

Sign 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

Free Standing Sign:

Application Fee: \$100 **Review Fee:** N/A **Total Fee:** \$100

Other Sign Reviews (includes Mounted/Wall Signs):

Application Fee: \$50 **Review Fee:** N/A **Total Fee:** \$50

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 free-standing or wall sign.

Application Submittal Requirements:

- A digital copy of the legal description of the site.
- If property is being leased, notarized authorization from the property owner is required.
- Applications for ground signs, directional signs, wall signs, monument sign, statuary signs must include three (3) sets of the following information:

Site Plan: drawn to a scale of no greater than 1" = 4' & contain the following information:

- Dimensions of the property where the sign will be located.
- Location of any existing signs on the property including the distance from the side and front property lines to the existing sign(s);
- Location of proposed sign(s) including the distance from the side & front property lines the proposed sign(s);
- Locations of any building structure(s) on the site; & north arrow indication.
- Structural Drawings: A scale structural drawing of the sign must be provided which includes a cross-section drawing of the sign & details of all connections, guy lines, supports, footings & materials to be used.
- Indicate the copy or text of the sign.
- If the sign structure is over 25 feet in height, the drawings must be signed and sealed by an engineer.
- Applications for building signs must include the following submittal information:
 - Specifications of the actual sign. The specification must show at a minimum length, width, height, how the sign is being attached to the building.
 - Indicate the copy or text of the sign.
 - Building elevation where the sign is installed. This elevation will show all existing and proposed sign (with all dimensions).

PLEASE NOTE:

- All submittals for all signs will be subject to a site visit. No exceptions.
- For sign applications in the St. Andrews or D.I.B., D.I.B. North or Millville Special Treatment Zones, a color sketch of the proposed sign must be provided.

If project is in the Downtown or Downtown North C.R.A. Areas, please provide these supplemental items:

- Graphic showing the sign design, lettering, colors & measurements.
- Material sample or description.
- Description of how the sign will be mounted.
- Photograph of the building & measurement of the width of the building's street frontage.

Property Information

Property Address:

Bay County Parcel ID Number (s) (Please attach IDs separately if necessary):

Acreage (+/-):

Site Information

Current Zoning Districting: Current Future Land Use:

Is this property located within the Gateway Overlay?

Sign Development Order Application Submittal Requirements

- Completed Development Order application.
- Payment of all applicable fees. Fees cannot be waived and are non-refundable.
- 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.
- Applications for ground signs, directional signs, wall signs, monument sign, statuary signs must include a digital PDF format of the following information:

Site Plan: drawn to a scale of no greater than 1" = 4' & contain the following information:

- Dimensions of the property where the sign will be located.
- Location of any existing signs on the property including the distance from the side and front property lines to the existing sign(s);
- Location of proposed sign(s) including the distance from the side & front property lines the proposed sign(s);
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