

Single Family 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 will need to be submitted electronically.

Application Fee: \$100

Review Fee: N/A

Total Fee: \$100

This guide is intended for applicants seeking to initiate the Development Order review process for the development or renovation of a single-family home. For exceptions to the Development Order review process, see the Exceptions to the Requirement for a Development Order Guide.

Single-Family homes are permitted in the Residential-1 (R-1), 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) zoning districts.

PLEASE NOTE: Residential uses (single-family homes, duplexes, triplexes, quadplexes, 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).

Appearance standards for single-family dwellings. To promote consistency within residential neighborhoods in the city, the City has established architectural and aesthetic standards for all single-family residences in the city.

- **Roof.** The roof shall have a minimum overhang of 12 inches and the roof pitch shall be equal to or greater than the roof pitches of the majority of homes in the surrounding neighborhood, but not less than four inches of rise for every 12 inches of run.
- **Foundation.** Each single-family residence shall have a permanent foundation or permanent enclosure around the perimeter of any elevated home that presents a clean, uncluttered appearance. A permanent foundation may include break-away walls, when required in flood areas. The foundation and finished architectural elevation shall be substantially similar in appearance to the foundation and finished architectural elevations of residences in the surrounding neighborhood.
- **Siding.** Each single-family residence shall have siding material consisting of brick, stucco, stone, wood shingles, masonry, a vinyl covering, or any other material that appears on the majority of homes in the surrounding neighborhood. This provision does not require a residence's siding to be constructed from certain materials, only that the siding has the appearance of such material.
- **Exterior Steps.** Exterior steps, if any, shall be permanently affixed to the foundation or a façade stem wall.
- **Electric Meter Box.** The electric meter box shall be permanently affixed to the single family structure.
- **Exemptions:** The MH-1 zoning district, Mobile Home Park and Residential Designed Manufactured Homes are exempt from these appearance standards. Single-family residences located in a subdivision which is subject to covenants and restrictions which regulate exterior appearance and aesthetics when such covenants apply to all lots within the subdivision. Such subdivisions shall be deemed to be similar in appearance and are therefore also exempt from these appearance standards.

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: | | |
| <ul style="list-style-type: none"> <li data-bbox="155 623 1171 686">○ Location of surrounding physical features, waterbodies, streets, railroads, etc. <li data-bbox="155 686 1171 749">○ Exact size of the site in acres &/or square feet, including linear dimensions of all structures; <li data-bbox="155 749 1171 813">○ Plan for general development of the site including residential density. <li data-bbox="155 813 1171 876">○ Any existing structures showing setbacks from the property line; and <li data-bbox="155 876 1171 844">○ 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. | | |