

Addendum Date: April 8, 2025

CITY OF PENSACOLA, FLORIDA
ADDENDUM #2

NON-PROFIT PARTNERSHIP FOR HOMELESS SHELTERING SERVICES

The following items take precedence over the documents for the item named above. All other terms and conditions shall remain the same.

**A SIGNED COPY OF THIS ADDENDUM SHOULD BE RETURNED WITH YOUR
SUBMITTAL AS ACKNOWLEDGEMENT.**

Organization: _____ Date: _____

Authorized
Representative: _____ Title: _____
Printed Name

Signature: _____

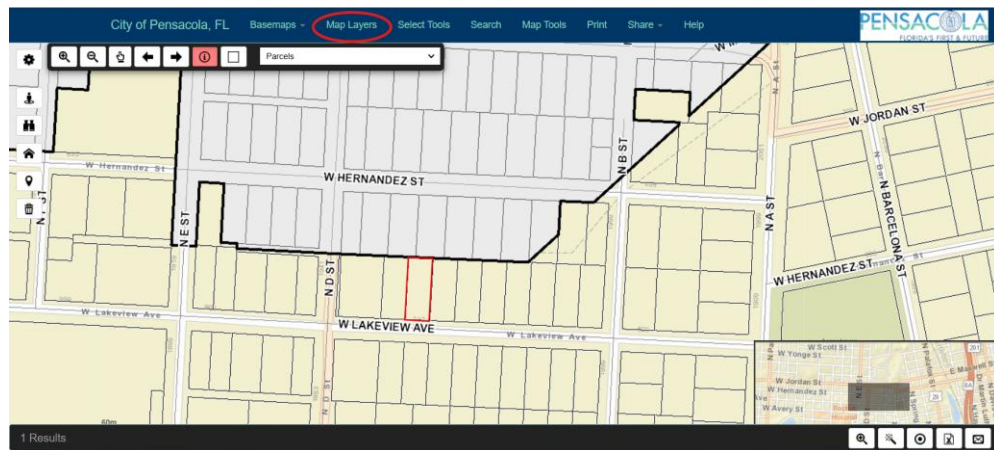
1. The City of Pensacola's Development Services Department has created a written tool to assist potential proposers. If the property is located outside the City limits, the proposer is strongly encouraged to contact the Escambia County Development Services department to determine what would be necessary to install pallet shelters in the unincorporated parts of the County. If the property is located within the City limits, it is strongly encouraged to use the attached tool to determine if the proposed property possesses the appropriate regulations that would allow the installation of pallet shelters.
2. The deadline to receive proposals for this RFP has been extended to 3:00 pm on May 15, 2025.

***PALLET SHELTER
DEVELOPMENT CHEAT SHEET***

ALL PROJECT REQUIREMENTS ARE SITE-SPECIFIC.
YOU ARE REQUIRED TO CHECK WITH THE JURISDICTION
WHERE THE PROPERTY IS LOCATED.

1. **CHECK YOUR JURISDICTION:** Using the link below, you will be able to confirm whether the property in question is located within the City of Pensacola.

<https://maps.roktech.net/pensacolagomaps4/>



If the property is grey, it is NOT within the City limits. You will need to contact Escambia County Development Services at the information below:

- Telephone: 850-595-3475; or
- Email: zoninginfo@myescambia.com.

If the property is NOT grey, it lies within the City of Pensacola. Please contact City staff using the information below:

- Telephone: 850-435-1670; or
- Email: Planning@CityOfPensacola.com; or
- Inquiry form: <https://www.cityofpensacola.com/FormCenter/Planning-Services-21/General-Planning-Zoning-Questions-Form-179>

You will need to ask for the following information:

- The zoning district. Is it residentially zoned? If not, what is the current use? This is relevant since a single-family residence may be in a commercial zoning district.
- Is there any overlay district?
- For property located within a commercial, mixed-use, and multi-family residential zoning district, what is the allowed density?

***PALLET SHELTER
DEVELOPMENT CHEAT SHEET***

2. DEVELOPMENT TYPE. ADU (Accessory Dwelling Unit)? Multi-Family Residential?

The pallet shelter will be considered an ADU (Accessory Dwelling Unit) if only 1 pallet shelter is proposed AND one of the following applies:

- 1) The subject property is located within a residential zoning district AND the property is being used as a single-family residence; or
- 2) The subject property is located within a commercial, mixed-use, or multi-family residential zoning district AND the property is being used as a single-family residence.

The pallet shelter(s) will be considered a multi-family residential development if the following applies:

- 1) The subject property is located within a commercial, mixed-use, or multi-family residential zoning district AND the property is NOT being used as a single-family residence AND the density allows for the additional dwelling unit(s).

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DEVELOPMENT CHEAT SHEET***

3. DEVELOPMENT REQUIREMENTS – ADU.

- **LAND USE.**
 - The pallet shelter is considered an ADU.
 - All detached single-family residences may have *one* ADU.
 - The ADU may not exceed 60% of the size of the primary residence.
 - If the property is located within the CRA Urban Design Overlay District, the unit must have a shed-style roof. Gable roofs are not allowed.
- **BUILDING.**
 - All buildings/structures must be anchored to meet the *minimum* wind speed for the subject property as determined using the [ASCE Hazard Tool](#).
 - The plans for the buildings/structures must be signed/sealed by a Florida-licensed structural engineer.
 - Electrical, mechanical, and plumbing permits will be required in addition to the permits mentioned above.
 - Minimum distance between buildings shall be 6 feet, measured wall to wall.
 - Minimum distances from lot lines shall be 3' for exterior walls, and 2' for projections.
 - The area around the pallet shelter shall be graded to keep water away from the unit.
 - Glazing must be impact resistant or have Florida Approved shutter or storm panel onsite.
 - Smoke detector and carbon monoxide detector in every unit
 - Flood zone(s) must be verified via Forerunner. If the property is not located within a X flood zone, please contact Building Inspections at 850-436-5600 for additional information.
- **SITE/ENGINEERING.**
 - No requirements when accessory to a single-family residence.
- **GENERAL.**
 - The only pallet shelter allowed as an ADU is the 120 SF unit with the restroom facility included.
 - Meal preparation is limited within the unit. Hot plates are not allowed.

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DEVELOPMENT CHEAT SHEET***

4. DEVELOPMENT REQUIREMENTS – MULTI-FAMILY RESIDENTIAL/MIXED-USE.

- **LAND USE.**
 - The pallet shelter(s) will be considered an dwelling unit within a mixed-use or multi-family residential development.
 - Density will need to be reviewed to determine how many units are allowed.
 - If the property is located within the CRA Urban Design Overlay District, the unit must have a shed-style roof. Gable roofs are not allowed.
- **BUILDING.**
 - Building permits will be required. A Florida-licensed contractor will be required for the permit issuance.
 - ADA compliance will be required for ALL the community buildings (office/laundry & hygiene facility) and 5% of the pallet shelters. An ADA-compliant sidewalk will be required from the development area to the public right-of-way.
 - All buildings/structures must be anchored to meet the *minimum* wind speed for the subject property as determined using the [ASCE Hazard Tool](#).
 - The plans for the buildings/structures must be signed/sealed by a Florida-licensed structural engineer.
 - Electrical and plumbing permits will be required in addition to the permits mentioned above.
 - Mechanical Permits will be required for conditioned units.
 - Minimum distances between buildings shall be 6 feet, measured wall to wall.
 - The area around each pallet shelter shall be graded to keep water away from the unit.
 - The Building Official is amenable to applying Rule 64E.009 of the Florida Building Code to the restroom requirement for these types of development.
 - Modular building(s) must have State approval through DBPR, Department of Business and Professional Regulations.
 - Flood zone(s) must be verified via [Forerunner](#). If the property is not located within a X flood zone, please contact Building Inspections at 850-436-5600 for additional information.
- **FIRE/LIFE SAFETY.**
 - Certified fire extinguisher in every unit.
 - Smoke detector and carbon monoxide detector in every unit.

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- **SITE/ENGINEERING.**
 - If there is development on the site, the City will apply the allowed exemption for NEW impervious to the site. This means stormwater management will not be required until 1500 SF of new impervious surface has been reached. Impervious surface includes the footprint of structures, walkways, sidewalks, drives/roads, and any other solid surface. *If this threshold is exceeded, a site plan designed by a Florida-licensed civil engineer will be required.*
 - At a very minimum a surveyor will need to be engaged to provide an inventory of the current conditions. The survey will then be the base for the site plan required for the building permits.
 - Tree protection is required for commercial development. The landscape regulations can be found within Chapter 12-6; see link below. Please note, Protected Trees are listed within Appendix A at the end of the Chapter.
https://library.municode.com/fl/pensacola/codes/code_of_ordinances?nodeId=PTIICOOR_TITXIILADECO_CH12-6TRLARE
 - Utility work may require the roadway to be cut. You will be responsible for the repair of City streets.
 - If one does not exist, a new paved driveway connection within the right-of-way will be required. This does not count towards the 1500 SF exemption since it is located within the right-of-way.
 - If sidewalks do not exist, they will be required within the right-of-way along the frontage of the property.
- **SITE WORK - NFWFMD (Northwest Florida Water Management District).**
 - The exemption mentioned above applies to the City's requirements. You will be responsible for obtaining the applicable permits or exemption status from the State. <https://nwfwater.com/>
- **SITE UTILITIES. ECUA, Commercial Customers.**
 - The site will need water and sewer connections. Please contact ECUA at: <https://ecua.fl.gov/services/commercial-customers>
- **GENERAL.**
 - Meal preparation is limited within the unit. Hot plates are not allowed.
 - An additional garbage can will be required for more than 2 units.