# City of Panama City
# Universal Application

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

**❶ Today's Date:**

**❷ 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.*

**❸ 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:_____

**FOR CITY STAFF ONLY**

**Fees Paid:**

Fees Collected: $ _____

Check Number: _____

Receipt No. : _____

**❹ Property Location:**

Address of Subject Property_____

Size of Property (if known):_____ (in square feet or acres)

Bay County Parcel ID #:_____

**❺ 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: _____

**❻ 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:_____

**❼* 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: _____

1st

# CITY OF PANAMA CITY, FL
# UNIVERSAL APPLICATION PAGE 2

## ❷ FUTURE LAND USE MAP - LARGE SCALE AMENDMENT (TO THE CITY'S COMP. PLAN):

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

**❽ Reason for Requesting Land Use Change (include proposed use of the property):**

_____

_____

_____

_____

**❾ Property Information:**

Location of Subject Property:_____
(Include approximate distance from nearest street intersections)

Current Land Use: _____
(May need to ask the Planning Dept. staff for assistance with this)

Proposed Land Use: _____

Year this parcel was first recorded at the Bay County Courthouse:_____

Is this the Minimal Land Use Designation to meet the above stated request?

☐ Yes ☐ No

If no, then what is the further reason for this request:_____

_____

**❿ Legal Description:** (A legal description may be found on the warranty deed. Please attach a copy as part of the application)

_____

_____

**PLEASE NOTE:**

☑ **Application Fee for a LSLUA** is **$2,500.00**.

☑ The Planning Board shall not recommend approval of a plan amendment unless it makes a positive finding, based on competent evidence, on each of the following: (Section 102-82, Land Development Regulations)

- ☒ Proposed amendment will not degrade level of service standards established in the Comp.Plan, or minimum concurrency standards;
- ☒ Proposed amendment is in harmony with the general intent of the Comp. Plan;
- ☒ Proposed amendment is in harmony with the general intent of the Comp. Plan;
- ☒ Proposed amendment will not exceed traffic limitations, cause a fire hazard, or create a hazard, or create a hazard to the public hazard to the public health, welfare & safety;
- ☒ Changes in land use designations or districts must be compatable with adjacent land uses and districts, & one that will not beome a potential nuisance.

**PLEASE PROVIDE THE FOLLOWING:**

IF THIS IS NOT FOR AN EXISTING SINGLE FAMILY HOME ACCOMPANYING AN ANNEXATION REQUEST

☑ **Traffic Analysis -** prepared by a traffic engineer or certified planner with experience in transportation concurrency analysis.

☑ **Environmental Impacts -** Overall analysis of the character of the property & surrounding properties & assess the site's suitability for the proposed use.

☑ **Facilities Capacity Analysis -** focus on water, sewer, and solid waste facilities in the City. Staff may assist you, if needed.

☑ **Stormwater Management**

☑ **Historic Resources**

☑ **Hazard Mitigation**

☑ **School Impacts**

☑ **Parks, Recreation & Open Space**

☑ **Capital Improvements**

☑ **Energy Efficient Land Use Patterns**

**⓫ Land Use Designation on Adjoining Properties:**

**North:**_____ **East:**_____ **South:**_____

**West:**_____

**Discuss how this request is compatible to adjacent land uses.** (use a seperate sheet, if necessary): _____

_____

_____



☛ NEXT PAGE

# CITY OF PANAMA CITY, FL
# UNIVERSAL APPLICATION PAGE 3

## ❶ FUTURE LAND USE MAP - LARGE SCALE AMENDMENT (TO THE CITY'S COMP. PLAN)

**⓬ If not contiguous, then approximately how far is the nearest property with the same Land Use designation as proposed: (in linear feet):**

_____

**⓭ Consistency & Compatibility of Proposed Land Use with Existing Development Pattern of Area:**

_____

_____

_____

**ADDITIONAL ANALYSIS:** *This portion of the application is not required for parcels developed with an existing single family home accompanying an annexation request.*

At minimum, the applicant shall provide the following information. This data is required to support the comprehensive plan future land use request, and are based on submittal requirements of the State of Florida, adopted Florida Statutes and Florida Administrative Code.

All analysis completed must be based on the MAXIMUM capcity the land use designation allows.

### A. General Information:

Discuss how this proposal is consistent with the Comprehensive Plan. Site Comprehensive Plan policies as applicable.

### B. Facilities Capacity Analysis:

It is recommended the applicant provide facilities analysis based on the most likely development potential for the site. The maximum development potential based on the highest density allowable under the land use designation is required.

### 1. Traffic Analysis:

ITE Code No.:_____ Land Use_____

Trip Generation Per Unit/Square Footage:_____

Average Daily Trips:_____ Peak Trips:_____

| Road Segment | Existing LOS | Projected LOS | Accepted LOS |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**NOTE:** LOS means Level of Service.

### 2. Potable Water:

Permitted Capacity:_____

Anticipated Demand of Development:_____

Available Capacity with Proposed Development:_____

_____ or _____%

### 3. Sanitary Sewer:

Treatment plant serving the development:

☐ Millville ☐ St. Andrews

Permitted Capacity:_____

Anticipated Demand of Development:_____

Available Capacity with Proposed Development:_____

_____ or _____%

If wastewater is to be treated using a package system, please fill-in "Package Plant" in the "Anticipated Demand of Development" line & state the capacity of the proposed system.

### 4. Solid Waste:

Permitted Capacity:_____

Potential Demand of Development:_____

Current Capacity of Steelfield Landfill:_____ years.

### 5. School Impacts:

*High School*

| | |
|---|---|
| **Fish Stations:** | |
| **Current Enrollment:** | |
| **Capacity:** | |
| **Potential Development Impact:** | |
| **Capacity After Development:** | |

*Middle School*

| | |
|---|---|
| **Fish Stations:** | |
| **Current Enrollment:** | |
| **Capacity:** | |
| **Potential Development Impact:** | |
| **Capacity After Development:** | |

*Elementary School*

| | |
|---|---|
| **Fish Stations:** | |
| **Current Enrollment:** | |
| **Capacity:** | |
| **Potential Development Impact:** | |
| **Capacity After Development:** | |



☛ NEXT PAGE

# CITY OF PANAMA CITY, FL
# UNIVERSAL APPLICATION PAGE 4

## J. FUTURE LAND USE MAP - LARGE SCALE AMENDMENT (TO THE CITY'S COMP. PLAN):

**5. School Impacts** (continued):

Fish Station (Florida Inventory of School Houses) and enrollment information is available from the Bay County School District Facilities Maintenance Department and is available from the Planning Department, upon request.

If the amendment request depicts a deficit in the current FISH capacity, please provide a letter from Bay District Schools that the School Board agrees with the proposed amendment and if any mitigation will be required.

**6. Parks, Recreation & Open Space:**

The level of service standard is 2.75 acres of community park space & 1.00 acres of neighborhood park space per 1,000 residents.

Current park acres per 1,000 city residents with proposed development:_____

Neighborhood park acres per 1,000 city residents with proposed development:

_____ acres.

**7. Stormwater Management:**

Please sescribe how stormwater will be managed:

_____

_____

_____

**C. Environmental Impacts:**

Provide an overall analysis of the character of the subject property & surrounding properties, & assess the site's suitability for the proposed use. Please provide a map & a description of the following:

**NOTE:** Digital map data is available for download on the web through the Florida Geographical Data Library at www.fgdl.org & through http://www.co.bay.fl.us/gis.php. ArcReader, a free, easy-to-use mapping application that allows users to view, explore, & print maps, is available for download at www.esri.com.

- Locally determined environmentally sensitive resources:

  1. Flood Zones[1]
  2. Wetlands[1]
  3. Seagrass Beds
  4. Wildlife Habitat

- Other Resources:
  5. Soils as determined by the Soil Survey of Bay County.
  6. Site Vegetation & land use as indicated by the Florida Land Use Cover & Forms Classification System (FLUCFCS)

[1] Policy 6.7.7: The City shall prohibit the subdivision of land after December 31, 2010 that would create new lots lacking sufficient buildable area, as defined by setback requirements & other development criteria in the Land Development Regulations, due to adjacent moderate or optimal wetlands or floodplains.

**D. Historical Resources:**

List all historic resources (including structure, districts, &/or archeologically sensitive areas) & provide an analysis of the proposed changes's impact on these resources. The following should be included with the analysis.

1. A map of any historic districts &/or sites, listed on the Florida Master Site File, which are located on the subject property or adjacent properties. (as identified by the Florida Department of State, Ofiice of Historical & Cultural Programs.

**E. Hazard Mitigation:**

Is the subject parcel located in the Coastal High Hazard Area? ☐ Yes ☐ No

If yes, does this development exceed the adopted level of service for out-of-county hurricane evacuation for a Category 5 storm event, as measured on the Saffir-Simpson Scale, of 16 hours? ☐ Yes ☐ No

Is the subject parcel/property located inside a Hurricane Evacuation Zone? If so, please note the zone?

☐ Yes ☐ No

Hurricane Evacuation Zone:_____

**F. Capital Improvements:**

Will development resulting from the proposed Future Land Use Map amendment reuire capital improvements to public infrastructure (water or sewer service, roads, etc.) in order to support the resultant growth? If so, please specify which infrastructure will be impacted, to what extent, & how will such improvements be funded (attach additional sheets, if necessary):_____

_____

_____

**G. Energy Efficient Land Use Patterns:**

Florida statutes discourage urban sprawl. Describe below (use a separate sheet, if necessary) how the proposed land use change will discourage urban sprawl, promote energy-efficient land use patterns that account for existing & future electric power generation & transmission systems, & promote greenhouse gas reduction strategies:_____

_____

_____

**STOP**

**Companion Application:**

⊗ Rezoning Application (**See Section A**)

# 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)**

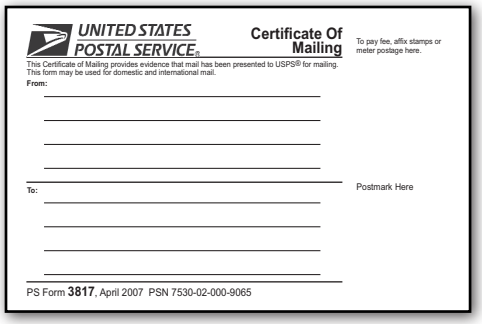
**Planning Board Hearings:**
Any change to the Comprehensive Plan Future Land Use Map or a rezoning request, must go to the City's Planning Board, also referred to as the local planning agency. The Planning Board then makes a recommendation to the City Commission regarding the consistency of the request 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 receipts that match the number of property owners from the Property Appraiser's list. The numbers and names must match.

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


UNITED STATES POSTAL SERVICE
Certificate Of Mailing
To pay fee, affix stamps or meter postage here.
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.
From:
To:
Postmark Here
PS Form 3817, April 2007 PSN 7530-02-000-9065

**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.

NOTICE REQUIREMENTS