

Lot Split, Combination or Lot Line Readjustment 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.

Lot Split or Lot Line Readjustment - Application Fee: \$150 Review Fee: \$150 Total Fee: \$300

A lot split is the division of a piece of property into two lots. Lot Line adjustments are for the readjustment of a boundary line between two separate parcels owned by the same person or entity. In order for staff to review a parcel for a lot split or lot line readjustment, two separate surveys will be needed. The applicant will need to provide a survey showing the parcel in its current state and current dimensions. A second, separate survey will need to show the proposed lots and dimensions. The dimensions of the new lots will need to comply with the existing zoning district. Applicants with newly created lots that are not able to meet setback requirements may apply for a variance, however due to the applicant/owner creating the hardship, staff will not be able to support the request and recommend denial to the Planning Board.

Please note, the land development code states that any number of different accessory structure may be located on a parcel, provided several requirements are met. Among these requirements is that there shall be an authorized principal development according to Sec. 110-4(1) (i) of the Unified Land Development Code. The creation of new lots with only accessory uses would undermine Sec. 110-4 (1) (i), therefore Development Services Department staff cannot facilitate the creation of new lots with only accessory structures on them (carports, garages, sheds, docks, decks, ADUs etc.). Structures, remnants of structures or foundations and concrete or asphalt cannot encroach into newly created lots. Common remedies to comply include removal or relocation of an accessory structure prior to the creation of a new lot. Driveways, foundations concrete or asphalt encroaching into new lot lines will also need to be removed. Accessory uses cannot exceed 60% of the building footprint of the primary structure.

For lot splits, a new lot is being created, so a new address will be needed as well. **An address assignment application will need to be completed.** The review time for a lot split may take up to 30 business days. If the proposed lot split survey is clear, concise and meets all the requirements of the zoning district, a letter will then be issued stating that staff has no objections to the lot split.

Lot Combination – Application Fee: \$100 Review Fee: \$100 Total Fee: \$200

In order for staff to complete a lot combination review, two separate surveys will need to be provided. The applicant will need to provide a survey showing the separated lots in their current state and current dimensions. A second, separate survey will need to show the lots combined and the proposed dimensions of the newly created lot.

The dimensions of the new lot will need to comply with the existing zoning district. Lots being combined need to be immediately adjacent to each other and will need to be located within the same zoning district and have the same Future Land Use designation. Applicants with newly created lots that are not able to meet setback requirements may apply for a variance, however due the applicant/owner creating the hardship, staff will not be able to support the request and recommend denial to the Planning Board.

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Since lots are being combined, there will be a single address and Parcel Identification Number. **An address assignment application will need to be completed.** The review time for a lot combination may take up to 30 business days. If the proposed lot combination survey is clear, concise and meets all the requirements of the zoning district, a letter will then be issued stating that staff has no objections to the lot combination.

Once the City of Panama City Development Services Department issues the approval letter, the applicant will then need to take the letter to the Bay County Property Appraiser's office so the new lot split or combination can be entered into their records. The address assignment portion typically takes a few weeks to be completed since several staff members within the City of Panama City and outside of our organization are involved with the process. Various systems and maps will need to be updated so it will take time for the changes to show up in the public record and GIS maps.

Once applicants have all the necessary information for the lot split and/or lot combination, they will need to submit both the lot split, lot line readjustment and/or lot combination application, the address assignment application and fees to the Development Services Department's online portal.

Failure to obtain a letter from the City of Panama City prior to filing with the Property Appraiser will delay the lot split and lot combination processes and may result in conflicting information regarding the subject parcel(s) with City of Panama City and Bay County Property Appraiser records.