PLANNING & ZONING

APPLICATION FOR PERMIT

1. Submit a completed permit application to include Block/Lot, Flood Zone and Site Plan.

2. If doing any construction ex: new construction, renovations/additions, fencing, sheds, etc., you must submit the application with the site plan showing all setbacks marked, measurements & elevation photos showing what the proposed will look like including the materials to be used; especially noting the siding and roofing material. (Everything must go before P&Z for approval before a permit can be issued and before work can begin.)

3. Window/Door replacements: you must submit a Building Permit Application to the Building Department with a photo of the existing window/door and submit a photo of the proposed replacement windows/doors.

4. Roofing, Electrical, Plumbing, Heating & Air permits: Submit a completed permit application; Must be licensed contractors. (Does not have to go before P&Z first but, cannot start work before a permit is issued.)

5. All permits that are required to go before P&Z MUST be received at least 10 BUSINESS days prior to the scheduled meeting or it will have to wait until the following meeting date, no exceptions. The applicant and/or a representative MUST be present at the scheduled meeting or your agenda item will not be discussed.

Application Fees: Minor Residential Development (sheds, pole barns, pools, etc) $75; New Residential Construction (house or garage) $200; Commercial Development $450.
Fees due at time of submission of Building Permit Application. (checks payable to City of Apalachicola and may be dropped off at City Hall or mailed to: 192 Coach Wagoner Blvd. Apalachicola, Fl. 32320)

Additional Notes: Any new construction will be reviewed by the Permitting/Development Coordinator and City Planner.

The Staff of the City evaluating the application, or the Board may require additional information necessary to determine whether the application complies with the provisions of the City’s Land Development Regulations. The request for additional information shall extend the 10 day deadline until the application is complete.

UPCOMING 2023 P&Z DATES:

January 9th  May 8th  September 11th
February 13th  June 12th  October 9th
March 13th  July 10th  November 13th
April 10th  August 14th  December 11th
PLEASE NOTE:

1. Before you proceed to have certified documents completed, you must first obtain Site Plan Approval, and if proposed development is located within the City's Historic District, a Certificate of Appropriateness from the City's Planning and Zoning Board and Architectural Review Committee.

2. Required site plan elements and the Certificate of Appropriateness Applications are due at least 10 business days prior to the scheduled monthly meeting (second Monday of each month) of the Planning and Zoning Board.

3. Site Plan Approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving site plan approval, the applicant must re-apply and receive site plan approval again.

4. Building permits are valid for one year after issuance. If construction has not began within the year, the applicant must re-apply for a building permit.

5. After you have received your Planning and Zoning Approval for your site plan and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department Office at 192 Coach Waymoner Blvd, Apalachicola to obtain your building permit. Building permit issuance and all inspections will be handled by the Permitting and Development Coordinator and the Building Official contracted to handle the City of Apalachicola Building Permits, EPA/C. Please be advised that additional documentation may be required by the Building Official.

6. Land and Development regulations can be found on the City of Apalachicola's website @ www.cityofapalachicola.com.

7. Please note that if shrubs are planted on City Right of Way, there is a possibility of removal at no expense to the city.

It is our intent to save you time and money in plan preparation. The City of Apalachicola Planning and Zoning Board also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the city. By working with the Planning and Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Bree Robinson
City Planner
850.323.0985 / brobinson@cityofapalachicola.com

Thank you,

PLANNING AND ZONING BOARD
CITY OF APALACHICOLA
**CITY OF APALACHICOLA**

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

<table>
<thead>
<tr>
<th>OWNER INFORMATION</th>
<th>CONTRACTOR INFORMATION</th>
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<tbody>
<tr>
<td>Owner: ____________________________</td>
<td>Contractors Name: ____________________________</td>
</tr>
<tr>
<td>Address: ____________________________</td>
<td>State License #: ____________________________</td>
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<tr>
<td>City: ____________________________</td>
<td>City License #: ____________________________</td>
</tr>
<tr>
<td>State: ____________________________</td>
<td>Email Address: ____________________________</td>
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<tr>
<td>Zip: ____________________________</td>
<td>Phone: ____________________________</td>
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Approval Type: [ ] Staff Approval Date: ____________________________ [ ] Board Approval Date: ____________________________ [ ] Board Denial Date: ____________________________

*Reason for Denial: ____________________________

**PROJECT TYPE**

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Repair (Extensive)
- [ ] Variance
- [ ] Other

**PROPERTY INFORMATION:**

- Street Address: ____________________________
- City & State: ____________________________
- Zip: ____________________________
- [ ] Historic District
- [ ] Non-Historic District
- Zoning District: ____________________________
- Parcel #: ____________________________
- Block(s): ____________________________
- Lot(s): ____________________________

**FEMA Flood Zone/Parcel #:**
(For AE, A, AH or VE Please complete attached Flood Application)

**OFFICIAL USE ONLY**

- Setback requirement of Property:
  - Front: ____________________________
  - Rear: ____________________________
  - Side: ____________________________
  - Lot Coverage: ____________________________
- Water Available: ____________________________
- Semon Available: ____________________________
- Taps Paid: ____________________________

**Official Use Only**

- This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued.

**Certificate of Appropriateness Approval**

Chairperson, Apalachicola Planning & Zoning Board

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**NOTE:** This is a conceptual approval through the City based on our Land Development Code (LDC). Please be aware that other documentation may be required by the Building Official contracted to handle the City of Apalachicola Building Permits.

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**Bree Robinson**

City Planner

850.323.0985 / brobinson@cityofapalachicola.com
Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>RL Product Approval #</th>
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</thead>
<tbody>
<tr>
<td>Siding</td>
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<td>Doors</td>
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<td>Shutters</td>
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<td>Porch/Deck</td>
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<td>Paving</td>
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<td>Driveways/Sidewalks</td>
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<td>Other</td>
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CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s), and legal description(s) refer to the true and proper identification of the area of this petition.

2. I/We authorize staff from the City of Apalachicola and the Planning and Community and Economic Development Office to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submitted may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City’s website approximately one week before the scheduled Planning and Zoning Board Meeting.

5. I/We understand that the approval of this application by the Planning and Zoning Board or staff in no way constitutes approval of a Building Permit for construction from the City of Apalachicola Community and Economic Development Office.

6. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the PZB before work commences on those changes. There will be no change for the revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.

7. I/We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the PZB; otherwise the decision of the PZB will be final.

8. I/We understand that a Certificate of Appropriateness is only valid for one year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

9. I/We understand that the COA is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.

10. I/We understand that separate permits are required for Electrical, Plumbing, Mechanical, and Roofing Work.

11. I/We understand that there will be no issuance of a COA without the property owner obtaining Homeowner’s Association approval (if required) prior to the PZB Meeting and/or before the beginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

DATE

SIGNATURE OF APPLICANT
BUILDING PERMIT APPLICATION CHECKLIST

___ 1. Approval From City Planning & Zoning Board

___ 2. Complete Building Permit Application

___ 3. 2 COMPLETE SETS OF PLANS INCLUDING:
   - Site plan
   - Final Site Plan (New Construction) - Stormwater Mgt.
   - Signed/Sealed Structural Drawings
   - Wall section foundation through the roof
   - Elevations
   - Floor Plan
   - Fire Protection
   - Drawn to scale

___ 4. Contractor Information
   *License
   *Photo ID of License Holder
   *COI: Workers Comp/General Liability
   *Letter of Authorization

___ 5. Contract/Scope of Work

___ 6. Energy Forms

___ 7. Notice of Commencement on all permits of $2500 or more

___ 8. Flood Elevation Certificate

___ 9. Fill permit application

___ 10. Floodplain Management Application (if not in flood zone X)

___ 11. Water/Sewer Impact Fees Receipt (if applicable)

________________________________________  __________________________
Applicant Date

________________________________________  __________________________
Building Official Date

Building Department: 850.653.1522 buildingdept@cityofaplachicola.com
(Applications can be found on cityofaplachicola.com)