

Certification of Ownership (Development Order)

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

By printing my name and signature below I hereby certify that I am the owner of record of the property described and that I approve of the requested action(s) herein and hereby petitions the City of Panama City for a Development Order. I hereby certify that the information provided in this application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and/or revocation of any approval based on this application.

I understand that the City of Panama City may take up to 30 days to complete its initial review and that any re-submittals may take up to 30 additional days. I also understand that an approved Development Order from the City must be submitted to City of Panama City Development Services Department's Building Services Division, by the applicant before commencement of alterations, construction, modifications and/or renovations to a structure(s) or site is authorized. I understand, with the exception of those activities described in Sec. 102-36 of the Unified Land Development Code (ULDC), it shall be unlawful to commence the clearing of land, excavations for, or the construction of any building or other structure, including accessory structures, or to store building materials or erect temporary field offices, or to commence the moving, alteration, or repair of any structure, including accessory structures, until the Development Services Department has issued a development order for such work. I understand that exceeding the scope of work and plans provided in this application will result in approvals being rescinded and a stop work order being placed on the property. By printing my name and signature below I hereby authorize City staff to enter upon my property for the purpose of site inspection and the placement of a public notice sign (if necessary) for this application. I understand that all fees are non-refundable. I certify that I have read and understand the contents of this application and information provided herein and to my knowledge, this application is accurate and complete. I understand that as the owner it is my responsibility to ensure the maintenance of all landscaping in accordance with the City of Panama City's Comprehensive Plan and Land Development Code of which provisions I have read and understand.

I understand that an incomplete application will result in a delay in processing. I also understand that City Development Orders are valid for a period of twelve (12) months from the date of issuance unless the Director of Development Services grants an extension. I understand that an extension will need to be requested no less than 30 days prior to the expiration date or the application will need to be resubmitted for review.

Certification of Ownership	
Property Owner Name (Print): _____	
Property Owner's Signature: _____	
STATE OF _____	COUNTY OF _____ Sworn to and subscribed me
this _____ day of _____, 20____, By _____, the	
applicant is personally known to me or has produced _____ as identification.	
Notary Public: _____	
My Commission Expires: _____	NOTARY STAMP: _____

Authorization of Applicant/Agent Representative (Development Order)

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By printing my name and signature below I hereby certify that I am the authorized agent and primary contact during the Development Order review process and the requested action(s) herein and hereby petitions the City of Panama City for a Development Order on behalf of the property owner. I hereby certify that the information provided in this application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and/or revocation of any approval based on this application.

I understand that the City of Panama City may take up to 30 days to complete its initial review and that any re-submittals may take up to 30 additional days. I also understand that an approved Development Order from the City must be submitted to the City of Panama City Development Services Department Building Services Division, by the applicant before commencement of alterations, construction, modifications and/or renovations to the structure(s) or site is authorized. I understand, with the exception of those activities described in Sec. 102-36 of the Unified Land Development Code (ULDC), it shall be unlawful to commence the clearing of land, excavations for, or the construction of any building or other structure, including accessory structures, or to store building materials or erect temporary field offices, or to commence the moving, alteration, or repair of any structure, including accessory structures, until the Development Services Department has issued a development order for such work. I understand that exceeding the scope of work and plans provided in this application will result in approvals being rescinded and a stop work order being placed on the property. I understand that City staff may enter upon the property for the purpose of site inspection and the placement of a public notice sign (if necessary) for this application. I understand that all fees are non-refundable. I certify that I have read and understand the contents of this application and information provided herein and to my knowledge, this application is complete. I understand it is the responsibility of the owner to ensure the maintenance of all landscaping in accordance with the City of Panama City's Comprehensive Plan and Land Development Code of which provisions I have read and understand, as the authorized agent.

I understand that an incomplete application will result in a delay in processing. I also understand that City Development Orders are valid for a period of twelve (12) months from the date of issuance unless the Director of Development Services grants an extension. I understand that an extension will need to be requested no less than 30 days prior to the expiration date or the application will need to be resubmitted for review.

Owner Authorization of Applicant, Agent or Representative

*If the applicant is not the property owner and the owner is allowing the applicant to act on their behalf, a notarized signature of the owner is required.

Property Owner Name (Print): _____

Property Owner's Signature: _____

STATE OF _____ COUNTY OF _____ Sworn to and subscribed me
this _____ day of _____, 20_____, By _____, the
applicant is personally known to me or has produced _____ as identification.

Notary Public: _____

My Commission Expires: _____ NOTARY STAMP: _____

Authorized Applicant, Agent or Representative

Applicant/Authorized Agent Name (Print): _____

Applicant's Signature: _____

STATE OF _____ COUNTY OF _____ Sworn to and subscribed me
this _____ day of _____, 20_____, By _____, the
applicant is personally known to me or has produced _____ as identification.

Notary Public: _____

My Commission Expires: _____ NOTARY STAMP: _____