

Town of Longboat Key Planning and Zoning Review Guide

Overview of the Planning and Zoning Review Process

Step 1.	<p>Application Submitted and Reviewed. Applications must be submitted at least three (3) weeks prior to the Development Review Committee (DRC) meeting. Planning and Zoning Staff distributes applications to DRC members: Building Official, Public Works Director and the Fire Marshal for review.</p>
Step 2.	<p>DRC Meeting*. The Town holds monthly DRC meetings. DRC members will meet with the applicant to review comments and questions from the DRC review.</p> <p>Applications that are deemed incomplete are required to resubmit the application to be re-reviewed by the DRC.</p> <p>If the application is deemed complete, it will be forwarded on for staff analysis. An application is deemed complete when all required information has been submitted and is sufficient for a thorough review and analysis.</p>
Step 3.	<p>Staff Analysis. Staff analysis includes coordination with the applicant on conditions, possible requests for supplemental information and/or additional justification for issues.</p> <p><i>Timeline: 3 weeks. Additional time may be required, depending on complexity, size of project and coordination with the applicant.</i></p>
Step 4.	<p>Public Hearing Date Set. Staff will place the application on a future Planning and Zoning Board (PZB) agenda when analysis is complete. Items are placed on a PZB agenda no less than 3 weeks prior to the PZB meeting.</p>
Step 5.	<p>Public Notices and PZB Materials Prepared. Staff will provide the applicant with public notices to send to surrounding property owners.</p> <p><i>Timeline for setting hearing date and preparing materials: 3 weeks prior to Planning and Zoning Board meeting. Additional time may be required, depending on complexity, size of project and coordination with the applicant.</i></p>
Step 6.	<p>Planning and Zoning Board Meeting*. The PZB meets on the third Tuesday of each month at 9:00 a.m. in the Town Commission Chambers within Town Hall, 501 Bay Isles Road. Staff reports are available to the applicant, public and interested parties on the Friday before the scheduled Planning and Zoning Board meeting on the Town web page at www.longboatkey.org.</p>
Step 7.	<p>Town Commission Meeting*. After PZB reviews and makes a recommendation, the application (if required) is typically forwarded to the Town Commission meeting of the next month. Town Commission meetings are the first Monday of each month at 1:00 p.m. within the Town Commission Chambers.</p>

*All scheduled meetings are subject to change.

2018 Development Review Committee Meetings

Application Deadline*	DRC Meeting
January 5, 2018	January 26, 2018
February 2, 2018	February 23, 2018
March 2, 2018	March 23, 2018
April 6, 2018	April 26, 2018
May 4, 2018	May 24, 2018
June 1, 2018	June 20, 2018
July 6, 2018	July 26, 2018
August 3, 2018	August 23, 2018
September 7, 2018	September 27, 2018
October 5, 2018	October 25, 2018
November 9, 2018	November 29, 2018
December 7, 2018	December 27, 2018

*Applications are due on or before than 5 p.m. on the date listed under Application Deadline.

2018 Planning and Zoning Board Meetings**

January 16, 2018	June 19, 2018
February 20, 2018	September 18, 2018
March 20, 2018	October 16, 2018
April 17, 2018	November 20, 2018
May 15, 2018	December 18, 2018

**Please refer to the Town Code, Chapter 158, Section 158.099(B)