

Technical Review Committee (TRC) and Development Order Process Overview

Development Services Department – Planning & Zoning Division

City of Panama City, City Hall, 501 Harrison Avenue, 2nd Floor, Room 217, Panama City, FL 32401

Phone: 850-691-4595 | Email: planning@panamacity.gov | Website: www.panamacity.gov

The Development Order review process is coordinated by the Development Services Department. The process is formally initiated upon submittal of a Development Order application, required sign and sealed plans and materials and payment of all applicable fees. All plans will need to be signed and sealed by a registered design professional licensed in the State of Florida. After the application is deemed complete, the application and review materials are distributed to the Technical Review Committee (TRC) for review. Per the Unified Land Development Code, the Development Order review process takes up to 30 days. This applies to both submittals and resubmittals. During the 30-day period, the City's Technical Review Committee (TRC) will review the application to ensure compliance with local ordinances. The TRC includes staff from the following departments and divisions:

Development Services Department

*Disaster Recovery and Floodplain Management
Planning & Zoning*

Fire Department

Fire Prevention

Public Works Department

*Engineering
Environmental Compliance
Environmental Services
Underground Utilities*

Please note, the scope of the project and the plans submitted will dictate whether all reviewers have comments or not. Once all necessary requirements have been satisfied, a Development Order is issued with conditions of approval. A Development Order is needed prior to the issuance of building permits for new development and renovations. The conditions of approval will need to be satisfied prior to the issuance of a Certificate of Acceptance. A Certificate of Acceptance is required prior to the issuance of a Certificate of Occupancy. Certificates of Occupancy and building permits are issued by the City of Panama City Development Services Building Services Division. Development Orders and Certificates of Acceptance are forwarded via email from the Planning & Zoning Division to Building Services staff at the same time they are released to the applicant/owner. Please contact the Planning & Zoning Division for any questions or additional information.

Technical Review Committee (TRC) 2026 Schedule

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Technical Review Committee (TRC) Pre-submittal meetings are held on the first and third Thursday of each month unless the meeting date falls on a holiday. Meetings are scheduled on a first come, first served basis for the following time slots: 8:30 – 9:15 AM; 9:30-10:15 AM; 10:30 – 11:15 AM; 11:30 AM – 12:15 PM. If you would like to schedule a meeting with City staff and request that they conduct a preliminary review of your proposed project prior to formally submitting a Development Order application, please provide the following:

- A completed Pre-submittal Conference & Project Information Form.
- Digital set of preliminary development plans. These preliminary plans do not need the signature and seal of an engineer or architect. Sketches/drawings are sufficient. Concept plans are acceptable.
- A narrative explaining the proposed development. Include information on size of property, number of lots, zoning district, future land use category, water and sewer services, wetland impacts, density, intensity, access, storm water management, phasing, etc. Please provide as much information as possible as it relates to the proposed project.
- The form, plans and narrative must be completed in their entirety and emailed to planning@panamacity.gov by one of the specified deadlines in order to secure a meeting date and time slot.

The responses received during pre-submittal meetings are not meant as a final binding determination but rather as an aid on how to proceed. Quasi-judicial proceedings (annexation, future land use map amendment, rezoning variances, major development review etc.) may be required for some projects.

Pre-submittal Form Deadline	Pre-submittal Meeting Dates (1st & 3rd Thursday of each month from 8:30 AM – 12:15 PM, excluding holidays)
Monday, January 12, 2026	Thursday, January 15, 2026
Monday, February 2, 2026	Thursday, February 5, 2026
Monday, February 16, 2026	Thursday, February 19, 2026
Monday, March 2, 2026	Thursday, March 5, 2026
Monday, March 16, 2026	Thursday, March 19, 2026
Monday, March 30, 2026	Thursday, April 2, 2026
Monday, April 13, 2026	Thursday, April 16, 2026
Monday, May 4, 2026	Thursday, May 7, 2026
Monday, May 18, 2026	Thursday, May 21, 2026
Monday, June 1, 2026	Thursday, June 4, 2026
Monday, June 15, 2026	Thursday, June 18, 2026
Monday, June 29, 2026	Thursday, July 2, 2026
Monday, July 13, 2026	Thursday, July 16, 2026
Monday, August 3, 2026	Thursday, August 6, 2026
Monday, August 17, 2026	Thursday, August 20, 2026
Monday, August 31, 2026	Thursday, September 3, 2026
Monday, September 14, 2026	Thursday, September 17, 2026
Monday, September 28, 2026	Thursday, October 1, 2026
Monday, October 12, 2026	Thursday, October 15, 2026
Monday, November 2, 2026	Thursday, November 5, 2026
Monday, November 16, 2026	Thursday, November 19, 2026
Monday, November 30, 2026	Thursday, December 3, 2026
Monday, December 14, 2026	Thursday, December 17, 2026

Pre-submittal Conference & Project Information Form

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Please complete this form if you would like staff to conduct a preliminary review of your proposed project prior to formally submitting your Development Order application. Please provide the following:

- Pre-submittal Conference & Project Information Form completely filled out prior to submittal.
- Digital set of preliminary development plans. These preliminary plans do not need the signature and seal of an engineer or architect. Sketches/drawings are sufficient. Concept plans are acceptable.
- A narrative explaining the proposed development. Include information on size of property, # of lots, zoning district, future land use category, water and sewer services, wetland impacts, density, intensity, access, storm water management, phasing, etc. Please provide as much information as possible as it relates to the proposed project.
- This form, plans and narrative must be completed in their entirety and emailed to planning@panamacity.gov by one of the specified deadlines in order to secure a meeting date and time slot.
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Property Information	
Name of Property Owner:	
Address:	Acreage:
Email:	
Phone 1:	Phone 2:
Bay County Parcel ID Number (s) (Please attach IDs separately if necessary):	
Existing Zoning District:	
Existing Future Land Use Category:	
Applicant/Authorized Agent/Representative Information	
Name of Applicant/Authorized Agent/Representative:	
Address:	

Email:

Phone 1:

Phone 2:

Project Information:

Current Future Land Use Category:

Current Zoning District:

Have you been cited for a code violation?

☐ Yes ☐ No

Please describe your project:

☐ New development ☐ Expansion of an existing development ☐ Internal renovation or modification only (i.e., no expansion of square footage or impervious surface area).

What type of development are you proposing?

Residential:

☐ Single-Family Home ☐ Duplex

Commercial:

☐ Financial Institution ☐ Restaurant ☐ Retail ☐ Multi-Family (3 or more dwelling units) ☐ Personal Services (salon, barbershop, spa, clinic) ☐ Business or Professional Office ☐ Hospital ☐ Medical Office ☐ Warehouse ☐ Gas Station with Convenience store

Industrial:

☐ Manufacturing ☐ Processing of Raw Materials ☐ Warehouse

Lot Partitions (Limited) and Combinations:

☐ Lot Split (less than three lots) ☐ Lot Combination. ☐ Lot Line Readjustment

Subdivision:

☐ Residential ☐ Commercial/Business

Narrative: Please provide a detailed narrative of your request below. The narrative can be included as a separate attachment to this form.

Pre-submittal Conference Notes

Project Name:

Date: