



**City of Key West**  
**Planning Department**  
1300 White Street / Key West, FL 33040  
(305) 809-3720

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**Building Permit Allocation System (BPAS)**  
**Year 7 Schedule for 2019-2020 Application Cycle and Review Process**

Tuesday, November 12, 2019	BPAS application and supporting documents available online at <a href="http://cityofkeywest-fl.gov/PlanningDepartment">cityofkeywest-fl.gov/PlanningDepartment</a> and in person at the Planning Department - 1300 White Street.
Tuesday, November 12, 2019- Friday, December 27, 2019	Pre-application meetings with staff are recommended. Please call staff at 305-809-3720 to set up a submittal meeting. Final applications are due no later than Friday, December 27, by 4pm EST. <b>LATE APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications deemed incomplete will not be accepted.
Friday, January 31, 2020	Initial ranking and staff comment letter sent to applicants.
Friday, February 28, 2020	Final deadline for submission of additional information requested in the initial ranking and staff comment letter.
Thursday, May 21, 2020	Planning Board Ranking and Final Determination of Award. <b>Publicly noticed meeting.</b>

Applicants may submit development review applications including but not limited to development plans, conditional use, and/or variance applications prior to or along with the BPAS application; however, approvals will be conditioned upon the allocation of units.