

Dock and Boat Structure 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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Application Fee: \$100

Review Fee: N/A

Total Fee: \$100

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 dock and boat structures.

Application Submittal Checklist Items	Applicant Verification	Staff Verification
Completed Development Order application to be submitted to the Development Services Department.		
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.		
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.• Any existing structures showing setbacks from the property line; and• The height of the structure & impervious surface ratios, when applicable.		
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.		
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.		

Docks and Boat Structures. Docks and boat structures are permitted in all zoning districts that allow for residential development provided:

1. The structure(s) receives a development order from the city and meets the dock and boat structure requirements of the Unified Land Development Code.
2. The dock structure is solely ancillary to use of the upland residence contiguous to the body of water over which the structure is built and shall not allow for more than two boat slips per lot or one and one-half per dwelling for common docks.
3. The homeowner's construction plans will include a stamped and sealed survey indicating the required setback to adjoining riparian rights lines and meeting all of the following requirements:
 - i. The structure shall not include any enclosed building with walls or doors for living quarters except for the sole storage of recreational equipment and supplies.
 - ii. The structure shall only be used for recreational, noncommercial activities, including a prohibition of the mooring of commercial vessels.
 - iii. There shall be no dredging except for that which is necessary to install pilings.
 - iv. The dock structure shall not impede the flow of water, nor navigation.
 - v. Placement of a dock on property with at least 65 feet of shoreline shall be as follows:
 - a. Docks with access walkways shall be set back no less than 25 feet from any property line perpendicular to the water body.
 - b. Docks without access walkways shall be set back no less than ten feet from any property line perpendicular to the water body.
 - vi. Placement of a dock on property with less than 65 feet of shoreline shall be equally centered between the property lines perpendicular to the water body.
 - vii. Placement of the dock in the water area shall comply with the following:
 - a. The access portion of the dock shall not exceed a width of five feet;
 - b. Extension of the dock into the watercourse shall not be any longer than necessary to reach a maximum water depth of four feet below mean low water (low tide) or 25 feet, whichever is greater. However, the dock shall not extend further than 20 percent of the width of the waterbody regardless.
 - c. No portion of the dock shall be less than five feet from the riparian property line except for a shared dock. Common docks must meet all requirements of this section.
4. The structure complies with the permitting requirements of all other governmental agencies having jurisdiction over the project. Evidence of an exemption from such compliance must be furnished by the homeowner before approval shall be granted.
5. The use of the structure shall be limited to the mooring or docking of private recreational vessels only.
6. For situations where the owners of adjacent properties have determined that a shared dock is preferable, the property owners shall comply with all above requirements, except that the dock may lie on the shared property line. A shared dock is subject to the following requirements:
 - i. An attendant and private access easement shall be established to the owners on each property, and shall be presented to the city at the time of application.
 - ii. Any shared dock shall gain prior approval from all outside agencies and jurisdictions, as applicable, prior to the issuance of a development order by the city.
 - iii. A shared dock must include a notarized application request from all property owners involved.
7. All other dock or boat structures shall require city commission approval.