

## Accessory Uses and Structures Applicant's Development Guide

Development Services Department – Planning & Zoning Division  
City of Panama City, City Hall, 501 Harrison Avenue, 2<sup>nd</sup> Floor, Room 217, Panama City, FL 32401  
Phone: 850-872-3025 | Email: [planning@panamacity.gov](mailto:planning@panamacity.gov) | Website: [www.panamacity.gov](http://www.panamacity.gov)

**Application Fee:** \$50

**Review Fee:** N/A

**Total Fee:** \$50

**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 need to be submitted electronically.**

This guide is intended for applicants seeking to initiate the Development Order review process for the construction, placement or development of accessory structures, accessory apartments and/or dwellings. For exceptions to the Development Order review process, see the Exceptions to the Requirement for a Development Order Guide.

### Type of Accessory Structures

The proposed structures should adhere to setback and height requirements and all applicable regulations of the Unified Land Development Code.

<input type="checkbox"/> Accessory Apartment. Please note, the owner and/or applicant will need to provide a site plan, architectural elevations/renderings and a floor plan drawn to scale, signed and sealed.			
<input type="checkbox"/> Carport	<input type="checkbox"/> Deck	<input type="checkbox"/> Garage	<input type="checkbox"/> Greenhouse
<input type="checkbox"/> Patio	<input type="checkbox"/> Porch	<input type="checkbox"/> Private Swimming Pool (Enclosed)	<input type="checkbox"/> Private Swimming Pool (Unenclosed)
<input type="checkbox"/> Satellite Dish/Antennas	<input type="checkbox"/> Shop	<input type="checkbox"/> Storage Building (Shed)	<input type="checkbox"/> Utility Building
<input type="checkbox"/> Other, please explain:			

**See Application Submittal Checklist Items on Next Page**

Application Submittal Checklist Items	Applicant Verification	Staff Verification
Completed Development Order application.		
Payment of all applicable Fees. Fees cannot be waived and are non-refundable. The "Review Fee" shall be assessed for the initial review and each subsequent submittal and review of revised plans.		
Right of Way Permit (if work is proposed in City Right of Way)		
<b>Accessory Apartments/Dwellings Require the following:</b> Signed and Sealed Boundary Survey; Copy of Deed or Legal Description; Signed and Sealed Architectural Floorplans and Elevations/Renderings; Signed and Sealed Site plan, drawn to scale, depicting:		
<ul style="list-style-type: none"> <li>• Location of surrounding physical features, waterbodies, streets, railroads, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Exact size of the site in acres &amp;/or square feet, including linear dimensions of all structures;</li> </ul>		
<ul style="list-style-type: none"> <li>• Plan for general development of the site including residential density.</li> </ul>		
<ul style="list-style-type: none"> <li>• Any existing structures showing setbacks from the property line; and</li> </ul>		
<ul style="list-style-type: none"> <li>• The height of the structure, building setbacks (sides, front and rear), impervious surface ratios, floor area ratio, number of dwelling units per acre.</li> </ul>		
<ul style="list-style-type: none"> <li>• Heated and cooled square footage of the primary structure.</li> </ul>		
<b>Accessory Structures Require the following:</b> A site plan and sketch of the structure that includes the following:		
<ul style="list-style-type: none"> <li>• Location of surrounding physical features, waterbodies, streets, railroads, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Exact size of the site in acres &amp;/or square feet, including linear dimensions of all structures;</li> </ul>		
<ul style="list-style-type: none"> <li>• Plan for general development of the site including residential density.</li> </ul>		
<ul style="list-style-type: none"> <li>• Any existing structures showing setbacks from the property line; and</li> </ul>		
<ul style="list-style-type: none"> <li>• The height of the structure, building setbacks (sides, front and rear), impervious surface ratios, floor area ratio, number of dwelling units per acre.</li> </ul>		
<ul style="list-style-type: none"> <li>• Heated and cooled square footage of the primary structure.</li> </ul>		
All applicable permits and/or authorizations from federal, state, and local government agencies.		
Completed and notarized City of Panama City Ownership and Applicant/Application's Agent/Representative Authorization Form is required. No other authorization letters, lease agreements, contracts, forms etc. will be accepted.		
Digital copies of all plans and submittals are required to be provided through the Development Services Department's online application portal.		
A complete application will include all materials and completed documents as stated herein. A complete application will initiate the Development Order review process. Additional comments or materials maybe requested by members of the Technical Review Committee (TRC) during the review process.		