



What is the difference between the Planning & Zoning and the Building & Code Enforcement Divisions?

While both divisions are branches of the Planning & Development Department, they serve different functions. The Planning Division is responsible for long-range planning of the Town and administering the Town's Land Use and Development Code. The Building and Code Enforcement Division coordinates the Town's building permit review process, reviews plans for conformance with the Florida Building Code, and also provides building inspections and code enforcement services. The Chief Building Official also serves as the Town's Floodplain Manager.

Where can I find the Town's Codes?

The Town's codes are divided into two sections: the Code of Ordinances and the Land Use and Development Code (LUDC). The Code of Ordinances and LUDC are available [online](#) and can also be accessed on the town's website at www.ponce-inlet.org.

Where can I find the zoning designation of my property and the regulations for that district?

The zoning map can be found on the Planning & Zoning Division page on the Town's website. The regulations for each zoning district can be found in Article V of the LUDC on the Municode website.

Are there additional regulations for oceanfront properties?

Yes, construction east of Atlantic Avenue must also be permitted by the Florida Department of Environmental Protection. There are two setback lines which govern the location of buildings on the oceanfront: The Town's "Oceanfront Setback line" and the State's Coastal Construction Setback Line. The Town's waterfront setback line regulations can be found in Section 5.6.3.C of the LUDC.

Do I need a permit to cut down a tree?

The Town has strict tree removal regulations, so it's always best to contact Planning & Zoning staff prior to cutting to confirm whether or not a permit is required in each particular case.

Are there certain trees or plants I should not plant on my property?

There are some species of trees and plants that are invasive and whose growth chokes out native species. These include the Brazilian pepper, air potato vine and smilax vine. A list of plants that do well here in Ponce Inlet has been adopted as the Town Plant List. Copies are available in the Planning & Development Department. The Town encourages the planting of native species.

Can I plant anything in the right-of-way?

A Right-Of-Way Use Permit from Public Works is required prior to any planting in the right-of-way. Permit applications are available in the Planning & Development Department.

What do I do if I want to hold a special event?

Special events must be approved by the Town before the event takes place. This includes events sponsored by local Ponce Inlet Clubs. Depending on the event, additional charges may apply if services of Police, Fire and/or Public Works are required. A special event permit application is available at Town Hall for this purpose. The application must be completed and submitted 45 days prior to the event to ensure adequate time for review and coordination of Town services.

Can the Town co-sponsor my special event? If so, do I have to pay the permit fee?

Town Council must approve co-sponsorship of a special event. Requests for co-sponsorship must be submitted in writing at least 90 days prior to the event to allow for scheduling the request on a Council agenda. If the Town Council agrees to co-sponsor your event, the permit fee will be waived.

For additional information, please contact the Planning & Development Department at 386-236-2181.