



**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.



Application for Building Permit Allocation System (BPAS) Units

City of Key West, Florida • Planning Department
3140 Flagler Avenue • Key West, Florida 33040-4602 • 305-809-3720 •
www.keywestcity.com

Application Fee: \$1,150.00

(includes \$100.00 advertising/noticing fee and \$50.00 fire review fee)

PLEASE NOTE: THIS APPLICATION ACCEPTED BY APPOINTMENT ONLY.

An application must be deemed complete and in compliance with City Code prior to the items being scheduled for review. Incomplete applications will be returned.

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

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home/Mobile Phone: _____ Office: _____

Email: _____

PROPERTY OWNER:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home/Mobile Phone: _____ Office: _____

Email: _____

PROPERTY DESCRIPTION AND ZONING INFORMATION:

Site Address: _____

Parcel ID/ RE#: _____ Alternate Key: _____

EXISTING DEVELOPMENT:

Existing Use of Property: _____

Mixed Use? Y / N Number of Units: _____ Commercial Floor Area: _____

Non-conforming Uses? Y / N

If yes, please Describe: _____

EXISTING AND PROPOSED DWELLING UNIT INFORMATION

DWELLING UNIT DESCRIPTION	NUMBER OF DWELLING UNITS:		
	EXISTING	LICENSED ¹ / RECOGNIZED	PROPOSED
Market-Rate Residential Dwelling Unit(s)			
Affordable Residential Dwelling Unit(s) ²			
Transient Unit(s) ³			
Accessory Dwelling Unit(s) ⁴			
Total Number of Units Requested			

- 1 Please provide City Licensing Records from the Building Department.
- 2 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 (2) through (15) of the Workforce Housing Ordinance. Affordable housing projects enabled by federal tax credit housing are not subject to 122-1467(c).
- 3 New transient units available starting July 2016.
- 4 Accessory dwelling units in the SF zoning district are subject to Section 122-231 through 122-237 of the Land Development Regulations

PROPOSED DEVELOPMENT

Brief description of the proposed use of the property:

Mixed Use? Y / N

Compact infill development request? Y / N

Advanced affordable allocation request? Y / N

The project is considered a:

___ **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 the property located within the Historic District? Y / N

Will the allocation require development review? Y / N

If yes, please specify what type of development review will be required:

- | | | |
|-----------------------------|-------------------------------|------------------------|
| ___ Major Development Plan | ___ Minor Development Plan | ___ Conditional Use |
| ___ Variance(s) | ___ Beneficial Use | ___ LDR Amendment |
| ___ Easement | ___ Lawful Unit Determination | ___ Transient Transfer |
| ___ Alcohol Sales Exception | ___ Zoning Map Amendment | ___ Other |

Proposed Floor Plan Description

PROPOSED UNIT DETAILS	FLOOR PLAN DESCRIPTION		
	Bedrooms	Bathrooms	Kitchen
Number			
Size			

SITE DATA TABLE

Please fill out the relevant Site Data in the table below. For Building Coverage, Impervious Surface, Open Space and F.A.R. provide square footages and percentages.

Site Data Table				
	Code Requirement	Existing	Proposed	Variance Request (y/n)
Zoning				
Flood Zone				
Size of Site				
Height				
Front Setback				
Side Setback				
Side Setback				
Street Side Setback				
Rear Setback				
Residential Floor Area				N/A
Density				N/A
Commercial Floor Area				N/A
F.A.R				
Building Coverage				
Impervious Surface				
Parking				
Handicap Parking				N/A
Bicycle Parking				
Open Space/ Landscaping				
Number and type of units				N/A
Consumption Area or Number of seats				N/A

APPLICANTS MUST ATTACH ALL REQUIRED DOCUMENTATION:

- Description of Proposed Development and Use.** Please be specific, describe and list existing and proposed buildings and uses, accessory units 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).

Solution Statement.

1. 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, affordable housing, and impacts on neighbors such as lighting, noise, traffic and parking.
2. Describe how you intend to meet the Prerequisites (A or B described below) for a Major or Minor construction/renovation project (City Code Sections 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 so as to have the **first habitable floor 1.5 feet above the required base flood elevation**, with the exception of 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 1,000 gallons of water or an amount equivalent to 100% of the new roof area in gallons whichever is greater.

(B) *Minor Renovation Prerequisites.* For redevelopment 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.

SUBMITTAL REQUIREMENTS:

- Signed and Notarized Verification and Authorization Forms.**
- Copy of current, recorded warranty deed.** Please note that quit claim deeds will not be accepted.
- Signed and sealed survey** (Section 108-240).
- Existing and Proposed Site Plan and Floor Plan** (Section 108-237).
- Flood Elevation Certificates** (New Construction) (Section 34-127).
- Completed BPAS Estimated Score Sheet and Estimated Total Points to be achieved** (attached).
- Signed and Notarized BPAS Certification Form** (attached)
- Copy of LEED Registration Score Sheet (FGBC?) and assign appropriate Planning/building staff as a team member.**

**KEY WEST BUILDING PERMIT ALLOCATION SYSTEM (BPAS)
APPLICANT'S ESTIMATED SCORE SHEET**

The purpose of the Estimated Score Sheet is to provide the applicant with the understanding that if a BPAS Allocation(s) is awarded the total amount of points represented on the Estimated Score Sheet and finalized through the official staff ranking process is required to be permanently maintained throughout the lifecycle of the project. Because the total amount of points is not linked to one specific criterion, the applicant has flexibility in the construction phase in the event that certain point system criteria, for which the application is ranked, need to be substituted.

In the event that the Prerequisites and/or the total points are not achieved, a Certificate of Occupancy will not be issued for the project.

Applicant: _____ **Site Address:** _____

Number and type of Units Requested: Market Rate _____ Affordable _____

Prerequisite Development Type: Major Construction/ Renovation _____ Minor Renovation _____

Please acknowledge that the Prerequisites required for the proposed project shall be met in accordance with the solution statement provided: _____

Initial here

The following criteria and point system shall be utilized in the ranking of applications for development of one or two non-transient units as follows:

- | | | | |
|----|--|--------|-------|
| 1 | Building more than 1.5' higher than the base flood elevation (+5) | Points | _____ |
| 2 | Voluntarily providing affordable housing units (+10) | Points | _____ |
| 3 | Achieving Green Building Certification Upgrade 1 (+30) | Points | _____ |
| 4 | Achieving Green Building Certification Upgrade 2 (+40) | Points | _____ |
| 5 | Achieving Green Building Certification Upgrade 3 (+60) | Points | _____ |
| 6 | Voluntary contributions to the Arts In Public Places Fund or Tree Fund in the amount of \$1,000 or more (+10) | Points | _____ |
| 7 | Design by a LEED accredited architect (+10) | Points | _____ |
| 8 | Providing electrical high voltage sized conduit for future electric car charging station near parking area (+5) | Points | _____ |
| 9 | Using light colored, high reflectivity materials for all non-roof/ areas with a Solar Reflectance Index (SRI) of at least 29 (+10) | Points | _____ |
| 10 | Using light colored, high reflectivity roofing materials with a Solar Reflectance Index (SRI) of at least 29 (+5) | Points | _____ |
| 11 | Designing the buildings with a vegetated roof of at least 50% of the roof area (+15) | Points | _____ |

TOTAL ESTIMATED POINTS _____

The following criteria and point system shall be utilized in the ranking of applications for development of three or more non-transient units as follows:

- | | | | |
|----|--|--------|-------|
| 1 | Building more than 1.5' higher than the base flood elevation (+5) | Points | _____ |
| 2 | Exceeding the minimum required percentage of affordable housing (+5) | Points | _____ |
| 3 | Achieving Green Building Certification Upgrade 1 (+30) | Points | _____ |
| 4 | Achieving Green Building Certification Upgrade 2 (+40) | Points | _____ |
| 5 | Achieving Green Building Certification Upgrade 3 (+60) | Points | _____ |
| 6 | Voluntary contribution to the Arts In Public Places Fund or Tree Fund in the amount of \$5,000 or more (+10) | Points | _____ |
| 7 | Design by a LEED accredited architect (+10) | Points | _____ |
| 8 | Providing electrical high voltage sized conduit for future electric car charging station near parking area (+5) | Points | _____ |
| 9 | Using light colored, high reflectivity materials for all non-roof/ areas with a Solar Reflectance Index (SRI) of at least 29 (+10) | Points | _____ |
| 10 | Providing additional on-site open space or on-site recreational facilities (+10) | Points | _____ |
| 11 | Designing the buildings with a vegetated roof of at least 50% of the roof area (+15) | Points | _____ |
| | TOTAL ESTIMATED POINTS | | _____ |

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BPAS CERTIFICATION FORM

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I certify that all information required has been provided.

I certify that my total estimated points are _____. I certify that if I am awarded one or more Building Permit Allocations and am unable to achieve all prerequisites and/or achieve the total amount of points represented on the Score Sheet, a Certificate of Occupancy will not be issued for the project.

I certify that if I am awarded one or more Building Permit Allocations, the Score Sheet and Prerequisite Solution Statement prepared as part of this application will be provided to my contractor and that my contractor will be made aware that if the completed project does not achieve all prerequisites and achieve the total amount of points represented on the Score Sheet, a Certificate of Occupancy will not be issued for the project.

Signature of applicant _____
Date

Print name of Applicant

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____,
by _____ (name of person signing the application)
as _____ (type of authority...e.g. officer, manager/member, trustee,
attorney)
for _____ (name of entity or party on behalf of whom application was
executed).

He/She is personally known to me or has presented _____ as identification.

Notary's Signature and Seal

SEAL

Name of Acknowledger typed, printed or stamped

Commission Number, if any