PLANNING & ZONING
APPLICATION FOR DEVELOPMENT APPROVAL

1. Any construction that alters/changes lot coverage, or visual appearances in the Historic District, must go through Planning & Zoning (e.g., new construction, building renovations and additions, new or materially altered fencing, sheds, decks, etc.) for development approval. This entire packet needs to be filled out and complete to be accepted, reviewed, and placed on a P&Z meeting agenda.

2. Submit a completed application with a site plan showing surrounding streets, lot lines, lot dimensions, setbacks, current and proposed lot coverage, and the location, size and species of protected trees, if applicable. Also submit elevation photos showing what the proposed construction will look like, including materials to be used, especially if your property is in the Historic District. **No building permit will be issued and no work can begin before Planning & Zoning has given approval to permit.**

3. All P&Z Application for Permit forms including all attachments, **must be received at least TEN (10) BUSINESS days prior to the scheduled P&Z meeting or it will be scheduled on the agenda for the following meeting date, no exceptions. The application and/or a representative should** be present at the scheduled meeting – if a representative is not present for questions, then your agenda item may be tabled until the next monthly meeting.

4. **Planning & Zoning Application** (*development order*) **& Certificate of Appropriateness Fees** *(historic district)*:

Residential New Construction	**$200**
Residential Accessory Structure/Additional Lot Coverage	**$50**
Residential Site Plan Review (up to two)	**$50**
Commercial New Construction • **Less than 5,000SF; 2 Acres or 3 Units** • **5,000-20,000SF; 2-5 Acres or 4-24 Units** • **20,001-100,000SF; 5-10 Acres or 25-100 Units** • **Over 100,001SF; over 10 Acres or 100 Units**	 **$450** **$1,000** **$2,000** **$3,000**
Commercial/Multifamily Accessory Structures, including decks & pools, any lot coverage	**$250**
Commercial Site Plan Review (per review)	**$300 per review**
Commercial/Multifamily New & Replacement Fence	**$100**

Residential Certificate of Appropriateness • **New Construction** • **Accessory Structure, Addition, Remodel** • **Fence** • **Other**	 **$75** **$40** **$25** **$25**
Commercial/Multifamily • **New Construction** • **Accessory Structure, Addition, Remodel** • **Fence** • **Sign** • **Other**	 **$150** **$80** **$50** **$50** **$50**

Payment must be submitted at time of application for P&Z approval. All submissions are reviewed by the City Planner. City Staff and/or the Planning & Zoning Board may require additional information necessary to determine if the application complies with the provision of the City's Land Development Code.

UPCOMING 2026 P&Z MEETING DATES:

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

Meetings take place at 74 Sixth Street in the City Meeting Room at 6:00 PM!

Owners, Builders, Developers

PLASE NOTE:

1. If the proposed development is located within the City's Historic District; a Certificate of Appropriateness from the City's Planning & Zoning Board and Architectural Review Committee is necessary before any permitting can take place.

2. Required site plan elements and the Development Order/Certificate of Appropriateness applications are due 10 BUSINESS DAYS prior to the scheduled monthly meeting (second Monday of each month) of the Planning & Zoning Board.

3. Residential site plan approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving P&Z approval, the applicant must re-apply and receive P&Z approval again. (Commercial site plan approvals are valid for two years.)

4. After you have received your Planning & Zoning Approval and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department at 1 Bay Avenue, Apalachicola to apply for your building permit. A P&Z Development Order Application is not a building permit application – there will be building permit forms to fill out. Building permit issuance and all inspections will be coordinated with the Building Department Clerk. Please be advised that additional documentation may be required by the Building Department. Please email buildingdept@cityofapalachicola.com or call City Hall at (850) 653-9319 with any permitting questions.

5. Land Development regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com or on Municode @ library.municode.com/fl/apalachicola.

6. Please note that if any plants or materials (concrete, gravel, etc.) are placed in the 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 your plan preparation! The City of Apalachicola Planning & Zoning Board is a seven-member citizen board that also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the City. By working with the Planning & 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.

For assistance with planning and zoning questions, contact:
Brianna Williams
bwilliams@arpc.org
(850) 312-3910

Thank you,
PLANNNG & ZONING BOARD
CITY OF APALACHICOLA

City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only
Date Received: _____
Meeting Date: _____
Fees Due: _____
Date Fees Paid: _____

OWNER INFORMATION

Owner _____
Address _____
City _____ State _____ Zip _____
Phone _____

CONTRACTOR INFORMATION

Contractor Name _____
State License # _____ City License # _____
Email _____
Phone _____

PROJECT TYPE

- ☐ New Construction
- ☐ Addition
- ☐ Alteration/Renovation
- ☐ Relocation
- ☐ Demolition
- ☐ Fence
- ☐ Accessory Structure
- ☐ Certificate of Appropriateness
- ☐ Other _____

PROPERTY INFORMATION

Street Address (911 Address): _____
City & State: _____ Zip: _____
Parcel ID #: _____ Block: _____ Lot: _____
Zoning District: _____ ☐ Historic District ☐ Non-Historic District
FEMA Flood Zone: _____

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N
Setback Requirements of Property:
Front: _____ Rear: _____ Side: _____
Corner Lot? Y / N Street Sides: _____ Lot
Coverage:_____
STAFF NOTES/RECOMMENDATIONS:

_____
_____
_____
_____
_____

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

_____
City Staff

_____
Date Approved

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.

_____
Applicant Initial

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).

_____
_____
_____
_____
_____
_____

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

NOTE: *Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.*

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 numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular 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 business days to process. I further understand that an incomplete application submittal 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 Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. 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 P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, 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 documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for 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 there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.
11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment**.

_____ _____

DATE SIGNATURE OF APPLICANT

BUILDING PERMIT APPLICATION CHECKLIST

(ALL STEPS MAY NOT APPLY TO SMALLER PROJECTS)

_____ 1. Approval from City Planning & Zoning Board

_____ 2. Complete Building Permit Application

_____ 3. TWO COMPLETE SETS OF PLANS INCLUDING:

- Site Plan with Tree Overlay (species & DBH) any trees to be removed or trimmed
- Final Site Plan (New Construction) – Stormwater Management Plan
- Signed/Sealed Structural Drawings
- 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 (All permits valued at $2,500 or more)

_____ 8. Flood Elevation Certificate

_____ 9. Fill Permit Application

_____10. Floodplain Management Application (NOT if Flood Zone X)

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

_____ _____

Applicant Name, Signature Date

City of Apalachicola Building Department
1 Bay Avenue Apalachicola, FL 32320
(850) 653-9319