

Comprehensive Plan Text Amendment Applicant's Development Guide

Development Services Department – Planning & Zoning Division
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Application Fee: \$2,500

Review Fee: N/A

Total Fee: \$2,500

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.

Pursuant to Chapter 163, Part II of the Florida Statutes, the Comprehensive Plan contains the long-range policy structure for the City of Panama City. The Comprehensive Plan contains elements that address future land use, housing, transportation, utilities, coastal management, conservation, recreation, and open space, intergovernmental coordination, and capital improvements. All new development must be consistent with the goals, objectives, policies and maps in the Comprehensive Plan.

A Comprehensive Plan Text Amendment may be initiated by a private property owner, organization or by a local government through the City of Panama City, the Mayor or City Manager or designee for each (collectively, "local government") or by the Planning Board. The Planning Board is the Local Planning Agency for the City of Panama City. Text amendments can modify, add or delete the text of the local government's Comprehensive Plan.

Comprehensive Plans are generally amended for the following reasons:

- A landowner desires to develop in a manner inconsistent with the Comprehensive Plan.
- An Evaluation & Appraisal Report (EAR) has generated a need for an amendment.
- The Legislature has imposed a new planning requirement on local governments, resulting in a need for a plan amendment.

Before submitting an application for a Comprehensive Plan Text Amendment, the applicant is required to have a Pre-Submittal Meeting with Development Services staff. The purpose of that Pre-Submittal Meeting is so the Development Services staff will begin a dialogue to understand the application and provide information that will help the applicant through the process. Staff will also help the applicant with issues that will need to be addressed, and supplemental documents that will need to be submitted with the application, including processing and advertising fees.

The Pre-Submittal Meeting must take place within 3 months and at least 15 days prior to the filing deadline for the Planning Board application.

Based on information received from the applicant and the reviewing agencies, departments and divisions, staff reviews the text amendment for compliance and consistency with the Goals, Objectives and Policies, and other provisions of the Comprehensive Plan, regulations implementing the Plan, and with professional planning principles and standards. In its review, the Development Services staff will consider existing conditions and future plans, programs and anticipated conditions within the study area(s). Development Services staff may request information or comment from appropriate local government or other reviewing government agencies and departments. Development Services staff will recommend approval or denial to the Planning Board.

All Comprehensive Plan Amendments, regardless of type (small, large or text), require a Public Hearing before the Planning Board. The Planning Board Public Hearing process is the same for all types of Comprehensive Plan Amendments.

A Public Hearing will be scheduled with due public notice for the Planning Board to consider the Comprehensive Plan Amendment, receive public input, and take action. The Planning Board meetings are scheduled regularly and held at 4:00 PM every month on the 2nd Tuesday.

At the Public Hearing, Development Services staff will make a recommendation to deny or approve the proposed amendment to the Planning Board. The Planning Board may or may not agree with the staff recommendation. The Planning Board will make a recommendation based upon a finding that the Text Amendment to the Comprehensive Plan is either consistent or inconsistent with the Comprehensive Plan and recommend approval or denial to the City Commission.

Once the Planning Board has completed the Public Hearing for a Text Amendment, its recommendations, along with Development Services staff recommendations are transmitted to the City of Panama City Commission. The Commission will vote to approve or deny the text amendment.

Within ten (10) days after adoption of a Comprehensive Plan Amendment, the Development Services Department shall transmit the amendment, and a copy of the ordinance to the State Land Planning Agency and agencies that submitted comments, as prescribed by Florida Statutes. Additionally, the Development Services Department shall transmit a copy of the adopted Comprehensive Plan Amendment to any other local government or agency that has provided comments prior to adoption of the amendment or has filed a written request with the local government for a copy of such amendment.

The Comprehensive Plan Amendment becomes effective thirty-one (31) days after the State Land Planning Agency determines the amendment package is complete, without any challenge having been filed by an affected party. Challenges to adopted amendments are subject to an administrative proceeding pursuant to Florida Statutes.

Comprehensive Plan Text Amendment Application Submittal Checklist

The checklist below includes items and information that must accompany all Comprehensive Plan Text Amendment requests. The applicant must fill out the checklist by placing a checkmark in each box indicating the application is complete and signing below.

- Application Fee - Check made payable to the City of Panama City.
- Copy of Pre-Application Meeting
- Completed Affidavit to Authorize Agent
- Written Statement. At a minimum, the written statement must include the information below. Failure to address each item below may cause the application to be continued to the next Planning Board meeting.
 1. Element(s) to be amended.
 2. The reason why the Comprehensive Plan Goal, Objective or Policy should be amended, supplemented, or deleted;
 3. Any public purpose that the amendment would serve;
 4. How the proposed modification is applicable City-wide in lieu of addressing a singular parcel or incident;
 5. How the proposed amendment is consistent with the intent and purpose of the City of Panama City Comprehensive Plan. This shall include reference to specific goals, objectives, and policies of the Comprehensive Plan; and
 6. Statistics, studies, background data, and/or analysis in support of the modification as well as how the proposed regulation will be enforced by the City of Panama City.
- All required data/analysis as indicated on the Pre-Application Meeting form, if applicable.
- Proposed Comprehensive Plan language (in required strike through / underline).
- Electronic Copy – A copy of the Written Statement and proposed revised Comprehensive Plan language in electronic format (Microsoft Word only).
- If property owner is a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit. This can be obtained at <http://sunbiz.org/>.