

# Stormwater Certification

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)

**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.**

Property Information	
Name of Project:	
Property Address:	
Bay County Parcel ID Number (s) (Please attach IDs separately if necessary):	
Acreage (+/-):	
Project Information	
Development Order Reference Number:	
Property Owner Information	
Name of Property Owner:	
Address:	
Email:	
Phone 1:	Phone 2:
Business/Tenant Information	
Name of Business:	
Name of Business Owner:	
Address:	
Email:	
Phone 1:	Phone 2:
Professional Services	
Name of Applicant/Authorized Agent/Representative:	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Planning/Land Use Consultant <input type="checkbox"/> Other:	
Address:	
Email:	

Phone 1:		Phone 2:	
Firm Name:			
Name of Applicant/Authorized Agent/Representative:			
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Planning/Land Use Consultant <input type="checkbox"/> Other:			
Address:			
Email:			
Phone 1:		Phone 2:	
Firm Name:			

To the best of my knowledge, based on field measurements of size, inverts, and configuration, I certify the stormwater treatment and flood attenuation for the above-referenced project were designed, built, and are presently operating in conformance with paragraph 5 - 5.6B of Panama City's Land Development Regulation, subject to any conditions or observations noted below.

Name of Professional Engineer: \_\_\_\_\_

Professional Engineer License #: \_\_\_\_\_

Seal of Professional Engineer: \_\_\_\_\_

# **Notice of Development Completion and Certificate of Acceptance (CA) (General Contractor's Agreement)**

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)

As the general contractor for the project indicated on the Certificate of Acceptance (CA) Application, I have read, agree to and understand the conditions of the approved Development Order and the Certificate of Acceptance Process and Requirements. I also understand and agree to the following:

- No certificate of occupancy shall be issued, nor shall the utilities or electric service be connected, nor acceptance of dedicated streets or easements be authorized until a certification of acceptance is issued. Disapprovals are subject to re-inspection fees.
- As-built surveys are required to be considered for a Certificate of Acceptance. The as-built surveys shall be signed and sealed by a surveyor registered and licensed in the State of Florida. The as-built surveys will need to confirm that the proposed improvements were constructed according to the approved Development Order plans. As-built surveys shall include the following:

At a minimum:

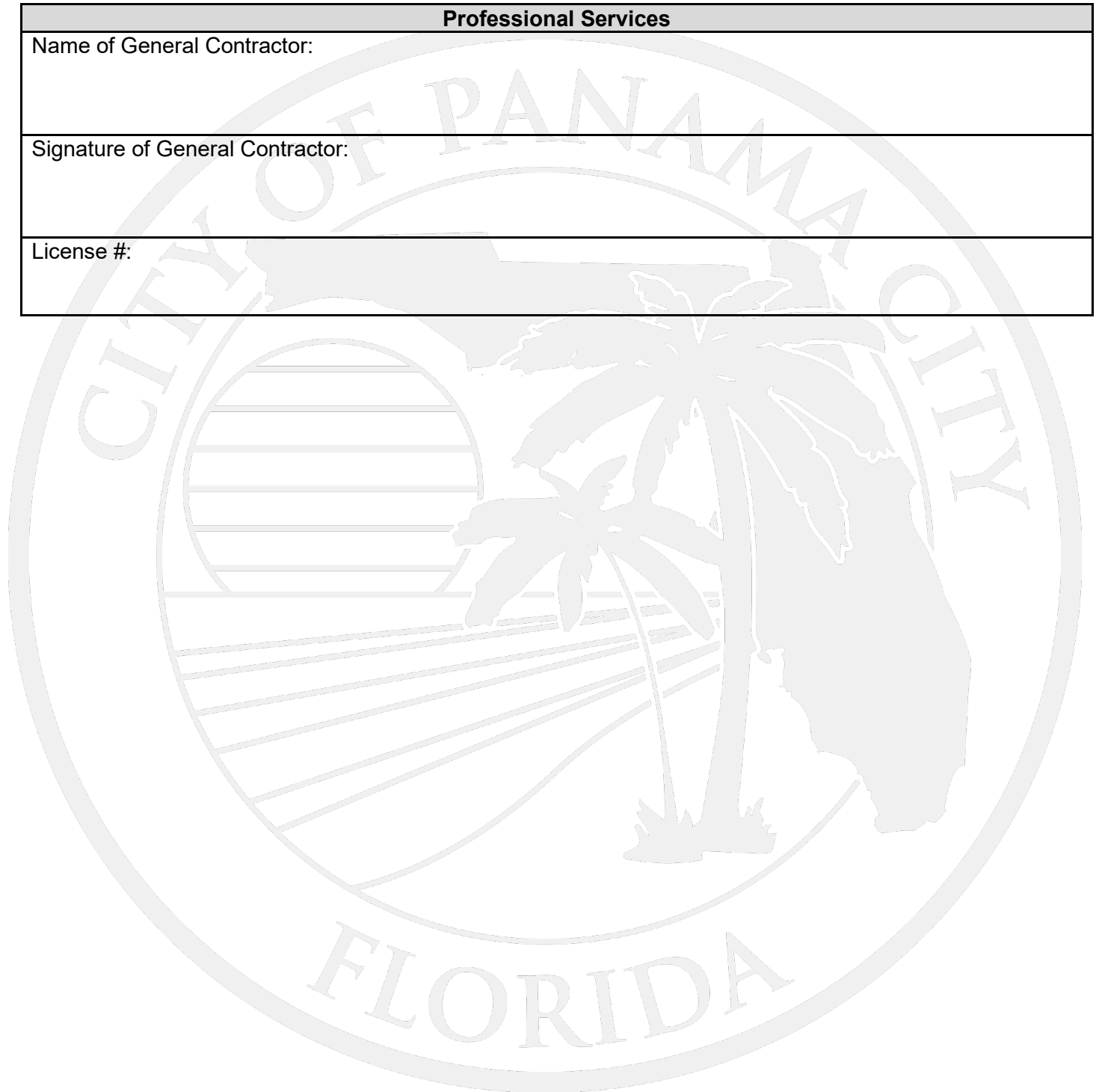
- All boundary, right-of-way, easement and lot lines shown
- Street Names (internal and those abutting the property)
- Stormwater and utilities facilities, systems and structures
- Topography/ Elevations
- Internal roadways, pavement, curbs, sidewalks, driveways
- Building footprints, with setbacks from the property lines and between buildings

Recommended to save Time:

- Dumpster and dumpster enclosure details
- Landscaping and buffers
- Parking stalls and aisles – parking stalls should be delineated with striping shown; ADA and non-ADA parking will need to be indicated on the as-built. Parking stalls and aisle dimensions will need to be shown.
- Fencing.
- Sites will need to be completed in accordance with the approved Development Order plans, as-built surveys and construction plans. Temporary acceptance of a project or development is not permitted.
- 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.
- At least 4 weeks prior to final inspections for Certificates of Occupancy being scheduled, the developer will need to move forward with requesting a Certificate of Acceptance and submit all required materials to receive a Certificate of Acceptance (CA). CA review and inspections will need to be requested through the Development Services Department's online application portal.
- Projects that were not phased upon issuance of a Development Order and building permits are not eligible for phasing upon a request for a Certificate of Acceptance. Developers who decide to phase the site after a Development Order was issued will need to reapply for a Development Order, which will require signed and sealed plans by a registered design professional licensed in the State of Florida that indicate phased plans.

By printing my name and signing below, I certify that I understand and agree to the information and requirements stated herein. I understand that failure to adhere to the process and requirements stated herein will result in a delay in scheduling Certificate of Acceptance processing and inspections.

Professional Services	
Name of General Contractor:	
Signature of General Contractor:	
License #:	



# **Notice of Development Completion and Certificate of Acceptance (CA) (Owner Agreement)**

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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)

As the owner of the subject property for the project indicated on the Development Order application, I have read, agree to the Certificate of Acceptance Process and Requirements provided herein, agree to and understand the following:

- No certificate of occupancy shall be issued, nor shall the utilities or electric service be connected, nor acceptance of dedicated streets or easements be authorized until a certification of acceptance is issued. Disapprovals are subject to re-inspection fees.
- As-built surveys are required to be considered for a Certificate of Acceptance. The as-built surveys shall be signed and sealed by a surveyor registered in licensed in the State of Florida. The as-built surveys will need to confirm that the proposed improvements were constructed according to the approved Development Order plans. As-built surveys shall include the following:

At a minimum:

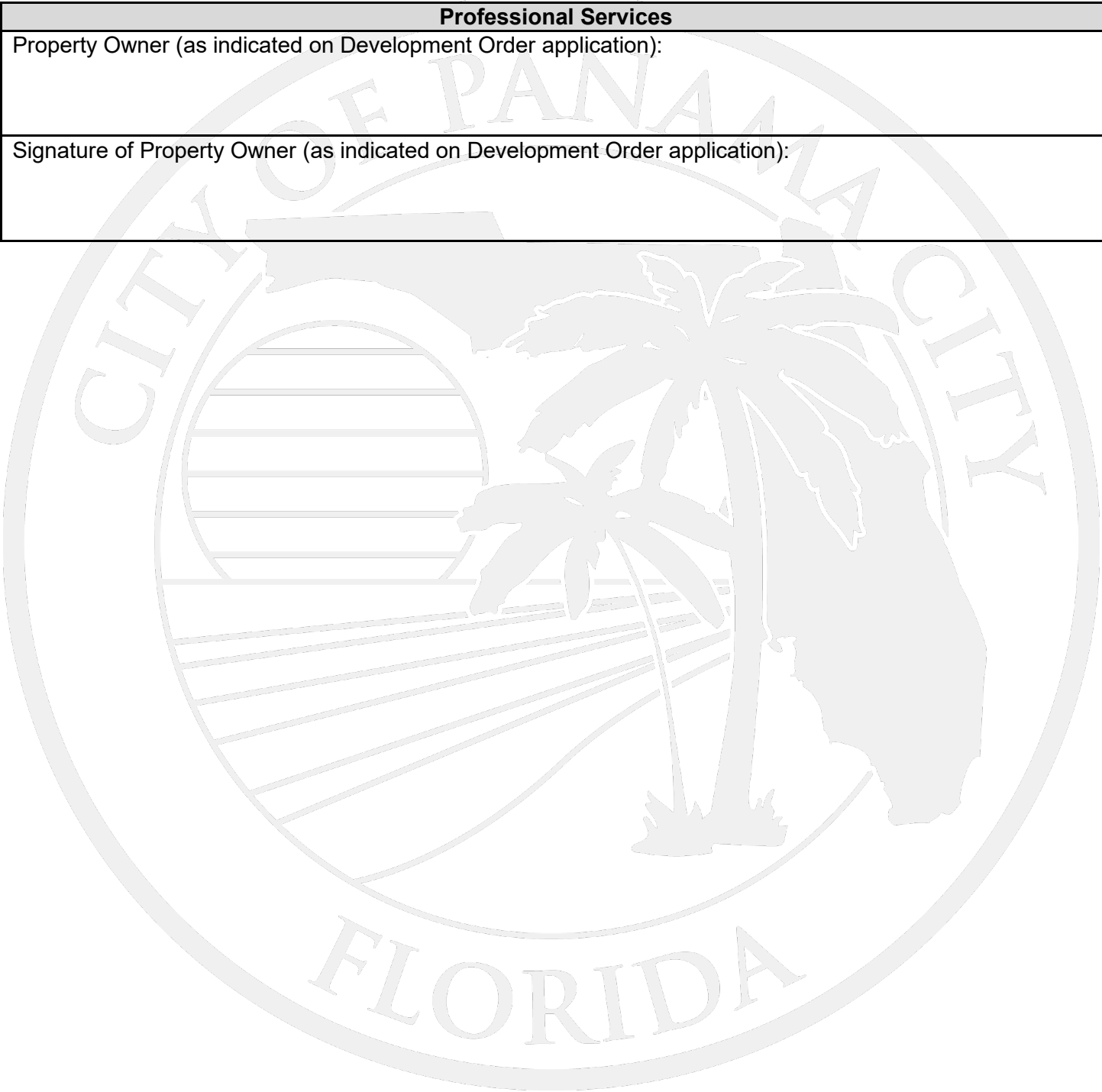
- All boundary, right-of-way, easement and lot lines shown
- Street Names (internal and those abutting the property)
- Stormwater and utilities facilities, systems and structures
- Topography/ Elevations
- Internal roadways, pavement, curbs, sidewalks, driveways
- Building footprints, with setbacks from the property lines and between buildings

Recommended to save Time:

- Dumpster and dumpster enclosure details
- Landscaping and buffers
- Parking stalls and aisles – parking stalls should be delineated with striping shown; ADA and non-ADA parking will need to be indicated on the as-built. Parking stalls and aisle dimensions will need to be shown.
- Fencing.
- Sites will need to be completed in accordance with the approved Development Order plans, as-built surveys and construction plans. Temporary acceptance of a project or development is not permitted.
- 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.
- At least 4 weeks prior to final inspections for Certificates of Occupancy being scheduled, the developer will need to move forward with requesting a Certificate of Acceptance and submit all required materials to receive a Certificate of Acceptance (CA). CA review and inspections will need to be requested through the Development Services Department's online application portal.
- Projects that were not phased upon issuance of a Development Order and building permits are not eligible for phasing upon a request for a Certificate of Acceptance. Developers who decide to phase the site after a Development Order was issued will need to reapply for a Development Order, which will require signed and sealed plans by a registered design professional licensed in the State of Florida that indicate phased plans.

By printing my name and signing below, I certify that I am the owner as indicted on the Development Order application. I understand and agree to the information and requirements stated herein. I understand that failure to adhere to the process and requirements stated herein will result in a delay in the processing of the Certificate of Acceptance request and scheduling Certificate of Acceptance inspections.

<b>Professional Services</b>
Property Owner (as indicated on Development Order application):
Signature of Property Owner (as indicated on Development Order application):



# **Notice of Development Completion and Certificate of Acceptance (CA) (Applicant/Authorized Agent or Representative Agreement)**

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As the applicant/authorized agent or representative for the project indicated on the Development Order application, I have read, agree to the Certificate of Acceptance Process and Requirements provided herein, agree to and understand the following:

- No certificate of occupancy shall be issued, nor shall the utilities or electric service be connected, nor acceptance of dedicated streets or easements be authorized until a certification of acceptance is issued. Disapprovals are subject to re-inspection fees.
- As-built surveys are required to be considered for a Certificate of Acceptance. The as-built surveys shall be signed and sealed by a surveyor registered in licensed in the State of Florida. The as-built surveys will need to confirm that the proposed improvements were constructed according to the approved Development Order plans. As-built surveys shall include the following:

At a minimum:

- All boundary, right-of-way, easement and lot lines shown
- Street Names (internal and those abutting the property)
- Stormwater and utilities facilities, systems and structures
- Topography/ Elevations
- Internal roadways, pavement, curbs, sidewalks, driveways
- Building footprints, with setbacks from the property lines and between buildings

Recommended to save Time:

- Dumpster and dumpster enclosure details
- Landscaping and buffers
- Parking stalls and aisles – parking stalls should be delineated with striping shown; ADA and non-ADA parking will need to be indicated on the as-built. Parking stalls and aisle dimensions will need to be shown.
- Fencing.
- Sites will need to be completed in accordance with the approved Development Order plans, as-built surveys and construction plans. Temporary acceptance of a project or development is not permitted.
- 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.
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By printing my name and signing below, I certify that I am the applicant or authorized agent as indicated on the Development Order application. I understand and agree to the information and requirements stated herein. I understand that failure to adhere to the process and requirements stated herein will result in a delay in the processing of the Certificate of Acceptance request and scheduling Certificate of Acceptance inspections.

Professional Services
Name of Applicant/Authorized Agent/Representative (as indicated on Development Order application):
Signature of Applicant/Authorized Agent/Representative (as indicated on Development Order application):

