

City of Panama City Commercial, Industrial and Subdivision Applicant's Development Guide

Development Services Department – Planning & Zoning Division
City of Panama City, City Hall, 501 Harrison Avenue, 2nd Floor, Room 217, Panama City, FL 32401
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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 and Certificate of Acceptance Agreements for the owner and applicant will need to be submitted electronically.

This guide is intended for applicants seeking to initiate the Development Order review process for the construction and development, modification, renovation, change of use, expansion of existing structures or site work for all Commercial and Industrial development projects.

The application and review fees are included in this guide. If the applicant is not the property owner and the owner is allowing the applicant to act on their behalf, a notarized signature of the owner is required. The appropriate fees must be paid at the time of application submittal.

Per the local 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 reviewers will review the application to ensure compliance with local ordinances. The City's technical review team includes Development Services, Environmental Compliance, Underground Utilities, Solid Waste, Engineering, the Floodplain Manager and the Fire Department. Please note, the scope of the project and the plans submitted will dictate whether all reviewers have comments or not. Projects that need approval from the Technical Review Committee (TRC) and the Planning Board will not advance to a Planning Board public hearing until the review is completed.

Once all necessary requirements have been satisfied, a Development Order is issued by the Development Services Department's Planning and Zoning Division with conditions of approval. A Development Order is needed prior to the issuance of building permits for new development, renovations or modifications. The conditions of approval will need to be satisfied prior to the issuance of a Certificate of Acceptance. Certificates of Acceptance, also issued by Planning and Zoning Division staff, are required prior to the issuance of a Certificate of Occupancy. Certificates of Occupancy and building permits are issued by the Development Services Department's Building Services Division. The list below is the minimum required to start the Commercial Development Order review process. All other required items will be checked during the review process.

NOTE: All Minor Subdivisions (creation of 3-5 lots) and major subdivisions (creation of more than 5 lots) are required to receive TRC approval in the form of a Commercial Development Order. Major subdivision plats are required to be approved by the Technical Review Committee (TRC). Major subdivision plats will then need to go before the Planning Board for a public hearing and then receive final approval from the City Commission. Minor subdivisions do not go before Planning Board or City Commission but will need approval from the TRC in the form of a Commercial Development Order. Please note, addresses for major subdivisions will not be assigned until after the final plat is approved by the City Commission.

Subdivision Fee Schedule

Fee Item	Application Fee	Review Fee	Total Fee
Subdivision (up to 10 units/lots)	\$200	\$300	\$500
Subdivision (10 to 50 units/lots)	\$250	\$500	\$750
Subdivision (50 + units/lots)	\$300	\$700	\$1,000

Multi-Family Fee Schedule

Fee Item	Application Fee	Review Fee	Total Fee
Multi-family 5 to 9 units	\$300	\$200	\$500
Multi-family 10 + units	\$600	\$400	\$1,000

Commercial and Industrial Fee Schedule

Fee Item	Application Fee	Review Fee	Total Fee
Commercial/Industrial Site Plan - Up to 1 acre	\$150	\$350	\$500
Commercial/Industrial Site Plan - greater than 1 acre	\$250	\$500	\$750
Light Industrial - Up to 1 acre	\$150	\$350	\$500
Light Industrial Site Plan - greater than 1 acre	\$250	\$500	\$750
Heavy Industrial - Up to 1 acre	\$150	\$350	\$500
Heavy Industrial Site Plan - greater than 1 acre	\$250	\$750	\$1,000

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.		
Completed Tree Removal Permit (if applicable). All trees being removed outside proposed building footprint will require a tree removal permit.		
Copy of Deed or Legal Description.		
Four (4) hardcopies copies (at least 24 X 36) and one digital copy of signed and sealed Civil Plans at a scale not greater than one-inch equals 50 feet (1" = 50').		
Four (4) copies (at least 24 X 36) and one digital copy of signed & sealed Architectural Plans (elevations/renderings, floor plans, & plumbing plans).		
One (1) hard copy (at least 24 X 36) and one digital copy of signed and sealed Landscaping and Irrigation Plans		
Signed and Sealed Boundary Survey		
Signed and Sealed Site plan, drawn to scale, depicting:		
<ul style="list-style-type: none"> ○ Location of surrounding physical features, waterbodies, streets, railroads, etc. ○ Exact size of the site in acres &/or square feet, including linear dimensions of all structures; ○ Plan for general development of the site including residential density or commercial intensity; the plans should address existing and proposed building setbacks from the property line (sides, rear and front); height of all existing and proposed structures; impervious surface ratio (ISR); number of dwelling units per acre and total density; Floor Area Ratio (FAR); parking and ADA parking; landscaping, buffering and irrigation plans ○ Compliance with the bulk regulations and standards of the subject property's zoning district. 		
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.		
Completed Certificate of Acceptance Owner Agreement		
Completed Certificate of Acceptance Agent, Applicant/Authorized Representative Agreement		
Completed Certificate of Acceptance General Contractor's Agreement		
Dumpster and Turning Radius Details		
Cross-Connection and Backflow Prevention Assembly Form		
Cross Connection Control Questionnaire		
Panama City Fire Department Site Plan Requirements		
Right of Way Permit (if work is proposed in City Right of Way)		
All completed applications must be filed with the City of Panama City Development Services Department, 2 nd Floor, City of Panama City Hall, 501 Harrison Avenue, Panama City, Florida 32401. Hard copies must be delivered to the Development Services Department. 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.		
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.		

Commercial and Industrial Application Packet Resubmittals

Technical reviewers have up to 30 days to review all resubmittals and provide comments. All commercial/industrial resubmittal packets will need to include the following:

- A digital copy of a transmittal letter addressing comments from all departments and divisions and indicating all changes made to revised plans. The letter will need to indicate whether the packet is a 1st, 2nd, 3rd or 4th etc. resubmittal
- Four (4) updated hardcopies copies (at least 24 X 36) and one updated digital copy of signed and sealed Civil Plans at a scale not greater than one-inch equals 50 feet (1" = 50').
- One (1) updated hard copy (at least 24 X 36) and updated digital copy of signed and sealed Landscaping and Irrigation Plans
- Four (4) updated copies (at least 24 X 36) and one updated digital copy of signed & sealed Architectural Plans (elevations, floor plans, & plumbing plan).
- Two Hardcopies and one digital copy of all stormwater mitigation reports, traffic analyses and any other documents requested.

All resubmittals and revised plans are required to be submitted through the Development Services Department. Applicants should NOT submit resubmittals and revised plans directly to individual reviewers. This will only delay processing and may result in a longer review period by the Technical Review Committee.

Commercial, Industrial and Subdivision Development Order Review Site Plan Completion Checklist

Development Services Department – Planning & Zoning Division Review	Applicant Verification	Staff Verification
Project Name		
Address and Parcel Identification Numbers		
Existing Use		
Proposed Use		
Zoning		
Future Land Use		
Coastal High Hazard Area		
North Arrow		
Designated Land User of All Adjacent Lots or Parcels		
Name of All Adjacent Streets		
Alleys, Easements, or Right-of-Way		
Deed Restrictions or Covenants		
Boundary Lines and Zoning Category of Surrounding Parcels		
Location of Principle Building on the Site		
Location of Accessory Structures		
Building Height (s)		
Proposed Impervious Surface Area (%)		
Proposed Floor Area Ratio (%)		
Open Space Ratio (%)		
Density		
Units/Number of Dwellings		
Architectural Renderings satisfying all applicable zoning and overlay requirements		
Shoreline vegetation		
Wetlands		
In-water Construction (Docks, Seawalls, etc.)		
Protected Trees with Size of Trees		
Shoreline Setback		
Name of All Adjacent Streets/Highways		
Location of Vehicular Connections onto Adjacent Streets		
Configuration & Type of Paving Material for Parking Lot(s)		
Number of Required Parking Spaces (9' x 20') and ADA Parking		
Principal Access(es) onto Site		
Number of Required Handicapped Spaces (12' x 20' w/5' access aisle) painted blue posted w/handicap signs		
Location & Dimensions of Streets		
Inside Radii of Curves		
Location of Loading Zones		
Landscaping & Irrigation Plan		
Location of Signs		
Size of Signs		
Type & Description of Signs		
Building(s) & Area where Permits will be posted		
Location of Temporary Construction Office/Storage		
81/2" x 11" Site Plan for Addressing		

Required Permits – Copies of All Permits Need to be Submitted to the Development Services Department	Applicant Verification	Staff Verification
NWFWMD Construction Stormwater Permit (5 Acres or More)		
NWFWMD Drinking Water/Wastewater Permit		

Dredge & Fill Permits (DEP, DNR, Corps of Engineers)		
Bay County Driveway Connection Permit		
Bay County Utility Construction Permit		

Development Services Department – Floodplain Manager Review	Applicant Verification	Staff Verification
Finish Floor Elevations		
Floodplain Information provided in site data table		
Building(s) & Area where Permits will be posted		

Fire Department – Fire Prevention Division	Applicant Verification	Staff Verification
Fire Department Site Plan Requirements for Commercial/Industrial Development		

Public Works Department – Engineering Division Review	Applicant Verification	Staff Verification
City of Panama City Standard Details		
Right of Way Permit (if work is proposed in City Right of Way)		
Percent of Site to be Covered by Impervious Surfaces		
Erosion & Sediment Control Measures		
Design Storm Frequency/Intensity Calculations		
Location of Retention/Detention Surfaces		
Detailed Drainage Flow & Retention/Detention Calculations		
Dimensions & Type of Retention/Detention Structures		
Topographic Elevations and Direction of Flow		
Description & Location of Receiving Drainage Structures		

Public Works Department – Environmental Compliance Division Review	Applicant Verification	Staff Verification
Cross Connection Control Questionnaire		
Cross-Connection and Backflow Prevention Assembly Form		

Public Works Department – Environmental Services Division	Applicant Verification	Staff Verification
Dumpster and Turning Radius Details		

Public Works Department – Underground Utilities Division Review	Applicant Verification	Staff Verification
City of Panama City Standard Details		
Location & Size of Water Lines & Taps		
Type, Size, & Location of Water Meters		
Location & Size of Sewer Lines & Taps		
Location of Sewer Clean-outs & Turns		
Location & Size of Gas Lines		
Location of Solid Waste Receptacles		
Location of Overhead Service Lines		
Monthly Billing for New Taps/Construction Accounts Form		
Water and sewer demand for the proposed development		