



City of Panama City Universal Application

Department of Planning & Economic Development
9 Harrison Avenue, Panama City, FL 32401
850-872-3025 ~ mlane@pcgov.org

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)
- Board of Adjustment Application (Variance)
- 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
- Road / Alley Right Of Way Abandonment
- Sign Development Order
- Tent Development Order (Temporary)
- Utility Easement Abandonment
- 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 Planning & Economic Delopment 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 by the applicant before commencement of construction is authorized. I also understand that City Development Orders are valid for a period of six (6) months from the date of issuance, unless the Director of Planning & Economic Development 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 Planning & Economic Development 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 by the applicant before commencement of construction is authorized. I also understand that City D.O.s are valid for a period of six (6) months from the date of issuance, unless the Director of Planning & Economic Development 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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1 EXPANSION OF A NON-CONFORMING USE:

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

8 Explanation of Application Request (Attach Narrative, as needed):

9 Property Information:

Location of Subject Property: _____
(Include approximate distance from nearest street intersections)

Current Site Zoning District: _____
(May need to ask the Planning Dept. staff for assistance with this)

Current Use of Property: _____

Year the structure was built: _____

Is this a legal non-conforming use? Yes No

Has the property ever received a variance from the Land Development Regulations?
If so, please indicate the variance number: _____

10 State Reason the Existing Structure is considered non-conforming:



PLEASE PROVIDE:

- A dimensional diagram or site plan depicting the existing structure and the proposed expansion.

PLEASE REVIEW:

- An expansion of a non-conforming use cannot result in a threat to the general health, safety or welfare to the general public.
- No expansion of a non-conforming use shall supersede or abrogate the requirements of flood damage prevention, or the requirements of the National Flood Insurance Program.
- Any granted expansion is subject to applicable development order and building permit requirements.

OFFICE USE ONLY BELOW THIS LINE

File No.: _____

Received By: _____

Application meets Sufficiency:

- Yes No

Comments: _____

Approved Date: ___ \ ___ \ ___

Disapproved Date: ___ \ ___ \ ___

Staff Signature: _____