

Historic Neighborhood Exception 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
Phone: 850-872-3025 | Email: planning@panamacity.gov | Website: 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. The Ownership Affidavit will need to be submitted electronically.

Application Fee: \$0 Review Fee: N/A Total Fee: \$0

This guide is intended for property owners seeking to rebuild their residences and/or accessory structure(s) directly back on top of the previous footprint. The information required in this packet will need to be submitted as a part of a single-family and/or accessory structure application.

Historic Neighborhood is a geographically defined residential area with a concentration of properties that have some link, continuity or thematic relationship that unifies them aesthetically by historic or physical development. These areas were established prior to October 27, 2020, by a subdivision plat, or recorded development order, building permits, or other agreement(s).

Background

The City of Panama City shall allow residents of historic residential neighborhoods to rebuild their residential houses and accessory structures (including carports, decks, sheds and gazebos) on the prior footprint of such house or accessory structure; provided, however, (i) such new houses or accessory structures must meet current building codes and (ii) all new accessory structures must be of similar size and height as the accessory structures that pre-existed on the prior footprint. The residents desiring to rebuild back (on the same footprints) shall fill out a development order application and provide supporting evidence [such as old photograph(s), aerial photograph(s), survey(s), etc.] to the Planning staff for their review and determination.

This exemption does not apply to deviation beyond the previous footprint unless the deviation is in compliance with the new land development code (ULDC). In addition, the resident will sign an affidavit that they are in compliance with their previous footprint(s) and that they will provide the same amount or greater of landscaping or screening around such (proposed) structure(s) as their contribution to the neighborhood's aesthetics. This will explain why a Certificate of Acceptance (C.A.) will be required prior to the issuance of a Certificate of Occupancy (C.O.).

Requested Considerations

Reduction in setbacks (check all that apply):

- ☐ Front
- ☐ Rear
- ☐ Side
- ☐ Corner setback(s)
- ☐ Distance or setback from the alley.
- ☐ Other, (Please explain):

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.		
Right of Way Permit (if work is proposed in City Right of Way)		
Survey (signed and sealed)		
Signed and Sealed Boundary Survey		
Signed and Sealed Architectural Floorplans and Elevations/Renderings		
Signed and sealed site plan, drawn to scale, depicting:		
<ul style="list-style-type: none"> • Location of surrounding physical features, waterbodies, streets, railroads, etc. 		
<ul style="list-style-type: none"> • Exact size of the site in acres &/or square feet, including linear dimensions of all structures; 		
<ul style="list-style-type: none"> • Plan for general development of the site including residential density. 		
<ul style="list-style-type: none"> • Any existing structures showing setbacks from the property line; and 		
<ul style="list-style-type: none"> • The height of the structure & impervious surface ratios, when applicable. 		
All applicable permits and/or authorizations from federal, state, and local government agencies.		
Flood Zone Elevation Certificate. If the structure was previously below the flood zone, then it may have to be elevated so that it no longer is in the flood zone. An elevation certificate (prepared by a surveyor) will need to be provided to staff for their records.		
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.		
<p>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.</p> <p>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.</p>		
DO NOT FORGET TO INCLUDE OR ATTACH: SUPPORTING EVIDENCE (i.e. SURVEY, PHOTOS, RENDERINGS, ETC.) PLUS A LANDSCAPING/SCREENING PLAN WITH THE APPLICATION.		