

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.

2019 Development Review Committee Meetings

Application Deadline*	DRC Meeting
January 4, 2019	January 24, 2019
February 8, 2019	February 28, 2019
March 8, 2019	March 28, 2019
April 5, 2019	April 25, 2019
May 3, 2019	May 23, 2019
June 7, 2019	June 27, 2019
July 5, 2019	July 25, 2019
August 2, 2019	August 22, 2019
September 6, 2019	September 26, 2019
October 4, 2019	October 24, 2019
November 8, 2019	November 28, 2019
December 9, 2019	December 19, 2019**

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

**Rescheduled due to Christmas holiday

2019 Planning and Zoning Board Meetings**

January 15, 2019	June 18, 2019
February 19, 2019	September 17, 2019
March 19, 2019	October 15, 2019
April 16, 2019	November 19, 2019
May 21, 2019	December 17, 2019

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