



City of Panama City Public Notice Requirements

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 alley-way, 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

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.



UNITED STATES
POSTAL SERVICE
Certificate Of
Mailing
This Certificate of Mailing provides evidence that mail has been presented to USPS for mailing.
This form may be used for domestic and international mail.
From: _____
To: _____
Postmark Here
PS Form 3817, April 2007 PSN 7530-02-000-9065

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

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.