



# 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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**⑨ COMMERCIAL / INDUSTRIAL  
DEVELOPMENT ORDER:**

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

**⑧ Professional Services:**

- Project Civil Engineer; &/or \_\_\_\_\_  
Please identify (if not the authorized agent)
- Architect: \_\_\_\_\_  
Please identify (if not the authorized agent)

**⑨ Project's Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**⑩ Site Information:**

Proposed Use: \_\_\_\_\_ Units: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Units per Acre: \_\_\_\_\_  
Future Land Use: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Impervious Surface Ratio: \_\_\_\_\_% Parking Spaces: \_\_\_\_\_  
Floor Area Ratio: \_\_\_\_\_% FEMA Flood Zone: \_\_\_\_\_  
(including all structures, all floors)  
Coastal High Hazard Area: \_\_\_\_\_ Building height(s): \_\_\_\_\_  
Open Space Ratio: \_\_\_\_\_% Waterfront: \_\_\_\_\_

**⑪ Utility Service Request:**

**WATER METER:**

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
No. Requested:					

Comments: \_\_\_\_\_  
\_\_\_\_\_

**IRRIGATION METER:**

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
No. Requested:					

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SEWER:**

Wastewater Tap Size:	2"	4"	6"	8"	Other
No. Requested:					

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FIRE LINE TAP:**

Fire Line Tap Size:	2"	4"	6"	8"	Other
No. Requested:					

Comments: \_\_\_\_\_

**PLEASE PROVIDE:**

- Application Fees (see below).
- Complete Development Order Application.
- 4 copies of signed & sealed Civil Plans at a scale not greater than one inch equals 50 feet (1"=50').  
 All items must be shown on the Site Plan.
- 3 copies of signed & sealed Landscape / Irrigation Plans.
- 3 copies of signed & sealed Architectural Plans (elevations, floor plans, & plumbing plan) 11" x 17" for St. Andrews Area.
- See Section 102-27 for detailed requirements.

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

- The above list is the minimum required to start the review. All other required items will be checked during the review process. The 30-day review process will start with a complete development order package. Requested updates for review issues will have the same 30-day review process on each submittal. No level 2 or 3 project will advance to the Planning Board until the review is completed.
- When the project review is complete, final project drawings in AutoCAD and pdf on a CD or DVD disk or thumb drive shall be submitted to the City.

**APPLICATION FEE SCHEDULE**

Fee Item	App. Fee	Review Fee	Total Fee
Commercial/Industrial Site Plan - Up to 1 acre	\$50	\$150	\$200
Commercial/Industrial Site Plan - greater than 1 acre	\$50	\$150 plus \$50 per each acre	Varies
Light Industrial Up to 1 acre	\$50	\$150	\$200
Light Industrial Site Plan - greater than 1 acre	\$50	\$150 plus \$50 per each acre	Varies
Heavy Industrial Up to 1 acre	\$50	\$250	\$300
Heavy Industrial Site Plan - greater than 1 acre	\$50	\$200 plus \$50 per each additional acre	Varies



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**ⓓ COMMERCIAL SITE PLAN COMPLETION CHECKLIST:**

*Applications will not be accepted if all required materials are not included with submittals.  
All applications for development approval shall be submitted together with four (4) complete sets of detailed Site Plans.*

**A. IDENTIFICATION & SITE INFORMATION:**

- YES    NO    N/A   North Arrow
- YES    NO    N/A   Designated Land User of All Adjacent Lots or Parcels
- YES    NO    N/A   Name of All Adjacent Streets
- YES    NO    N/A   Alleys, Easements, or Right-of-Way
- YES    NO    N/A   Deed Restrictions or Covenants
- YES    NO    N/A   Boundary Lines and Zoning Category of Surrounding Parcels
- YES    NO    N/A   81/2" x 11" Site Plan for Addressing

**B. ENVIRONMENTAL INFORMATION:**

- YES    NO    N/A   \*Flood Zone-Base Flood Elevation
- YES    NO    N/A   Shoreline vegetation
- YES    NO    N/A   Wetlands
- YES    NO    N/A   In-water Construction (Docks, Seawalls, etc.)
- YES    NO    N/A   Protected Trees with Size of Trees
- YES    NO    N/A   Shoreline Setback

**\* NOTE:** Flood Zone and Base Flood Elevation information is available from the City of Panama City Engineering Department. All property located within a Special Flood Hazard Area (SFHA) is required to obtain an elevation certificate before a certificate of occupancy will be issued from the Bay County Building Services Department.

**C. BUILDING INFORMATION:**

- YES    NO    N/A   Location of Principle Building on Site
- YES    NO    N/A   Location of Accessory Structures
- YES    NO    N/A   Dimensions & Shapes of All Buildings & Structures
- YES    NO    N/A   Size (sq. ft.) of All Buildings & Structures
- YES    NO    N/A   Finish Floor Elevations
- YES    NO    N/A   Location of All Required Setbacks
- YES    NO    N/A   Building Height(s)
- YES    NO    N/A   Location of Signs
- YES    NO    N/A   Size of Signs
- YES    NO    N/A   Type & Description of Signs
- YES    NO    N/A   Location of Temporary Construction Office/Storage
- YES    NO    N/A   Building(s) & Area where Permits will be posted

**D. PARKING & VEHICULAR ACCESS INFORMATION:**

- YES    NO    N/A   Name of All Adjacent Streets/Highways
- YES    NO    N/A   Location of Vehicular Connections onto Adjacent Streets
- YES    NO    N/A   Configuration & Type of Paving Material for Parking Lot(s)



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**D COMMERCIAL SITE PLAN COMPLETION CHECKLIST:**

**D. PARKING & VEHICULAR ACCESS INFORMATION (CONTINUED):**

- |                          |     |                          |    |                          |     |   |
|--------------------------|-----|--------------------------|----|--------------------------|-----|---|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Number of Required Parking Spaces (9' x 20')  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Principal Access(es) onto Site  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Number of Required Handicapped Spaces (12' x 20' w/5' access aisle)<br>painted blue posted w/handicap signs |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Turnarounds   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location & Dimensions of Streets  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Inside Radii of Curves  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Loading Zones   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Landscaping & Irrigation  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Landscape Maintenance Agreement   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Gulf Power Approval for Trees   |

**E. STORMWATER MANAGEMENT/DRAINAGE INFORMATION:**

- |                          |     |                          |    |                          |     |   |
|--------------------------|-----|--------------------------|----|--------------------------|-----|---|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Percent of Site to be Covered by Impervious Surfaces      |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Erosion & Sediment Control Measures                       |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Design Storm Frequency/Intensity Calculations             |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Retention/Detention Surfaces                  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Detailed Drainage Flow & Retention/Detention Calculations |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Dimensions & Type of Retention/Detention Structures       |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Topographic Elevations and Direction of Flow              |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Description & Location of Receiving Drainage Structures   |

**F. UTILITIES INFORMATION:**

- |                          |     |                          |    |                          |     |   |
|--------------------------|-----|--------------------------|----|--------------------------|-----|---|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location & Size of Water Lines & Taps                   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Type, Size, & Location of Water Meters                  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location & Size of Sewer Lines & Taps                   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Sewer Clean-outs & Turns                    |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location & Size of Gas Lines                            |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Solid Waste Receptacles                     |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Location of Overhead Service Lines                      |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Monthly Billing for New Taps/Construction Accounts Form |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Cross-Connection Control Questionnaire                  |

**G. REQUIRED PERMITS:**

(These may be applied for concurrently with Development Order.)

- |                          |     |                          |    |                          |     |  |
|--------------------------|-----|--------------------------|----|--------------------------|-----|--|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | FDOT Drainage Permit                         |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | FDOT Vehicular Connection Permit             |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | FDOT Utility Construction Permit             |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | NFWFMD Stormwater Permit or Exception Letter |



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**Ⓧ COMMERCIAL SITE PLAN COMPLETION CHECKLIST:**

**G. REQUIRED PERMITS (CONTINUED):**

(These may be applied for concurrently with Development Order.)

- |                          |     |                          |    |                          |     |   |
|--------------------------|-----|--------------------------|----|--------------------------|-----|---|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | NWFWMD Construction Stormwater Permit (5 Acres or More) |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | NWFWMD Drinking Water/Wastewater Permit                 |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Dredge & Fill Permits (DEP, DNR, Corps of Engineers)    |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Bay County Driveway Connection Permit                   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A | Bay County Utility Construction Permit                  |



**\*\*OFFICE USE ONLY BELOW THIS LINE\*\***

Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved      Date: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Denied      Date: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_



**Companion Application, if needed:**  
 Licensing Application  
 (Available from the City's Business Licensing Division)