

Effective July 1, 2025

## Planning & Zoning Application Procedures and Contacts

As of the above date, the City of Apalachicola has subcontracted – out all Planning & Zoning Application steps to;

Apalachee Regional Planning Council  
2507 Callaway Road, Suite 100  
Tallahassee, FL 32303

Office#: 850.488.6211

Contact is Justin Stiell [jstiell@arpc.org](mailto:jstiell@arpc.org)  
Brianna Williams [bwilliams@arpc.org](mailto:bwilliams@arpc.org)

### Procedure for getting on an upcoming Planning & Zoning Agenda

- 1) Go to the City website ([cityofapalachicola.com](http://cityofapalachicola.com))
- 2) Select “Building Dept”
- 3) Select “Forms”
- 4) Select “Planning and Zoning Application”
- 5) Complete the application, make sure to include all items required (from the checklist) that are germane to your project application)
- 6) **Apalachicola prides itself on the preservation of its trees. In determining the siting of your structure, it is most helpful to the Planning & Zoning Board if your surveyor would document the location and type of trees to be removed, relocated or substantially altered (trimmed). Your surveyor will be familiar with this type of request. Your assistance is appreciated by the Planning & Zoning Board.**
- 7) Contact APRC for the appropriate fee required
- 8) Remit the fee at the City Offices, 1 Bay Ave, in a check payable to “City of Apalachicola). You will be given a receipt. You may also call the City Offices and remit by Debit / Credit Card. 850.653.9319
- 9) Attend or Not Attend the P&Z Meeting you are scheduled for. It is always recommended that you attend in the event the Board has any questions. Not being there could result in your submission being “tabled” to the next meeting if anything is unclear.
- 10) 48 hours post meeting, The City Building department should have the submission determination (Approved or Denied)
- 11) Once approved please return to the City website, Building Dept, Forms, and download the specific permit application that meets your needs.
- 12) Complete the Building Dept appropriate Permit Application and email it to [buildingdept@cityofapalachicola.com](mailto:buildingdept@cityofapalachicola.com). You need to attach all the same information that you provided to P&Z to your Building Permit email as the permit clerk does not always receive those supporting documents.

13) The Permit Technician / Clerk will process and email you the fees required along with a Credit/Debit Card Authorization Form for fee payment. Once fees are remitted, the Building dept will email your permit and receipt to you.

We hope this assists you in better preparing for your Planning & Zoning submission and ultimately getting your Permit(s) for your project!