

Duplex 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 application and information packet is intended for applicants seeking to initiate the Development Order review process for the development or renovation of **ONE** duplex on a single lot. For exceptions to the Development Order review process, see the Exceptions to the Requirement for a Development Order Guide.

PLEASE NOTE:

- Duplexes are permitted in the following zoning districts: Residential-2 (R-2), Mixed Use-2 (MU-2), Mixed Use-3 (MU-3), Urban Residential-1 (UR-1), Urban Residential-2 (UR-2), Downtown District (DTD), Neighborhood Residential (NR), Neighborhood General (NG) and Neighborhood Downtown (ND).
- Residential uses (single-family homes, duplexes, triplexes, quadraplexes, multi-plex, apartments etc.) are **NOT** permitted in the following zoning districts: Preservation (P), Silviculture (SIL), General Commercial-1 (GC-1), General Commercial-2 (GC-2), Light Industrial (M-1), Heavy Industrial (HI), Public Institutional (P/I) and Recreation (R).

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.		
Completed Tree Removal Permit (if applicable). All trees being removed outside proposed building footprint will require a tree removal permit.		
Right of Way Permit (if work is proposed in City Right of Way)		
Copy of Deed or Legal Description.		
Signed and Sealed Boundary Survey		
Signed and Sealed Architectural Floorplans and Elevations/Renderings		
Signed and sealed site plan, drawn to scale, depicting:		
o Location of surrounding physical features, waterbodies, streets, railroads, etc.		
o Exact size of the site in acres &/or square feet, including linear dimensions of all structures;		
o Plan for general development of the site including residential density.		
o Any existing structures showing setbacks from the property line; and		
o 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, 2nd 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.		