



AGENDA MEMORANDUM

Planning Department

Permitting Process Review Subcommittee Meeting Date: November 19, 2024

To: Permitting Process Review Subcommittee
From: Paula McMichael, AICP, Planning Director
Date: November 15, 2024

SUBJECT: Permit Review Process

BACKGROUND:

Commissioner Steiner requested that staff present a flowchart of how a single-family home permit is reviewed by staff to assist the subcommittee in their evaluation of processes. A single-family home permit was chosen as a review type where all departments (building, planning, natural resources, and public works) provide a review based on the requirements of the Sanibel Code.

Two notes on the flowchart:

1. Planning must issue a notice of proposed construction for a single-family home at least 14 days prior to issuing the permit per Sec. 86-43 of the Sanibel Code.
2. Natural Resources issues the permit with a condition that a vegetation plan be submitted prior to issuance of a certificate of occupancy so as not to delay construction.

Also provided are monthly summaries of review times by the planning department over the past 12 months (back to October 2023). Monthly review times average 10 calendar days over the past year and monthly averages range from 6 calendar days to 13 calendar days. These are calendar and not working days. Please note that sometimes staff provides review comments outside of Energov to try to facilitate communication with the applicant and these would show a longer review time – that is, actual review times would be shorter than what is shown.

FUNDING SOURCE: N/A

RECOMMENDED ACTION: No action is required; for information and discussion.

Attachment A: Flowchart of process for review of a single-family home permit

Attachment B: Planning permit review times – October 2023-October 2024

Sanibel is and shall remain a barrier island sanctuary