



# City of Panama City Universal Application

Department of Planning & Economic Development  
9 Harrison Avenue, Panama City, FL 32401  
850-872-3025 ~ mlane@pcgov.org

**1 Today's Date:**

**2 Has a change been requested for this property within the last year?**

Yes  No

Appointments are suggested for all application submittals, please call to schedule.

**3 Type of Request:** (check all that apply)

- Annexation /Future Land Use (Small Scale)/Rezoning
- Banner Development Order (Temporary)
- Board of Adjustment Application (Variance)
- Commercial / Industrial Development Order
- Construction Dumpster/Portable Container Permit Development Order
- Demolition Development Order
- Dock Development Order
- Expansion of a Non-Conforming Use
- Future Land Use Map / Large Scale Amendment
- Residential - Utility Service Application
- Road / Alley Right Of Way Abandonment
- Sign Development Order
- Tent Development Order (Temporary)
- Utility Easement Abandonment
- Other: \_\_\_\_\_

**4 Property Location:**

Address of Subject Property \_\_\_\_\_  
Size of Property (if known): \_\_\_\_\_ (in square feet or acres)  
Bay County Parcel ID #: \_\_\_\_\_

**5 Property Owner / Business / Tenant Information:**

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby certify that I am the owner of record of the property described in Step 4 above and that I approve of the requested action herein. I hereby authorize the 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 the Planning & Economic Delopment Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI by the applicant before commencement of construction is authorized. I also understand that City Development Orders are valid for a period of six (6) months from the date of issuance, unless the Director of Planning & Economic Development grants an extension.

Signature of Owner: \_\_\_\_\_

**FOR CITY STAFF ONLY**

**Fees Paid:**

Fees Collected: \$ \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Receipt No. : \_\_\_\_\_

**6 Applicant / Authorized Agent / Primary Contact / Contractor Information \*:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone 1: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone 2: \_\_\_\_\_

I hereby certify that the information contained 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 Planning & Economic Development Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI by the applicant before commencement of construction is authorized. I also understand that City D.O.s are valid for a period of six (6) months from the date of issuance, unless the Director of Planning & Economic Development grants an extension.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**7\* Notarized Authorization:**

\*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.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_, by  
\_\_\_\_\_  
(Name of Person Making Statement)  
\_\_\_\_\_  
(Official Notary Signature)

NOTARY SEAL \_\_\_\_\_  
(Name of Notary Type Printed or Stamp)  
Personally known: \_\_\_\_\_ or Produced Identification: \_\_\_\_\_  
Identification Produced: \_\_\_\_\_





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## A ANNEXATION &/OR FUTURE LAND USE MAP (SMALL SCALE) &/OR REZONING:

A meeting with a staff member is required prior to application submittal.

8. Type of Request: (check all that apply)  
 Annexation     Future Land Use Map (Small Scale)     Rezoning

9. Reason for the Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 10. Property's Current County Designation\*\*

Current Land Use: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

\*\* You may contact the County at 248-8250 with your parcel identification number for verification.

### 11. Property's Desired Designation:

Proposed Future Land Use: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_



### PLEASE PROVIDE:

- Application Fee for the accompanying amendment & rezoning applications.
- Copy of Deed or Legal Description.
- Survey/Site Plan, drawn to scale, depicting:
  - Location of surrounding physical features, waterbodies, streets, railroads, etc.
  - Exact size of the site in acres &/or square feet, including linear dimensions;
  - Plan for general development of the site including residential density or commercial intensity;
  - Any existing structures showing setbacks from the property line; and
  - The height of the structure & impervious surface ratios, when applicable.
- If you are not the property owner, provide letter of authorization from the owner or ensure the notarized authorization on the application is completed by the owner.

**NOTE: In order for your application to be deemed complete, these items are required.**

While Annexation into the City is considered free, the application triggers two additional changes or processes:

- 1.) a change in the **City's Future Land Use Map** (also called a small or large scale amendment) &
- 2.) a change in the **City's Zoning District Map**.

A **small scale amendment** is usually property which is **less than 10 acres**.

A **large scale amendment** is usually property which is **more than 10 acres**.

A **small scale amendment application** has a **\$300 fee**. The **large scale amendment application** fee is **\$2,500**.

Additionally, a change in the zoning map (also called a rezoning) must occur at the same time the amendment (large or small scale) cycle is done. A **rezoning request** is **\$200**. Therefore, an annexation which includes a small scale amendment and rezoning is approximately \$500. By comparison, an annexation requiring a large scale amendment & rezoning will cost the applicant \$2,700.

Also note that if you are annexing into the City in order that you may hook up to the City's water and sewer lines, then additional fees will be applied by the Utilities Department.



### Companion Application, if needed:

- Future Land Use Map / Large Scale Amendment Application (See Section I of Application Pages)



# City of Panama City Public Notice Requirements



In addition to mailings, public notice is required in **The News Herald** newspaper, which is the newspaper of general circulation for the City of Panama City.

The City amended its public notice requirements on December 15, 2009 for all Board of Adjustment requests, Comprehensive Plan Map Amendments, and zoning changes. Additionally, requests for vacation of R.O.W. are effected. (**Section 102-83, Panama City Municipal Code, Ord. No. 2369**)

### **Planning Board Hearings:**

Any change to the Comprehensive Plan Future Land Use Map or a rezoning request, must go to the City's Planning Board, also referred to as the local planning agency. The Planning Board then makes a recommendation to the City Commission regarding the consistency of the request with the Comprehensive Plan. An advertisement must be placed in **The News Herald** newspaper at least 10 days prior to the public Planning Board hearing. In order to offer adequate notice to surrounding property owners, a mailed notice must be completed and sent to surrounding property owners within a 300' radius at least 14 days but no longer than 30 days prior to the scheduled hearing.

All costs of such notice must be borne by the applicant. This includes the cost associated with the newspaper advertisement.

### **Board of Adjustment Hearings:**

The Board of Adjustment hears all variance requests. Variances include those issues that relate to the positioning of a building on a site, or the bulk of the structure itself. Special circumstances may exist on a unique parcel of land that may require the issuance of a variance to develop the property. A variance request must be advertised in the local newspaper at least 10 days prior to the hearing, and a sign must be placed on the subject site. A public notice shall be mailed to surrounding property owners within a 300' radius, postmarked at least 14 days prior to the hearing.

### **Mailing Notices:**

All notices shall be mailed through the U.S. Postal Service and certified by the applicant. All certified receipts (see example above) must be submitted to the Planning Department no later than a week prior to the hearing for verification. A copy of the list of property owners with a copy of the stamped certified receipt must be submitted jointly. Please make sure you are bringing in the number

Example of one U.S.P.S. form that can be sent out to adjoining property owners.

receipts that match the number of property owners from the Property Appraiser's list. The numbers and names must match.

**NOTE:** The Planning Department will provide you with a letter template for your specific request. This may be supplied to you by e-mail as a Word document, or as a hard copy that you will need to retype with your application information.

### **Obtaining Property Owner Names:**

The Bay County Property Appraiser offers a service to obtain property owners names and mailings. **Begin by:**

1. Going to <http://www.baypa.net>.
2. Click "Search Records" in the left column.
3. Accept the disclaimer, then click "Search by Parcel Number". You can obtain the parcel id number from your deed, or you can find the number by searching by address, last name, or zooming in to the site on map view.
4. This will bring you to the page of the subject parcel. Verify this is your address and your property.
5. On the middle of this page is a series of three buttons, click on the one which states "Generate Owner List By Radius".
6. The default of the next page is 500 feet. You will need to change this to 300 and press the "Refresh With New Distance" button.
7. From here, you can generate (print) the list and mailing labels.

Make sure the name of the property owner is printed legibly on the certified mailing so that we may easily match the list you provide to the certified receipts.