



**CITY OF KEY WEST
PLANNING DEPARTMENT**

**BUILDING PERMIT ALLOCATION SYSTEM (BPAS)
SCHEDULE FOR 2014 APPLICATION CYCLE AND REVIEW PROCESS**

Tuesday, April 1, 2014	BPAS Allocation Application and supporting documentation available online at www.keywestcity.com and at the Planning Department (3140 Flagler).
Tuesday, April 1, 2014 – Friday May 30, 2014	Pre-application meetings with City Staff.
Monday, June 2, 2014 – Monday, September 1, 2014	Accepting applications <u>by appointment only</u> . Applications are due to the Planning Department no later than Monday, September 1 st by 5:00 pm. LATE APPLICATIONS WILL NOT BE ACCEPTED. Applications deemed incomplete will not be accepted.
Monday, October 1, 2014	Staff comments and request for clarification distributed to applicants.
Friday, October 31, 2014	Applicant response to staff's request for clarification due by 5:00 pm.
November 2014	Staff official ranking of applications and Initial Announcement of Award published. Publicly noticed meeting.
January 2015	Special Planning Board Meeting. Applicant Presentations to Planning Board. Planning Board Ranking and Final Determination of Award.

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. Applications submitted after the BPAS Final Allocation Award which require City Commission development plan approval will be scheduled for City Commission hearing no later than June of the award year.