



**City of Key West**  
**Planning Department**  
**1300 White Street / Key West, FL 33040 (305) 809-3764**  
**Building Permit Allocation System (BPAS)**  
**Year 10 Schedule for 2022-2023 Application Cycle and Review Process**

July 1, 2022,	The Planning Department's BPAS Year 10 application opens.
July 1, 2022,	Pre-application meetings with staff are recommended. Please call staff at 305-809-3764 to set up a submittal meeting.
November 4, 2022,	Final applications are due no later than 3 PM EST on 11/4/22. <b>LATE APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications deemed incomplete will not be accepted.
December 2, 2022,	Initial ranking, and staff comment letter sent to applicants.
January 7, 2023,	Final deadline for submission of additional information requested in the initial ranking and staff comment letter.
March through April 2023,	Planning Board Ranking and Final Determination of Award. <b>Held during a publicly noticed meeting.</b>

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.