

**PLANNING & ZONING**  
**APPLICATION FOR PERMIT**

1. Submit a completed permit application to include Block/Lot and Flood Zone information.
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.
3. Window/Door replacements: you must submit a permit application with a photo of the existing window/door and submit a photo of the proposed replacement. **(Everything must go before P&Z for approval before a permit can be issued and before work can begin.)**
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 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 EPCI 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 P&Z DATES:**

**November 9<sup>th</sup> 2020**

**December 14<sup>th</sup> 2020**

# Owners, Builders, Developers

## 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 begun 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 Wagoner 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, EPCI. 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](http://www.cityofapalachicola.com).

*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.*

*Thank you,*  
**PLANNING AND ZONING BOARD**  
**CITY OF APALACHICOLA**

**CITY OF APALACHICOLA  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

**-HISTORIC DISTRICT ONLY-**

Official Use Only

Application # \_\_\_\_\_  
City Representative \_\_\_\_\_  
Date Received \_\_\_\_\_

**OWNER INFORMATION**

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractors Name: \_\_\_\_\_  
State License # \_\_\_\_\_ City License # \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Approval Type:  Staff Approval Date: \_\_\_\_\_  Board Approval  Board Denial Date \_\_\_\_\_

\*Reason for Denial \_\_\_\_\_

**PROJECT TYPE**

- New Construction
- Addition
- Alteration/Renovation
- Relocation
- Demolition

- Fence
- 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/Panel #: \_\_\_\_\_  
(For AE, AO, AH or VE Please complete attached Flood Application)

**OFFICIAL USE ONLY**

Setback requirement of Property:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_

Water Available: \_\_\_\_\_ Sewer Available: \_\_\_\_\_ Taps Paid \_\_\_\_\_

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

**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, EPCL.

Tammy Owens  
Permitting and Development Coordinator  
(850) 658-1522  
[cityofapalachicola@gmail.com](mailto:cityofapalachicola@gmail.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).

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Project Scope	Manufacturer	Product Description	FL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

## 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) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola and the Permitting 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 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 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 charge 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.

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DATE

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SIGNATURE OF APPLICANT

***EPCI***  
**CITY OF APALACHICOLA**  
**BUILDING DEPT.**  
192 Coach Wagoner Blvd.  
**APPLICATION FOR BUILDING PERMIT**

DATE: \_\_\_\_\_ Permit # \_\_\_\_\_ Permit Fee \_\_\_\_\_ (payable to EPCI)

OWNER'S NAME: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_ COMPETENCY CARD # \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

PURPOSE OF PERMIT: \_\_\_\_\_

WILL THE STRUCTURE BE LOCATED AT LEAST 30 FEET FROM ANY BODY OF WATER?  
\_\_\_ YES \_\_\_ NO

PROPERTY PARCEL ID # \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

**IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:**

BONDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

ARCHITECT'S/ENGINEER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

MORTGAGE LENDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

WATER SYSTEM PROVIDER: \_\_\_\_\_ SEWER SYSTEM PROVIDER: \_\_\_\_\_

PRIVATE WATER WELL: \_\_\_\_\_ SEPTIC TANK PERMIT NUMBER: \_\_\_\_\_

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Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that NO WORK or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc. (applications may be emailed to [cityofapalachicola@gmail.com](mailto:cityofapalachicola@gmail.com) or dropped off at City Hall mailbox)

**PURPOSE OF BUILDING:**

Single Family       Townhouse       Commercial       Industrial       Shed  
 Multi-Family       Swimming Pool       Storage       Sign       Pole Barn  
 Temp Pole       Demolition       Other \_\_\_\_\_  
 Addition, Alteration or Renovation to building. \_\_\_\_\_

Distance from property lines: Front \_\_\_\_\_ Rear \_\_\_\_\_ L. Side \_\_\_\_\_  
 R. Side \_\_\_\_\_  
 Cost of Construction \$ \_\_\_\_\_ Square Footage \_\_\_\_\_  
 EPI \_\_\_\_\_ Flood Zone \_\_\_\_\_ Lowest Floor Elevation \_\_\_\_\_  
 Area Heated/Cooled \_\_\_\_\_ # Of Stories \_\_\_\_\_ # Of Units \_\_\_\_\_  
 Type of Roof \_\_\_\_\_ Type of Walls \_\_\_\_\_ Type of Floor \_\_\_\_\_  
 Extreme Dimensions of: Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.**

**NOTICE: EPCI:** The EPCI/City of Apalachicola Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties.

**OWNER'S AFFIDAVIT:** I hereby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

\_\_\_\_\_  
Signature of Owner or Agent      Date

\_\_\_\_\_  
Signature of Contractor      Date

\_\_\_\_\_  
Notary as to Owner or Agent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Notary as to Contractor  
Date: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**APPLICATION APPROVED BY: \_\_\_\_\_ BUILDING OFFICIAL.**

(email to: [cityofapalachicola@gmail.com](mailto:cityofapalachicola@gmail.com) or drop off in City drop box)  
(make checks payable to EPCI – 192 Coach Wagoner Blvd. Apalachicola, FL 32320)

## BUILDING PERMIT APPLICATION CHECKLIST

- \_\_\_ 1. Approval From City Planning & Zoning Board
- \_\_\_ 2. Site Plan
- \_\_\_ 3. 2 COMPLETE SETS OF PLANS INCLUDING:
  - Site plan
  - Foundation plan
  - Floor plan
  - Elevations
  - Wall section foundation through the roof
  - Fire Protection
  - Drawn to scale
- \_\_\_ 4. Complete Building Permit Application
- \_\_\_ 5. Contractor Information
  - \*License
  - \*Photo ID of License Holder
  - \*COI: Workers Comp/General Liability
  - \*Letter of Authorization
- \_\_\_ 6. Contract/Scope of Work
- \_\_\_ 7. Energy Forms
- \_\_\_ 8. Notice of Commencement on all permits of \$2500 or more
- \_\_\_ 9. Flood Elevation Certificate
- \_\_\_ 10. Water/Sewer Impact Fees Receipt (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**EPCI**  
**Apalachicola Building Department**  
**MECHANICAL \_ ELECTRICAL \_ PLUMBING \_**

<b>Office Use Only</b>	
PERMIT #: _____ / _____ / _____ - _____	PERMIT FEE: \$ _____

DATE: \_\_\_\_\_ FBC # \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_ COMPETENCY CARD # \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

PROPOSED USE OF SITE: \_\_\_\_\_

PROPERTY PARCEL ID # \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

**IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:** \_\_\_\_\_

**PURPOSE OF BUILDING:**  Single Family  Multi-Family  Commercial  Storage  Sign  
 Other  Addition, Alteration or Renovation to building.

Cost of Construction \$ \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Flood Zone \_\_\_\_\_ Lowest Floor Elevation \_\_\_\_\_

Area Heated/Cooled \_\_\_\_\_ # Of Stories \_\_\_\_\_ # Of Units \_\_\_\_\_

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.**

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Signature of Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ BUILDING OFFICIAL,

(cityofapalachicola@gmail.com / 850.653.1522)

**CITY OF APALACHICOLA TREE APPLICATION REMOVAL OR ALTERATION OF PROTECTED TREE**

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

General Contractor/Tree Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Signature/Date \_\_\_\_\_ / \_\_\_\_\_

**1. Protected trees – Enter the number of trees to be removed or altered (significant cutting of limbs and branches)**

	4" to 16"	Greater than 16" to less than 35"	35" and larger (Patriarch Tree)
Bald & Pond Cypress			
Eastern & Southern Red Cedar			
Live Oak			
Longleaf Pine			
Pecan			
Sabal Palm			
Slash Pine			
Southern Magnolia			
Sycamore			
Water Oak			
<b>Total</b>			
<b>Size is measured at breast height (4.5 Feet above ground surface)</b>			

**2. Reason(s) for removal or alteration (Mark all that apply with "X")**

<b>Owner's Private Property</b>	
<b>Removal: New Construction</b>	<b>Alteration: New Construction</b>
Tree located within or too close to footprint of proposed new building or addition	Limbs and branches encroaching where structure is to be built
<b>Removal: No New Construction</b>	<b>Alteration: No New Construction</b>
Tree roots damaging building foundation or underground utilities	Limbs and branches rubbing on side or roof of building
Imminent hazard to property or human safety	Imminent hazard to property or human safety
Diseased or pest-infested tree	Diseased or pest-infested tree
Storm damaged tree (other than City declared emergency; e.g., lightning)	Storm-damaged tree (other than during City declared emergency; e.g., lightning)
Tree in decline (loss of vigor, poor growth, dieback of twigs & branches)	
<b>City Property (City street right-of-ways adjacent to private property)</b>	
<b>Removal: Requested by Private Property Owner</b>	<b>Alteration: Requested by Private Property Owner (Significant cutting of limbs &amp; branches)</b>
Tree located where access to private property is proposed (driveway, etc.)	Imminent hazard to property or human safety
Imminent hazard to property or human safety	
Diseased or pest-infested tree	
Storm damaged tree (other than City declared emergency; e.g., lightning)	

**Requested by City Department**

Interference with City utilities (e.g., water, sewer, stormwater) or  
Imminent Hazard

Growth encroaching on street or alley

3. Please provide photos of proposed trees
4. Please attach a map with the following drawn to scale:
  - a. Locations of the following:
    1. Lot boundaries
    2. Footprints of existing and proposed structures (principal structure, all accessory structures (garage, shed(s), etc.), driveways, parking areas, & walkways)
    3. Types & Diameters of protected trees (measured at breast height in inches)
    4. Protected trees that are proposed to be removed or altered

**OFFICE USE ONLY**

<b>Permit Processing Fee (\$50.00 or \$100.00)</b>	
<b>Reforestation Fund</b>	
<b>Number of Trees 4" to 16" x \$25.00/Tree (Non Patriarch Trees)</b>	
<b>Number of Trees greater than 16" to less than 35" x \$35.00/Tree (Non Patriarch Trees)</b>	
<b>Non Patriarch Tree Total (\$250.00 Max per lot)</b>	
<b>Number of Trees 35" and larger x \$1,000.00</b>	
<b>Reforestation Fund Total</b>	

**Planning and Zoning Board (When Development plan is submitted):**

Patriarch Tree \_\_\_\_\_ Non Patriarch Tree \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason if Denied: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Planning and Zoning Board      Date

**Code Enforcement Officer, City Manager, or Designee decision (When no development plan is submitted)**

Patriarch Tree \_\_\_\_\_ Non Patriarch Tree \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason if Denied: \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer or Designee      Date

\_\_\_\_\_  
City Manager or Designee      Date

## TREE REMOVAL AND TRIMMING APPLICATIONS

The City of Apalachicola Tree Ordinance adopted in 2019, protects the following tree species on privately owned and City owned property: live oak, southern magnolia, sabal palm, slash pine, eastern and southern red cedar, longleaf pine, pecan, bald and pond cypress, sycamore, and water oak.

A copy of the new Ordinance and the tree removal and substantial alteration application is accessible through links on the Building Department webpage at [www.cityofapalachicola.com](http://www.cityofapalachicola.com)

If you have any questions about the new requirements or the new application form, please contact the City Code Enforcement Officer, Kevin Newell by e-mail at [knewell@cityofapalachicola.com](mailto:knewell@cityofapalachicola.com) or by telephone at 850-370-0035.

## FEES AND FINES

1. Administrative Fee - The City of Apalachicola will collect a \$50.00 application and processing fee. However, if the application is submitted after the tree is removed and the application is approved at that time, there will be an additional \$50.00 application and processing fee (Total of \$100.00).
2. Fines - If a **Non-Patriarch** tree is removed or altered prior to application submission or if an after-the fact permit for removal or alteration is denied, the applicant, property owner, and/or contractor are subject to a fine of up to \$500.00 per tree. If a **Patriarch** tree is removed or altered without the required approval, the applicant, property owner, and/or contractor are subject to a fine of up to \$25,000.00 per tree.
3. Reforestation Fund – The City of Apalachicola also collects a fee of \$25 or \$35 depending on size for each protected, non-patriarch tree removed by permit, but not to exceed \$250.00 per lot. The City of Apalachicola collects a fee of \$1,000.00 for each patriarch tree removed by permit. The fees collected will be deposited into the Reforestation Fund for the establishment and maintenance of tree in city parks, squares, and public right-of-ways

City of Apalachicola  
General Permit Checklist (Section VII. Site Plan Review Regulations)

General Permit Application Requirements are applicable for all development not subject to site plan requirements. Where required by Section IV I of this ordinance a more detailed site plan shall be required, as per Section IV.

Permit Application /Review – Each application for a development permit and, where required, with the appropriate fee shall be filed with the permit official on a form furnished for such purpose which shall contain, at a minimum, the following information:

- 1. A location map and conceptual site plan of appropriate scale indicating the lot of property lines and physical description of the parcel with respect to:
- 2. General topography including highest elevation above mean or ordinary high water and slope contours.
- 3. The proposed development's distance from mean or ordinary high water and vegetated wetlands under the jurisdiction of the state.
- 4. The number and size(s) of structures existing on the parcel.
- 5. The proposed development's proximity to lot lines, setbacks, right of way, or easements and, where applicable, with respect to septic tank location and potable water supplies
- 6. Sewer/Water Availability
- 7. Flood Information including FIRM Zone. Note: any proposed development located within the Coastal Building Zone (V and related A Zones) must also provide floodplain management information as identified on supplemental floodplain management checklist.

For all new construction including any enlargement or alteration of an existing structure that changes its area of enclosed heated floor space, the applicant shall be required to submit, in duplicate, drawings and plans showing:

- The basic floor plan
- Foundation details
- Elevation of flood level above the grade
- Structural details
- All electrical, plumbing, heating and air conditioning equipment and service outlets.

REQUEST FOR NEW CONSTRUCTION must also include the following information:

- Site Plan: Certified Survey, including an elevation certification, with the proposed structure depicted. Indicate front, rear, and each side of property in relation to property boundaries and depict setbacks in relation to required setbacks. Any accessory structures must also be depicted, as well as driveways, and any other permanent structures, along with the identification of the materials used in construction of existing and/or proposed driveways. NOTE: For Commercial New Construction parking, stormwater and landscaping must be depicted.
- Elevation drawings of structure to be constructed showing all sides, along with preliminary floor plans.
- A detailed list of exterior materials to be used, to include: siding, roof materials, windows, doors, shutters, and exposed foundations if not on slab.

REQUEST FOR EXTERIOR RENNOVATIONS OR ADDITIONS TO EXISTING STRUCTURES must also include the following information:

- Site Plan: Document of drawing showing existing structure located on property, with existing setbacks from property boundaries, all sides. Also, indicate front, rear, and sides of property in relation to property boundaries. Accessory structures must also be depicted, as well as driveways, and any other permanent structures, along with the identification of all materials used in construction of existing and proposed driveways. A certified Survey may be requested if any questions arise.
- Color photos of existing structure, showing all exterior sides.
- A detailed list of exterior materials to be used renovation. If different from existing, explain why appropriate.
- Renditions of proposed renovations, showing location and type of any exterior changes.

## Site Plan Review/Checklist (Section VII, Site Plan Review Regulations)

The Site Plan Review Process is applicable for any development OTHER THAN the construction of one single family residence on an individual lot unless such lot is located within the Special Waterfront District. The development of multifamily dwellings, commercial structures, industrial structures, parking lots, and all special exceptions must be approved through the site plan review process. Also included are projects which involve the alteration or conversion of any existing structure into a multi-family, commercial, or industrial structure which involves a change where there is the need for upgrading of the site for parking requirements, fire flow, storm water management, etc.

### F. SITE PLAN CHECKLIST

Site plans or any portion thereof involving engineering shall be certified and prepared by and/or under the direct supervision of a professional engineer. Site plans shall contain maps and documents indicating the following:

#### A. General Information

1. Name of Project
2. Statement of intended use of site
3. Legal description of the property, size of parcel in acres or square feet and the linear dimensions of the property.
4. Name, address, and telephone number of the owner or owners of record.
5. Name, address, and telephone number if the applicant and firm which he represents.
6. Name, address, signature and registration of the professionals preparing the plan.
7. Date, north arrow and scale, number of sheets; the scale (not smaller than one (1) inch to fifty (50) feet shall be designated and, where appropriate, the same scale should be used in drawing the site plan rather than varying the scale.
8. Vicinity map, showing relationship proposed development to the surrounding streets, wetlands and water bodies shall be at a scale of not less than one inch equals two thousand feet (1" = 2,000')
9. Location and identification of soil characteristics including wettest season high water table elevation, vegetable cover, wetlands, water bodies and the 100 year floodplain, including elevation, on the site.
10. Existing topography at two (2) foot contour intervals for the proposed site, except where determined to be unnecessary by the City Planner.
11. Finish grading elevation
12. All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, right-of-way, the building setback lines, if different than those specified by the Zoning Regulation.) In addition, state any commitments, such as, contributions to offset public facilities impacts.

#### B. Building and Structures

1. Intended use
2. Number of stories
3. Height of building
4. Number of dwelling units and density for multifamily site plans
5. Projected number of employees (if applicable)
6. (Restaurants) show number of seats and occupancy load.
7. Square footage for proposed development -- gross square footage, non-storage area, square footage of each story, gross square footage of sales area, etc.

#### C. Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces

1. If available, engineering plans and specifications for street, sidewalks, and driveways, this information will be required prior to the issuance of a building permit.
2. All parking spaces designated and calculated as per code requirements
3. Number of parking spaces
4. Number and location of handicapped spaces
5. Number and designation of loading spaces
6. Number of square feet of paved parking and driveway area
7. Surface materials of driveways
8. Cross section of proposed street improvements
9. Fire lanes
10. Location of proposed driveways and median cut(s)
11. Internal traffic circulation plan, including directional arrows and signs to direct traffic flow
12. Location of traffic-control signs and signalization devices
13. Designate location of sidewalks
14. Coordinate walkways, driveways, etc., with facilities in adjacent developments
15. All proposed streets and alleys
16. The extension or construction of service roads and access thereto on-site must be shown where applicable

*D. Existing Improvements (On-Site, adjacent to site)*

1. Driveway and median cuts
2. Sidewalks, streets, alleys, and easements (note widths and type)
3. Storm water management systems to include natural and structural (size and materials, invert elevation)
4. Size and location of nearest water mains, valves, and fire hydrants
5. Sanitary sewer systems (size, invert elevations, etc., to be included)
6. Gas, power and telephone lines, where available.

*E. Proposed Water and Sewer Facilities*

1. Water, Size, material and location of water mains, plus valves and fire hydrants. Engineering plans and specifications will be required prior to the issuance of a building permit.
2. Sanitary Sewer Systems. Size, material, and location of lines. Engineering plans and specifications, with submittal of a profile where required, will be required prior to the issuance of a building permit.

*F. Solid Waste, Location (s) and access provisions for refuse service, including pad-screening, fencing, and landscaping.*

*G. Dredge and Fill. If any dredging or filling is intended in the development, a copy of the dredge and fill permit issued by the Florida Department of Environmental Regulations shall be required prior to the issuance of a building permit.*

*H. Storm water Management. A copy of the storm water permit pursuant to Chapter 17-25 F.A.C. issued by the Florida Department of Environmental Regulations shall be required prior to the issuance of a building permit. For those developments exempt from a storm water permit pursuant to 17.25 F.A.C., a storm water management system shall be required of all development within the Special Waterfront District.*



FEMA has released the revised 2012 Elevation Certificate and 2012 Flood proofing Certificate, DEM has done a word-for-word review and determined there are no revisions that change any meaning or in any way alter the information that is collected. However, we encourage you to start reminding builders and surveyors that the revised certificates are now available.

FEMA announced that it will permit a “phase-in” of the revised Elevation Certificate on a voluntary basis. During the 12-month transition period beginning August 1, 2012, FEMA will accept either the new form or the old form. This voluntary transition period will allow for sufficient time for coordination and training of all affected NFIP stakeholders. Elevations certified after the last day of the transition period must be submitted on the new Elevation Certificate form with the expiration date of July 31, 2015.

Elevation Certificate – <http://www.fema.gov/library/viewRecord.do?id=1383>

Flood proofing Certificate – <http://www.fema.gov/library/viewRecord.do?id=1600>

Please share this message with any concerned.

*“Floods are an act of God, but flood losses are largely an act of man”.*

-Gilbert F. White, scientist & philosopher, “Father of floodplain management”

**Florida State Floodplain Management Office**

2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100

(850)413-9960(helpline) or [floods@em.myflorida.com](mailto:floods@em.myflorida.com)

FLOOD PLAIN MANAGEMENT  
PERMIT APPLICATION REVIEW

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

LEGAL DISCRPTION: \_\_\_\_\_

PARCEL I.D #: \_\_\_\_\_

DESCRIBE DEVELOPMENT: \_\_\_\_\_

RESIDENTIAL: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_ NEW STRUCTURE: \_\_\_\_\_ SUBSTANTIAL IMPROVEMENT: \_\_\_\_\_

FLOOD ZONE INFORMATION:

PANEL NO.: \_\_\_\_\_ FIRM ZONE: \_\_\_\_\_ BFE: \_\_\_\_\_ GRADE ELEVATION: \_\_\_\_\_

ELEVATION OF THE LOWEST HORIZONTAL SUPPORTING MEMBER OF STRUCTURE:  
AND/OR TOP OF THE BOTTOM FLOOR \_\_\_\_\_ (PER PLANS)

SQUARE FEET OF ENCLOSURE BELOW BFE: \_\_\_\_\_ (PER PLANS)

FLOOD ZONE DISCLOSURE NOTICE

I/We, \_\_\_\_\_, have been made aware by the City of Apalachicola Building Department that my/our property is currently located in a 100 year flood zone based on FEMA Maps dated June 17, 2002. I/We have also been made aware that due to the proposed changes to the FIRM Maps, which took effect in 2014; my/our property may be adversely affected by these changes and could result in higher Base Flood Elevation Requirements and/or higher insurance premiums.

STREET ADDRESS: \_\_\_\_\_ PARCEL I.D #: \_\_\_\_\_

EFFECTIVE FLOOD ZONE: \_\_\_\_\_ PRELIMINARY FLOOD ZONE: \_\_\_\_\_

The attached information sheet on this parcel indicates both the effective and preliminary flood zones for this parcel.

\_\_\_\_\_  
Signature of owner or developer

\_\_\_\_\_  
Date

Material used for enclosure below BFE: solid wall/breakaway wall \_\_\_\_\_, flow through vents  
\_\_\_\_\_ (sq ft of vent opening), screen wire, lattice or louvers: \_\_\_\_\_

Type of foundation: \_\_\_\_\_

Pile Support

Concrete block stem wall

Other

Application meets all requirements designated in the flood plain management ordinance  
\_\_\_\_\_ Date.

Inspections:

Foundation meets the requirement for the flood zone designation: \_\_\_\_\_

Under construction elevation certificate has been submitted and meets elevation standards for flood zone  
\_\_\_\_\_

Enclosures below the BFE are designed as required by the flood plain management ordinance:  
\_\_\_\_\_

Final elevation certificate has been submitted and all aspects of the structure meet designated flood zone  
requirements: \_\_\_\_\_

All Mechanical and A/C equipment meet the required elevation for the designated BFE:  
\_\_\_\_\_

Final inspection on structure meets all requirements designated in the flood plain management ordinance:  
\_\_\_\_\_ Date.

\_\_\_\_\_  
Flood Plain Administrator

\_\_\_\_\_  
Date

ORDINANCE 2015 - 03  
CITY OF APALACHICOLA, FLORIDA  
(POSTING 911 EMERGENCY ADDRESS)

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA ADOPTING A UNIFORM SYSTEM THAT REQUIRES THE POSTING OF THE ASSIGNED 911 EMERGENCY ADDRESS FOR BUILDINGS WITH ACCESS FROM OFFICIALLY NAMED ROADS AND STREETS WITHIN THE JURISDICTION OF THE CITY OF APALACHICOLA, FLORIDA; PROVIDE FOR ENFORCEMENT; PROVIDING FOR THE REPEAL OF ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Commission of the City of Apalachicola has determined that it would be in the best interest of the public health, safety and general welfare of its citizens and inhabitants to adopt a uniform system that requires the posting of the assigned 911 EMERGENCY ADDRESS for buildings with access from officially named roads and streets within the jurisdiction of the City of Apalachicola, Florida; and

WHEREAS, all buildings, with the exception of accessory or out buildings, located on a property within the City of Apalachicola shall have the assigned address number properly displayed, whether or not mail is delivered to such building or property; and

WHEREAS, it shall be the duty of the property owner to post the assigned address number for buildings on the property in the following manner:

1. The assigned address number shall be affixed to the front of the building or to a separate structure in front of the building such as a mailbox, post, wall or fence in such a manner so as to be clearly visible and legible from the public ways on which the building fronts. In the event that the building is not visible from a road or street, the address must be posted on the building and at the intersection of the building driveway and the road or street where the driveway connects.
2. Numbers shall be legible and easily seen from the road or street in which the building fronts.
3. Numbers shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed.
4. Numbers on residential buildings shall be no less than four (4) inches in height.
5. Numbers for all commercial buildings shall be no less than six (6) inches in height and shall be placed on the business sign in front of the building and shall also be posted on the building.

WHEREAS, 911 emergency addresses currently assigned at time of passage of this Ordinance shall be posted for the building within sixty (60) days upon its adoption. Further, addresses shall be posted within 30 days of an initial assignment, a change of address or upon issuance of a warning notice that a non-compliance exist.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, that:

SECTION 1: All buildings, with the exception of accessory or out buildings, located on a property within the City of Apalachicola shall have the assigned 911 EMERGENCY ADDRESS properly displayed for buildings with access from officially named roads and streets within the jurisdiction of the City of Apalachicola, Florida.

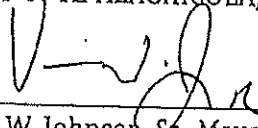
SECTION 2: Any person failing to comply with the provisions of this Ordinance may be issued a \$50.00 fine for non-compliance in the event an effort is not taken to satisfy provisions of this Ordinance.

SECTION 3: All ordinances or parts thereof in conflict herewith are hereby repealed.

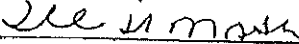
SECTION 4: This Ordinance shall become effective immediately upon adoption.

ADOPTED in open regular session this 7<sup>th</sup> day of July, 2015.

FOR THE CITY COMMISSION OF THE  
CITY OF APALACHICOLA, FLORIDA

  
\_\_\_\_\_  
Van W. Johnson, Sr., Mayor

ATTEST:

  
\_\_\_\_\_  
Lee H. Mathes, City Clerk