



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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BOARD OF ADJUSTMENT:

8 Type of Request:

- Variance (Must Complete Condition Worksheet for Variance Approval)
- Appeal of Administrative Decision

9 Request Description:

10 Condition Worksheet Section:

No variance of the provisions of the Code shall be approved unless the following conditions are satisfied by substantial & competent evidence.

Conditions:

A. Strict compliance with the provisions of this Land Development Regulation Code would deprive the property owner rights & privileges enjoyed by other properties in the area or same zoning district, or would render the enforcement of this Land Development Regulation Code impractical.

Please explain how the denial of this request will deprive the property owner the ability to develop the site that is similar in nature to other development in the area.

B. Conditions for which the variance is being applied are unique or unusual to the site or structure in question.

Please explain how this site differs from others in the surrounding area or neighborhood.

VARIANCE FEES:

- Residential (<5 units) Issues: \$200.00.
- Residential (>5 units) Issues: \$500.00.
- Commercial Issues: \$500.00.

APPEAL DETERMINATION:

- Residential Issues: \$200.00.
- Commercial Issues: \$250.00.

PLEASE NOTE:

- Pursuant to Section 102-59, the Board of Adjustment has the authority to hear any request from the bulk regulations of the Land Development Regulations, or any appeal to an administrative determination or interpretation.
- In approving the variance request, the Board of Adjustment may impose such conditions and restrictions deemed necessary to preserve the continuing intent of the City's Comprehensive Plan and the Land Development Regulations.
- If the Board grants a variance, they are required to grant the minimum required to make reasonable use of the land.
- All variance requests shall require the concurring vote of a majority of the members then present and voting at a meeting having a quorum.
- Any appeal to a decision made by the Board of Adjustment is made to the Circuit Court.





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● BOARD OF ADJUSTMENT:

10 Condition Worksheet Section:	Continued
Conditions:	Continued

C. The variance request is not based solely upon the desire to reduce the cost of developing the site.

D. The variance shall not confer on the petitioner the grant of a special privilege, or be based on a self-imposed hardship.

Self imposed hardships include those that are created as a result of the plan for the development.

E. The proposed variance will alter the essential character of the area surrounding the site.

Explain how the proposed development conforms to the existing development in the area.

F. The proposed variance will not degrade level of service standards as established in the City's Comprehensive Plan. **Level of service standards include those for the following services: water; sewer; park space; public school capacity; transportation; solid waste; and stormwater.**

G. The effect of the proposed variance is in harmony with the general intent of this Land Development Regulation Code and the specific intent of the relevant provisions thereof.





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.