

Conditional Use Permit (CUP) Applicant's Development Guide

Development Services Department – Planning & Zoning Division

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All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will also need to be submitted electronically.

This guide is intended for applicants seeking to a conditional use permit (CUP). A conditional use is a land use which may be appropriate in a designated zoning district but due to its nature, extent, performance, and possible external effects requires case-by-case review of its location, design, functions, impacts, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings. Applicants wanting structures to be considered for a CUP are required to provide the following:

- Completed Condition Use Permit Application.
- Standard site plan and conditional use application items pursuant to Section 102-30 of the Unified Land Development Code are required.
- When the proposed conditional use requires new improvements on the site or substantial changes to existing improvements, the applicable development approval, applicable building permit, and the conditional use permit must be issued before any work can be performed on the site or the conditional use established. However, should the applicant choose to obtain permits for improvements and conduct work in anticipation of issuance of a conditional use permit, the improvements are not allowed to be used for the proposed conditional use unless and until the conditional use permit has been issued. At the applicant's discretion, a development order application and conditional use permit application may be submitted concurrently.