



City of Panama City Universal Application

Development Services Department
501 Harrison Avenue, Panama City, FL 32401
850-872-3025 ~ planning@panamacity.gov

1 Today's Date:

2 Has a change been requested for this property within the last year?
 Yes No

Appointments are suggested for all application submittals, please call to schedule.

3 Type of Request: (check all that apply)

- Annexation /Future Land Use (Small Scale)/Rezoning
- Banner Development Order (Temporary)
- Commercial / Industrial Development Order
- Construction Dumpster/Portable Container Permit
- Development Order
- Demolition Development Order
- Dock Development Order
- Expansion of a Non-Conforming Use
- Future Land Use Map / Large Scale Amendment
- Residential - Utility Service Application
- Sign Development Order
- Tent Development Order (Temporary)
- Utility Easement Abandonment
- Variance Request / Appeal of Administrative Decision
- Other: _____

4 Property Location:
Address of Subject Property _____
Size of Property (if known): _____ (in square feet or acres)
Bay County Parcel ID #: _____

5 Property Owner / Business / Tenant Information:
Name: _____
Email: _____
Address: _____
Phone 1: _____ Phone 2: _____
City: _____ State: _____ Zip: _____

I hereby certify that I am the owner of record of the property described in Step 4 above and that I approve of the requested action herein. I hereby authorize the City staff to enter upon my property for the purpose of site inspection and the placement of a public notice sign (if necessary) for this application. I understand that the Development Services Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI, the City's Building Department, by the applicant before commencement of construction is authorized. I also understand that City Development Orders are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development Services grants an extension.

Signature of Owner: _____

FOR CITY STAFF ONLY

Fees Paid:
Fees Collected: \$ _____
Check Number: _____
Receipt No. : _____

6 Applicant / Authorized Agent / Primary Contact / Contractor Information *:

Name: _____ Email: _____
Address: _____ Phone 1: _____
City: _____ State: _____ Zip: _____ Phone 2: _____

I hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and/or revocation of any approval based on this application. I understand that the Development Services Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI, the City's Building Department by the applicant before commencement of construction is authorized. I also understand that City D.O.s are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development Services grants an extension.

Signature of Applicant: _____ Date: _____

7* Notarized Authorization:
*If the applicant is not the property owner and the owner is allowing the applicant to act on their behalf, a notarized signature of the owner is required.

Signature of Owner: _____ Date: _____

STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____, Year _____, by

(Name of Person Making Statement)

(Official Notary Signature)

NOTARY SEAL _____
(Name of Notary Type Printed or Stamp)
Personally known: _____ or Produced Identification: _____
Identification Produced: _____





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A ANNEXATION &/OR FUTURE LAND USE MAP (SMALL SCALE) &/OR REZONING:

A meeting with a staff member is required prior to application submittal.

8. Type of Request: (check all that apply)
 Annexation Future Land Use Map (Small Scale) Rezoning

9. Reason for the Request: _____

10. Property's Current County Designation**

Current Land Use: _____

Current Zoning District: _____

** You may contact the County at 248-8250 with your parcel identification number for verification.

11. Property's Desired Designation:

Proposed Future Land Use: _____

Proposed Zoning District: _____



PLEASE PROVIDE:

- Application Fee for the accompanying amendment & rezoning applications.
- Copy of Deed or Legal Description.
- Survey/Site Plan, drawn to scale, depicting:
 - Location of surrounding physical features, waterbodies, streets, railroads, etc.
 - Exact size of the site in acres &/or square feet, including linear dimensions;
 - Plan for general development of the site including residential density or commercial intensity;
 - Any existing structures showing setbacks from the property line; and
 - The height of the structure & impervious surface ratios, when applicable.
- If you are not the property owner, provide letter of authorization from the owner or ensure the notarized authorization on the application is completed by the owner.

NOTE: In order for your application to be deemed complete, these items are required.

While Annexation into the City is considered free, the application triggers two additional changes or processes:

- 1.) a change in the **City's Future Land Use Map** (also called a small or large scale amendment) &
- 2.) a change in the **City's Zoning District Map**.

A **small scale amendment** is usually property which is **less than 10 acres**.

A **large scale amendment** is usually property which is **more than 10 acres**.

A **small scale amendment application** has a **\$300 fee**. The **large scale amendment application** fee is **\$2,500**.

Additionally, a change in the zoning map (also called a rezoning) must occur at the same time the amendment (large or small scale) cycle is done. A **rezoning request** is **\$200**. Therefore, an annexation which includes a small scale amendment and rezoning is approximately \$500. By comparison, an annexation requiring a large scale amendment & rezoning will cost the applicant \$2,700.

Also note that if you are annexing into the City in order that you may hook up to the City's water and sewer lines, then additional fees will be applied by the Utilities Department.



Companion Application, if needed:
 Future Land Use Map / Large Scale Amendment Application
(See Section I of Application Pages)



City of Panama City Public Notice Requirements

In addition to mailings, public notice is required in **The News Herald** newspaper, which is the newspaper of general circulation for the City of Panama City.



The City adopted a new Unified Land Development Code on March 26, 2019. Within the new code is an amended public notice requirement for all Planning Board requests, Comprehensive Plan Map Amendments, and zoning changes. Additionally, requests for vacation of R.O.W. are effected. (Section 102-44, Panama City Unified Land Development Code, Ord. No. 2675)

A. Public notice requirements are mandatory for the following actions taken by the City Commission, or Planning Board (as applicable):

1. **Variance requests.** Advertisement (by the City) in the local newspaper, at least **10 days**, prior to the hearing before the Planning Board. Signage shall be placed by the City on the parcel at least **10 days**, prior to the Planning Board hearing. A **public notice** shall be **mailed to surrounding property owners within a 300-foot radius** of the subject parcel and be **postmarked** at least **10 days**, prior to the Planning Board hearing.

2. **Comprehensive plan map amendments and zoning requests** (see sec. 102-44.2.). Advertisement (by the City) in the local newspaper, at least **10 days**, prior to the hearing before the Planning Board (the local planning agency). Signage shall be placed (by the City) on the parcel at least **10 days**, prior to the Planning Board hearing. A **public notice** shall be **mailed** (by the applicant) to **surrounding property owners within a 300-foot radius** of the subject parcel, and shall be **postmarked**, at least **10 days**, prior to the Planning Board hearing.

3. **Vacations of rights-of-way (ROW)** (see sec. 109-44D). Signage shall be placed (by the City) at each end of the ROW subject segment, at least **10 days**, prior to the first reading of the ordinance. If the vacation is an alleyway, a **public notice** (by the applicant) shall be **mailed to all property owners within the block of the subject request**. Other ROW vacation requests shall require a **public notice mailed to property owners within 200 feet of the segment**. All mailed notices shall be postmarked at least **10 days**, prior to the City Commission hearing.

4. **Development Order (DO).** Development Orders for Major Development Applications shall require **public notice on the property and on the City website**. Signage shall be placed (by the City) on the parcel, upon

Example of one U.S.P.S. form that can be sent out to adjoining property owners.

A sample of a U.S. Postal Service Certificate of Mailing form. The form includes fields for "From:", "To:", and "Postmark Here". It also features the United States Postal Service logo and the text "Certificate of Mailing".

determination of the public hearing date.

B. Public notices also have the following requirements:

1. All public notice **costs** shall be **borne by the applicant**. This includes, but is not limited to, all costs incurred, due to advertising in the local newspaper and postage.

2. All notices shall be **mailed through the U.S. Postal Service certified by the applicant (a certificate of mailing from the U.S. Postal Service will suffice)**, and such receipts shall be submitted to the Planning Department with the list of recipients, prior to the corresponding hearing for verification. If the receipts cannot be verified against the list of recipients, this may be cause for delay of any applicable hearing.

3. Public notices may **not** be mailed **prior to 30 days** before the scheduled Planning Board hearing.

4. The public notice shall be in the format supplied by the Planning Department.

5. The applicant shall **use** the most recent **Bay County Property Appraiser** data for determination of the mailing list for surrounding property owners. Visit www.baypa.net to access the Bay County Property Appraiser data.