



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: _____





CITY OF PANAMA CITY, FL UNIVERSAL APPLICATION PAGE 2

DEMOLITION DEVELOPMENT ORDER:

8. Project Duration:

Proposed Start Date: _____

Proposed End Date: _____

9. Will project require a Construction Dumpster or Portable Storage Container on the Property?

Yes No

NOTE: If yes, then a Construction Dumpster/Portable Container Permit is required. Please complete additional application form in Section E.



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

FOR PLANNING SERVICES USE ONLY:

Land Use/Zoning: _____

Deed Provided: Yes No

PLEASE PROVIDE:

A copy of the deed.

PLEASE NOTE:

Demolition Permit Fee is \$15.00.

All utilities must be disconnected at the property line before work begins.

Contractor must take protective measures around all protected trees.

Removal of all materials must be in compliance with all City, County, and F.D.E.P. requirements.

Erosion control must be provided & maintained.

In order to obtain a Building Permit (before commencement of construction is authorized), this approved Development Order from the City of Panama City must be submitted to EPCI, the City's Contracted Building Dept.

Development Orders are valid for a period of six (6) months from the date of issuance.

Customer Initials: _____

Comments:



Companion Application, if needed:

Construction Dumpster/Portable Container Permit Application
(See Section E of Application Pages)