



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.