



City of Panama City Universal Application

Department of Planning Services
9 Harrison Avenue, Panama City, FL 32401
850-872-3025 ~ plus@pcgov.org
(F) 850-872-3077

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 Department may take up to 10 days to complete its review. I also understand that an approved Development Order from the City must be submitted to the Bay County Builders Services Department 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 Services 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 Department may take up to 10 days to complete its review. I also understand that an approved Development Order from the City must be submitted to the Bay County Builders Services Department 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 Services 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
SIGNAGE DEVELOPMENT ORDER:**

All Sections Must Be Filled Out.

8 Proposed Free Standing Sign(s):

Lot Frontage: _____ feet
 Total Height of Sign & Supports: _____ feet
 Height of Sign: _____ feet
 Width of Sign: _____ feet
 Lighting:
 Internal External

9 Existing Free Standing Sign(s):

Site Location: _____
 Total Height of Sign & Supports: _____ feet
 Total Height of Sign: _____ feet
 Width of Sign: _____ feet

10 Proposed Building Mounted Sign(s):

Wall on which Sign will be mounted: _____ feet
 Width of Wall: _____ feet
 Height of Sign: _____ feet
 Width of Sign: _____ feet
 Lighting:
 Internal External

CONTINUE

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

Received By: _____

Comments: _____

Approved Date: ____ \ ____ \ ____

Disapproved Date: ____ \ ____ \ ____

File Number: _____

PLEASE PROVIDE:

- Application Fee.
- Three (3) copies of the legal description of the site.
- If property is being leased, complete Step 7, which required notarized authorization from the property owner or provide a letter of authorization from the owner.
- Applications for ground signs, directional signs, & sign statuary must include three (3) sets of the following information:
 - Site Plan: drawn to a scale of no greater than 1"=40' & contain the following information:
 - Dimensions of the property where the sign will be located
 - Location of any existing signs on the property including the distance from the side & front property lines to the existing sign(s);
 - Location of proposed sign(s) including the distance from the side & front property lines to the proposed sign(s);
 - Locations of any building structure(s) on the site; &
 - North arrow indication.
 - Structural Drawings: A scale structural drawing of the sign must be provided which includes a cross-section drawing of the sign & details of all connections, guy lines, supports, footings & materials to be used.
 - Indicate the copy or text of the sign.
 - If the sign structure is over 25 feet in height, the drawings must be signed & sealed by an engineer.
- Applications for building signs must include three (3) sets of the following submittal information:
 - Three (3) copies of the specifications of the actual sign. The specification must show at a minimum length, width, height, how the sign is being attached to the building.
 - Indicate the copy or text of the sign.
 - Three (3) copies of the building elevation where the sign is installed. This elevation will show all existing & proposed sign (with all dimensions).

PLEASE NOTE:

- All Submittals for all signs will require a site visit. **No exceptions.**
- For sign applications in the St. Andrews or D.I.B. D.I.B. North or Millville Special Treatment Zones, a color sketch of the proposed sign must be provided.

COMPLETE FINAL PAGE



CITY OF PANAMA CITY, FL UNIVERSAL APPLICATION PAGE 3

Ⓝ SIGNAGE DEVELOPMENT ORDER:

Applicable Fees:

| | |
|------------------------------------|-------|
| Free-standing sign..... | \$100 |
| Off-premises (billboard) sign..... | \$150 |
| Other sign reviews..... | \$50 |
| Temporary signs..... | \$10 |

** Resolution No. 071310-1, July, 2010
(as amended)*

① Existing Building Mounted Sign(s):

Wall on which Sign is mounted: _____ feet

Width of wall: _____ feet

Height of Sign: _____ feet

Width of Sign: _____ feet

Lighting:

- Internal External

**If Project is in the Downtown or Downtown North C.R.A. Areas,
Please Provide these Supplemental Items:**

② Supplemental Submittal Requirements:

- Graphic showing the sign design, lettering, colors & measurements.
- Material sample or description.
- Description of how the sign will be mounted.
- Photograph of the building & measurement of the width of the building's street frontage.

OFFICE USE ONLY BELOW THIS LINE

Received By: _____

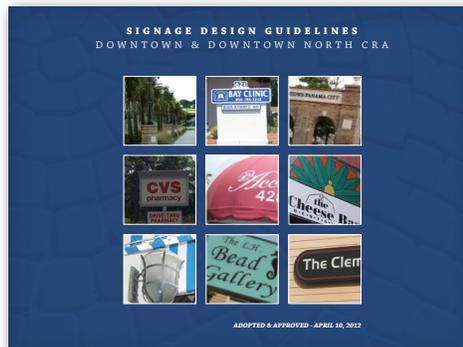
Comments: _____

Approved Date: ____ \ ____ \ ____

Disapproved Date: ____ \ ____ \ ____



Check Out the C.R.A.'s Signage Design Guidelines Document for Projects in Downtown & Downtown North



Available for download on the City's Website at:
<http://www.pcgov.org/publications-3>