



# BUILDING PERMIT ALLOCATION SYSTEM (BPAS) APPLICATION (YEAR 13: JULY 1, 2025 – JUNE 30, 2026) – MARKET RATE CITY OF KEY WEST, FLORIDA • PLANNING DEPARTMENT

Address: 1300 White Street • Key West, Florida 33040

Phone: 305-809-3764

Website: [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

## Application Fee Schedule

Small project – (1-4 units)	\$ 1,337.06
Mid-size project – (5-10 units)	\$ 2674.12
Large projects – (greater than or equal to 11 Units)	\$ 4,011.17

**A. APPLICANT / AGENT (if applicable):** Property owner must submit a **notarized** authorization form authorizing the applicant/agent to act on their behalf (Exhibit A).

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY DESCRIPTION AND ZONING INFORMATION:

Site Address: \_\_\_\_\_

Parcel ID RE#: \_\_\_\_\_ Alternate Key: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Permitted Density: \_\_\_\_\_ Commercial Floor Area: \_\_\_\_\_

**B. EXISTING DEVELOPMENT:**

Please provide a brief description of how the property is currently used:

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EXISTING AND PROPOSED DWELLING UNIT INFORMATION			
Dwelling Unit Description	NUMBER OF DWELLING UNITS:		
	EXISTING	LICENSED RECOGNIZED	PROPOSED
Market-Rate Residential Dwelling Unit(s)*			
Affordable Residential Dwelling Unit(s)			
Transient Unit(s)			N/A
Accessory Dwelling Unit(s)			
Single Room Occupancy Unit(s)			
Nursing Home Unit(s)			
Total Number of Units Requested			

*\*Pursuant to Ordinance 23-03 and 23-04, 75% of units allocated following Year 10 shall be deed restricted affordable, including any units recovered by the City due to failure to obtain building permits within two years of a BPAS award, or otherwise voluntarily released to the City. Deed restricted affordable allocations shall not have a maximum annual allocation limit.*

- Standalone Affordable Housing projects are subject to Section 122-1467(c), (d), (e), and (f) of the Workforce Housing Ordinance. Applicant Eligibility Requirements are subject to Section 122-1469 (1) through (15) of the Workforce Housing Ordinance. Affordable housing projects enabled by federal tax credit housing are not subject to 122-1467(c).
- Accessory dwelling units in the SF zoning district are subject to Section 122-231 through 122-238 of the Land Development Regulations.

**C. PROPOSED DEVELOPMENT:**

Please indicate the scope of the proposed development as it relates to the BPAS (Section 108-997 (B)).

- Major construction / renovation** – meaning new development, additions to existing structures, or redevelopment constituting more than 50% of the value of the existing building.
- Minor renovation-** meaning redevelopment constituting less than 50% of the value of the existing building.

**Is this property located within a Historic Zoning District?**

<b>Yes</b>	<b>No</b>
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**Are buildings on the property listed as contributing historic structures?**

<b>Yes</b>	<b>No</b>
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**Is the proposal for mixed residential and commercial use?**

<b>Yes</b>	<b>No</b>
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**Are density bonuses proposed?**

<b>Yes</b>	<b>No</b>
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**Advanced affordable allocation request?**

<b>Yes</b>	<b>No</b>
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**Will the allocation require development review?**      Yes      No

If yes, please specific what type of development review will be required: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Variance(s)</b>	
<b>Lawful Unit Determination</b>	
<b>Minor Development Plan</b>	
<b>Major Development Plan</b>	
<b>Beneficial Use</b>	
<b>Transient Transfer</b>	
<b>Conditional Use</b>	
<b>HARC</b>	
<b>Tree Commission</b>	
<b>Other</b>	

**D. APPLICANTS MUST ATTACH ALL DOCUMENTATION REQUESTED BELOW:**

1. **Description of Proposed Development and Use.** Please be specific, describe and list existing, and proposed buildings and uses, accessory structures and uses, type and number of dwelling units, parking, etc. If there is more than one use, describe in detail the nature of each use (Please reference Sections 108-226 through 108-232). For properties proposing to utilize density bonuses for compact infill development projects, please include a description of how the project meets the criteria established in Code Section 108-998 and an analysis of how many density bonus units are requested.
2. **Solution Statement.**
  - a. Describe aspects of the design that address community issues including but not limited to water pollution from stormwater runoff, potable water conservation, waste disposal, recycling, energy conservation, historic and archeological resource protection, affordable housing, and impacts on neighbors such as lighting, noise, traffic, and parking.
  - b. Describe how you intend to meet the Prerequisites (A or B described below) for a Major or Minor construction/renovation project (City Code Section 108-997 (B)):  
**(A)Major Construction/Renovation Prerequisites.** The minimum standards for new development, including additions to existing structures, or redevelopment constituting more than 50% of the value of the building, required in order to be eligible to receive an allocation award from the BPAS system are as follows:
    - a. All new units shall be constructed in compliance with and obtain a **Baseline Green Building Certification.**
    - b. All new buildings shall be constructed to have the **first habitable floor 1.5 feet above the required base flood elevation**, except for properties located within the historic zoning districts, where the applicant must first demonstrate that such elevation does not interfere with the essential form and integrity of properties in the neighborhood by obtaining a certificate of appropriateness.
    - c. All new buildings shall be constructed with a **rainwater catchment system** that will hold a minimum of 300 gallons of water or an amount equivalent to 100% of the new roof area in gallons whichever is greater.  
\* (See page 4 of application.)
  - (B)Minor Renovation Prerequisites.** For development constituting less than 50% of the value of the existing building, the applicant must demonstrate water and energy use 15% below the Florida Building Code using recognized energy and water rating standards by providing a copy of the Required Energy and Water Baseline Report consisting of 12 months of energy and water use. For Commercial buildings (including multifamily), building data must be input into EPE Portfolio Manager (<https://www.energystar.gov/istar/pmpam/>), and access to building data given to the City of Key West. For residential, either Energy Gauge or RESNET may be used to establish a baseline. Please provide a description of 15% of both water and energy use will be reduced on the property.
3. Copy of current, recorded warranty deed. Quit claim deeds will not be accepted.
4. Up-to-date signed and sealed survey (Section 108-240).
5. Flood Elevation Certificates (New Construction) (Section 34-127).

6. Copy of City licensing records for existing units.
7. Signed and Notarized Verification and Authorization Forms (*Exhibit A*).
8. Existing and Proposed Site Plan and Floor Plan (Section 108-237) that shall include a completed Site Data Table (*Exhibit B*).
9. Completed BPAS Estimated Score Sheet and Estimated total Points to be achieved (*Exhibit C*).
10. Signed and Notarized BPAS Certification Form (*Exhibit D*).
11. Copy of LEED or FGBC Score Sheet (*Exhibit E*) or a copy of the required energy and water baseline report as described in Attachment 2. Solution Statement (b.) B above.

\*An applicant may request to be exempted from the rainwater catchment requirement, if:

- (i) The applicant is voluntarily providing affordable housing at median or low-income classification which exceeds the requirements of section 122-1467 by at least twenty percent.
- (ii) The applicant seeks to create an accessory unit(s) but the impervious surface and/ or building coverage ratio maximums for parcel have been met or exceeded, and the applicant contributes a fee of \$2 per required gallon in mitigation to the City's storm water fund.