

Administrative Appeal 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

Residential: Application Fee: \$250 Review Fee: N/A Total Fee: \$250

Commercial: Application Fee: \$500 Review Fee: N/A Total Fee: \$500

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 guide is intended for applicants seeking to initiate the administrative appeals process and appeal a decision or interpretation of the Development Services Director or their designee for the following:

- Use Determination
- Comprehensive Plan Interpretation
- Unified Land Development Code Interpretation

The application will need to be filed within ten working days of the decision or action to be appealed. The filing of such appeal petition will require the administrative official whose decision is appealed to forward to the division, within five working days, any and all records concerning the subject matter of the appeal. Failure to file such appeal shall constitute a waiver of any rights to appeal any interpretation or determination made by an administrative official.

An appeal may be initiated by an owner, applicant, or adjacent property owner aggrieved or affected by any order, decision, determination, or interpretation by an administrative official with respect to the provisions of this Unified Land Development Code so long as the appeal does not require an amendment to the Comprehensive Plan, does not conflict with the provision **that** expressly prohibits an action and does not constitute a use variance.

To appeal, the following information will be needed:

- Completed Application.
- Copy of the application and staff decision that is being appealed.
- The legal description, address and project name (if applicable) that pertains to the appeal.
- Reasons why the applicant believes the administrative official's interpretation is incorrect must be stated.
- Reason for Appeal explaining how the interpretation is inconsistent with the Unified Land Development Code and City of Panama City Comprehensive Plan. The provisions of the Unified Land Development Code and/or the Comprehensive Plan that pertain to the appeal with the administrative official's interpretation and the applicant's interpretation should be outlined.
- Any supporting documentation, materials or additional information.

Staff will review your application and contact you if we need more information. Once the application is complete, staff will place it on the agenda of the next available Planning Board meeting. You will be informed of the date and time of the meeting. The appeal request will be noticed in accordance with the due process and noticing requirements of the Unified Land Development Code. The Planning Board meets in the Public Hearing Room 010 on the Lower Level of City Hall, 501 Harrison Avenue, Panama City, Florida 32401. Appellants will need to be present at the Planning Board meeting to present their appeal.

The Planning Board can reverse, support, or change the decision being appealed. They can do this for the decision in whole or in part, after a decision is made, staff will send you a letter that documents the decision. The Planning Board's decision may be appealed to the Circuit Court. Such an appeal must be filed no later than 30 days from the Planning Board's appeal hearing.

