit Fees and Electrical Permit Fees outlined in this document, the Collier County Development Fee Schedule. The minimum building permit fee for sign shall be **\$100.00**.
- 2) Multiple signs of the same type (i.e., wall signs) and for a single project may be allowed per one permit, however an appropriate fee shall be charged for each sign in accordance with the schedule set forth in the above subsection 1 of Sign Permit Fees.

X) CONVENIENCE PERMIT FEES

- 1) Convenience permits are issued in blocks of 10 each. Only licensed contractors are eligible to purchase convenience permits are limited to the use specified on the permit. The fee for a book of 10 convenience permits is **\$620.00** (1 inspection only)

Y) REVISION AND AS BUILT PLAN REVIEW FEES; CORRECTIONS TO PLANS

- 1) PERMIT AND PLAN REVISIONS The fee for each permit revision submitted after permit issuance shall be calculated using fee schedules outlined in Sections N through R above. The minimum permit fee for revisions to permitted projects shall be **\$50.00**.
- 2) AS BUILT PLANS The fee for "As Built" plan review shall be ten (10%) percent of the original building permit fee or **\$140.00**, whichever is greater, but shall not exceed **\$500.00**. The fee is intended to cover the cost of reviewing amended building plans in the office to determine that change orders and various field changes are in compliance with the minimum construction and fire codes of Collier County. The following are required for as-built drawings review:
 - a. An itemized list of all changes made after permit plan approval.
 - b. As-built plans that have all changes made after permit plan approval "clouded".
 - c. As-built plans and changes shall be signed and sealed by the engineer and/or architect of record.
- 3) CORRECTIONS TO PLANS
 - a. First Correction to Plans. **No charge**

- b. Second Correction to Plans. **\$65.00**
- c. Third & subsequent correction to plans. **\$90.00**

Z) PERMIT EXTENSION

- 1) The filing fee for each permit extension shall be equal to **10%** of the original building permit fee or **\$100.00**, whichever is greater, but shall not exceed **\$500.00**. The filing fee is intended to cover the cost of reviewing existing or amended building plans to determine and verify code compliance

AA) DEMOLITION OF BUILDING OR STRUCTURE PERMIT FEES

- 1) The permit fee shall be **\$20.00** application for the demolition of any building or structure; plus applicable inspection fees as required.

BB) PRE-MOVING INSPECTION FEES

- 1) The fee shall be **\$140.00** for the pre-moving inspection of any building or structure.

CC) INSPECTION FEES

- 1) A charge of **\$52.00** per inspection shall be assessed for inspections for which a permit is not necessary.
- 2) A user fee of **\$104.00** shall be assessed for all inspections on a time specified basis.
- 3) All required and partial inspections: **\$52.00** per inspection.

DD) REINSPECTION FEES

- 1) Re-inspections for any type of building permit shall result in an additional fee of **\$67.00** per reinspection.

EE) FAILURE TO OBTAIN A PERMIT

- 1) Where work for which a permit is required is started or proceeded with prior to obtaining said permit and where such action was cited by Code Enforcement or by Contractor Licensing and resulted in a finding of violation from either the Code Enforcement Board, the Special Magistrate, or the Contractor Licensing Board, the fees herein specified shall be 2x the regular fee, as defined in this fee schedule, unless otherwise directed by the Board of County Commissioners.
- 2) Where work for which a permit is required is started or proceeded with prior to obtaining said permit and where a contractor or agent/provider where the building official or zoning official or his/her designee, (for cases involving land use development) deems that the contractor/provider should have known that a permit was required but voluntary seeks compliance by obtaining the necessary permits to abate the violation, the fees herein specified shall be 2x the regular fee, as defined in this fee schedule.
- 3) Where work for which a permit is required is started or proceeded with prior to obtaining said permit, and where the unpermitted work may or may not have been completed by the property owner, and where the current owner seeks voluntary compliance by obtaining said permit to assure compliance with all applicable codes, the fees will be assessed at the regular rate as defined in this fee schedule.
- 4) The payment of such fee shall not relieve any person from fully complying with the requirements of any applicable construction code or ordinance in the execution of the work, or from any penalty prescribed within any construction code, law or ordinance of Collier County.
- 5) The fees within section EE shall not be applicable for the re-issuance of any missing permit, missing certificate of occupancy, or missing certificate of completion that was presumed to be issued prior to April 1, 1997, upon the verification of such items presented by the property owner, or his/her designee, to the building official, or his/her designee; but shall be applicable for all reviews requiring inspection, review of plans, and all other applicable fees associated with the issuance of said permit(s), certificate of occupancy, or certificate of completion, as determined by the building official, or his/her designee, in addition to the zoning director, or his/her designee (for cases involving land use development), as defined within this fee schedule.

FF) LICENSING

- 1) The fee for licensing items is as follows:
 - a. Letters of Reciprocity **\$55.00**

- b. Contractors Change of Status. (active to dormant) **\$10.00**
 - c. Voluntary Registration of State Certified Contractors **\$45.00**
 - d. Pictures. **\$2.00**
 - e. Laminating **\$1.00** (per license)
 - f. Fee for a 6 month temporary contractor's license **\$55.00**
 - g. Certified copies of Experience letters **\$35.00**
 - h. Duplicate or replacement (of Competency cards) **\$25.00**
 - i. Second entity application fee **\$105.00**
- 2) Certificated of Competency (Annual)
- a. Contractor

Initial License Fee	\$230.00
Renewal Fee	\$145.00
 - b. Specialty Contractor

Initial License Fee	\$205.00
Renewal Fee	\$125.00
 - c. Journeyman

Initial License Fee	\$ 80.00
Renewal Fee	\$ 55.00
- 3) Dormant Certificates of Competency (Annual)
- a. Contractor **\$130.00**
 - b. Specialty Contractor **\$130.00**
 - c. Penalty fees after 9/30 **\$ 20.00** per month until 12/31
- 4) Reinstatement of Delinquent License
- a. Contractor **\$230.00** plus back years
 - b. Specialty Contractor **\$205.00** plus back years
 - c. Journeyman **\$ 80.00** plus back years
 - d. Examination Administrative Fee **\$130.00** good for 6 months

GG) DUPLICATE PERMIT CARDS

- 1) The fee shall be **\$5.00** for the issuance of a duplicate permit card for whatever reason.

HH) CHANGE OF CONTRACTOR OR SUBCONTRACTORS

- 1) To record a change of contractor or subcontractor, on a permit that has been issued, the fee shall be **\$40.00**. This fee includes the issuance of a new permit card.

II) PERMIT FEE REFUNDS

- A) Building Permit Review Standards apply to all internal GMD-P&R reviews for building permit applications with previously approved site plans, including all required trade reviews, along with any required Zoning, Engineering and Impact Fee reviews. Reviews external to GMD P&R, such as a Fire, are excluded. The performance standard time frame begins upon submission of the application, and runs until either issuance of a comment letter or at approval. Review standard guarantees require the submission of a sufficient number of plan sets (to be determined by the Building Department) to accommodate parallel trade reviews.
 - 1) New Residential construction reviews will be completed within 5 business days (if longer than 5 business days 50% of review fee refunded).
 - 2) New Commercial construction reviews will be completed within 15 business days (if longer than 15 business days 50% of review fee refunded).
 - 3) Alterations, Additions and Minor Permits:
 - a) Residential permit application reviews will be completed within 5 business days (if longer than 5 business days 50% of review fee refunded).
 - b) Commercial permit applications requiring only a single trade review and will be completed within 5 business days (if longer than 5 business days 50% of review fee refunded).

- c) Commercial permit applications requiring 2 or 3 trade reviews will be completed within 10 business days (if longer than 10 business days 50% of review fee refunded).

B) Annual Fee Adjustments

- 1) Proposed Annual Fee adjustments for Building Department fees shall equal the average personnel cost change (COLA plus average merit) approved by the BCC as part of that fiscal year's budget, adjusted for any change in staffing levels.
- 2) Annual fee adjustments will become effective on Jan 1 of each fiscal year if approved.
- 3) Annual fee adjustments require full review and recommendation to the BCC from the Development Services Advisory Committee. Annual fee adjustments also require full BCC approval.
- 4) Annual fee adjustments require Building Fund total reserves to be less than 6 months of the Building Fund operating budget for that fiscal year. If reserves exceed six months of budgeted operating expenses, no annual adjustment can be requested.

C) Special Fee Adjustment

- 1) If Building Fund total reserves are projected to exceed six months of operating expenses in the proposed budget of any upcoming fiscal year, fees will be lowered in sufficient amount to insure Building Fund reserves remain under six months of budgeted expenses.
- 2) If Building Fund total reserves are projected to fall below three months of operating expenses in the proposed budget of any upcoming fiscal year, a special fee increase in sufficient amount to insure Building Fund total reserves remain over three months of budgeted expenses will be proposed for full Development Services Advisory Committee review and BCC approval.
- 3) Six months following any fee adjustment, other than annual increases, a full review of resulting revenue will be presented for the review of the Development Services Advisory Committee. The committee can make a recommendation to the BCC to lower fees if revenue exceeds either revenue projections used in fee adjustment calculations or targeted reserve levels.
- D) Estimated inspection fees to be paid at the time of permit issuance, and will be reconciled to the actual number of inspections performed (refunds issued if estimated inspections exceed actual, additional payment required prior to the CO issuance if actual inspections exceed estimated).

JJ) RECORD RETRIEVAL

- 1) No charge for normal retrieving of records from inactive or remote storage including microfilmed documents.
- 2) Next day expedited retrieval of records from inactive or remote storage: **\$75.00**

KK) COPY FEES

- 1) The fee for blueprint and miscellaneous copying shall be as follows:
 - a. Microfilm copies, of documents less than 11x17 inches: **\$0.15** other sizes at cost of production.
 - b. Microfilm or Blueprint copies:
 - 18 X 24 **\$1.25** per page
 - 30 X 36 **\$2.50** per page
 - 30 X 42 **\$3.25** per page
 - 34 X 44 **\$5.00** per page
 - c. Growth Management/Planning & Regulation self-service copier, public access and not related to public record retrieval or public record copies: documents less than 14x8.5 inches **\$0.15** per page inclusive of sales tax.

LL) RESEARCH

- 1) The fee for researching records, ordinances, and codes shall be at no charge for the first hour, then at the base salary hourly rate of the staff member conducting the service for time in excess of 1 hour

- 2) The fee for creating and designing special computer generated reports that are not part of the regular standard reports shall be at no charge for the first hour, then at the base salary hourly rate of the staff member conducting the service for time in excess of 1 hour.

MM) SUBSCRIPTION SERVICE

The fee for one-year subscription service to be mailed quarterly shall be **\$15.00** per year. The subscription year is from Oct. 1 through Sept. 30.

NN) RESERVED

OO) PROPERTY INSPECTIONS

- 1) Property Inspection
 - a. Property Inspection - **\$200.00** per unit
 - b. Re-inspection Fee - **\$50.00** per re-inspection per unit.
 - c. Initial Registration Fee through 2009 rental registration period - **\$30.00** per property.
 - d. Annual Renewal - **\$20.00**/per property through 2009 rental registration period.
 - e. Annual Late Fee - **\$10.00**/ per day per property up to a maximum of **\$80.00** through 2009 rental registration period.
 - f. The term "property" means a parcel or contiguous parcels with any number of rentals located thereupon under common ownership and/or management.

PP) CERTIFICATE TO BOARD BUILDING

- 1) Initial Boarding Certificate - **\$0**
- 2) Boarding Certificate Extension - **\$150**

QQ) ADDITIONAL FEE REFUND PROVISIONS

- 1) Requests for fee waivers may only be approved by the Board of County Commissioners. Waiver requests for development review and building permit fees shall be submitted in writing directly to the appropriate Community Development & Environmental Services Division Staff, who will prepare an executive summary for consideration by the Board. Such requests shall include a statement indicating the reason for the fee waiver request and, if applicable, the nature of the organization requesting the fee waiver.

RR) REFUND PROVISIONS

- 1) **PAYMENT OF FEES:** Full payment of fees is required for a complete application. Department policy requires full payment of fees at the time of application submittal. No work will begin on staff review of the application until all fees are paid in full. If full payment of fees is not received within 14 calendar days of application submittal, the application will be considered void. At this point, a new application and full payment of fees will be required to proceed with a project.
- 2) There will be no refund of Planning, Environmental, or Engineering related fees, except those applications which have been deemed not sufficient for staff review or inspection and withdrawn by the applicant. Either the applicant or payer may, within 4 years of the date of payment apply for a refund for only those staff review or inspection services that were not performed. Failure to make timely application for a refund shall waive any right to a refund.

The application for a refund shall be filed with the County Manager of his/her designee and shall contain the following:

- a. The name and address of the applicant;
- b. The location of the property upon which the development was proposed;
- c. The date the specified fee was paid;
- d. A copy of receipt of payment; and
- e. Payment of a non-refundable "refund processing fee" equal to one percent (1%) of the refund requested, except that the minimum processing fee shall be **\$25.00** and the maximum processing fee will not exceed **\$250.00**.

Refund requests totaling \$25,000.00 or more cannot be approved administratively and must be submitted to the Board of County Commissioners for approval.

- 3) In no cases will there be refunds for pre-application fees, data conversion fees, appeals of administrative decisions, or appeals to the Board of Zoning Appeals or Building Board of Adjustment.
- 4) If staff error causes the inappropriate or unnecessary filing of an application and payment of fees, 100 percent of all inappropriate fees, shall be refunded upon written request and with the concurrence of Department management.

SS) ADDITIONAL FEE PROVISIONS

- 1) In those cases where alternative methods or timing of payments for GMD-P&R services and / or fees listed in this schedule associated with SBR reviews are deemed to best serve the public good, the Growth Management Division Administrator will have the authority to approve such alternatives. Such alternative must be in writing and signed by all principals involved. In no case shall final C.O. or such certifications of project completeness be issued until payments due GMD-P&R are received in full.
- 2) All hourly fees are computed and charged from actual Divisional time tracking records.
- 3) All acreage totals used in fee calculations will be rounded up to the nearest whole acre.
- 4) When deemed essential for project review or approval, there will be no additional charge for any meetings requested by GMD-P&R staff.

TT) PUBLIC VEHICLE FOR HIRE FEES

- 1) The following fees shall be assessed for the Public Vehicle for Hire Program: (In the event that the background check fee charged to the county exceeds the minimum fee established by the county, the applicant(s) shall be responsible for the actual cost of the search).
 - a. Initial Application fee (new Companies) - **\$200**
 - b. Initial Certificate to Operate (Feb 1-Jan 31) - **\$325.00**
 - c. Annual Certificate to Operate Renewal - **\$325.00**
 - d. Late Fee for CTO Renewal - **\$200.00**
 - e. Sub-Certificate Application Fee (New Companies) - **\$100.00**
 - f. Sub-Certificate - **\$162.50**
 - g. Annual Sub-Certificate renewal - **\$162.50**
 - h. Late Fee for Sub-Certificate Renewal - **\$100.00**
 - i. Vehicle Decal - **\$50.00**
 - j. Temporary Vehicle Decal - **\$5.00** per vehicle/per day
 - k. Temporary Vehicle Decal (In case of inoperable decal vehicle) - **\$5.00**/per vehicle
 - l. Driver Identification Card (Initial/Renewal) - **\$75.00** per driver
 - m. 2nd Driver Identification Card - **\$25.00**
 - n. Replacement Driver ID - **\$10.00**
 - o. On-site Vehicle Permitting - **\$15.00** per vehicle

UU) "PAYMENT IN LIEU OF" FEE FOR PATHWAYS (SIDEWALKS, AND BIKE LANES)

- 1) Calculated using the current Florida Department of Transportation (FDOT) construction costs or an engineering estimate not to exceed twenty-five percent (25%) of the submitted application request's total project cost.

VV) OPTIONAL EXPEDITED BUILDING PERMIT PLAN REVIEWS

- 1) Optional expedited building permit plan review fee shall be **30%** of the building permit fee (additional to full building permit fees) with a minimum fee of **\$50.00**
 - a. Participation in the optional expedited review program is subject to limited availability, applications will be accepted on a first come first served basis.

- b. Review completion times are guaranteed to equal, or be less than, one half of the normal advertised completion timeframes. Should the expedited review exceed this guaranteed completion time, the 30% optional expedited building permit review fee will be refunded to the applicant, and all normal permit fees will apply. Such guarantee and refund provisions shall apply to reviews, and do not infer or relate to approvals.
- c. Optional expedited building permit review fees shall be due at the time of building permit application submission.
- d. Any required re-submissions of permit applications' leading to re-reviews, when due to applicant insufficiencies, shall be subject to additional optional expedited building permit plan review fees if an additional expedited review is requested by the applicant for the re-review, and shall be calculated against re-submission charges.

WW) FENCES

- 1) **\$35.00** application fee plus **\$35.00** per inspection as required.

XX) OPTIONAL TEMPORARY CERTIFICATE OF OCCUPANCY

- 1) **\$250.00** for commercial, over 30,000 sq. ft **\$500.00**.
- 2) **\$100.00** for residential

This is the last page of the GMD-P&R Fee Schedule





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IRONWOOD INSURANCE SERVICES, LLC 3715 Northside Parkway NW STE 1-500 Atlanta GA 30327-2868	CONTACT NAME: Trey Cotney PHONE (A/C, No, Ext): (404) 503-9100 FAX (A/C, No): (404) 503-9101 E-MAIL ADDRESS: tcotney@ironwoodins.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Nova Engineering and Environmental, LLC Nova Engineering and Environmental, Inc. 7999 Mercantile Street Unit 14 North Fort Myers FL 33917	INSURER A: Colony Specialty Insurance Co NAIC # 36927	
	INSURER B: Cincinnati Insurance Company 10677	
	INSURER C: Darwin Select Insurance Company 19489	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15-16 Fort Myers **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PACE302573	8/31/2015	8/31/2016	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000	
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 10,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000	
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000	
							\$	
B	AUTOMOBILE LIABILITY			CAP 5227915	8/31/2015	8/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO. ALL OWNED AUTOS						BODILY INJURY (Per person) \$	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
								PROPERTY DAMAGE (Per accident) \$
							\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			EXC30257	8/31/2015	8/31/2016	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR						AGGREGATE \$ 1,000,000
		<input type="checkbox"/> CLAIMS-MADE						\$
	DED \$	RETENTION \$					\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A				PER STATUTE	
							E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	
C	Professional Liability			0309-1788	8/31/2015	8/31/2016	Each Claim \$2,000,000 Aggregate \$4,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is additional insured on the General Liability policy with respect to the liability resulting from the operations of the Named Insured as required by written contract.

CERTIFICATE HOLDER Collier County Board of County Commissioners 3327 Tamami Trail East Naples, FL 34112	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Francie Mooney/TREYCO

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/24/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Andrew Atsaves c/o Artex Risk Solutions, Inc. 8840 E. Chaparral Rd.; Suite 275 Scottsdale, AZ 85250	CONTACT NAME: PHONE (A/C, No, Ext): (480) 951-4177 FAX (A/C, No): (480) 951-4266 E-MAIL ADDRESS:																					
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : American Zurich Insurance Company</td> <td></td> <td>40142</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : American Zurich Insurance Company		40142	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER F :																						
INSURED Nova Engineering and Environmental, LLC. 5475 Lee Street Unit 303 Lehigh Acres, FL 33971																						


COVERAGES CERTIFICATE NUMBER: 16FL275900859 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS * <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 01-23-188-01	06/01/2016	06/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
				Location Coverage Period:	06/01/2016	06/01/2017	Client# 40-1101-LEHIGHACRES-MPP

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Nova Engineering and Environmental, LLC.
5475 Lee Street Unit 303
Lehigh Acres, FL 33971

CERTIFICATE HOLDER Collier County Board of County Commissioners 3327 Tamiami Trail East Naples, FL 34112	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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