

City of Panama City Public Notice Requirements



Ordinance 2369
Effective Date: Dec 15,
2009

The City amended its public notice requirements on December 15, 2009 for all Board of Adjustment requests, Comprehensive Plan Map amendments, and zoning changes. In addition, requests for vacation of ROW are effected. (*Section 102-83, Panama City Municipal Code*)

Planning Board hearings

Any change to the Comprehensive Plan Future Land Use Map or a rezoning request, must go to the Local Planning Agency, locally known as the Planning Board. 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 a local newspaper of general circulation 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 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

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.



In addition to mailings, public notice is required in a newspaper of general circulation.

All notices shall be mailed through the U.S. Postal Service and certified by the applicant. Certification receipts shall be submitted to the Planning Official with the list of recipients at least one week prior to the hearing for verification. The list must match the certifications.

Of special interest:

- Florida Statutes require all comprehensive plan map amendments and zoning requests be presented to the Local Planning Agency, locally known as the local Planning Board, to make a recommendation to the City Commission.
- The City Commission has elected to afford a better public notice procedure so residents can stay better informed of specific land use requests.

Of special interest:

- Please review the reverse of this page for tips on how to obtain the required ownership information for mailed notices.
- The City requires that all certifications are presented to the Planning Official no less than one week prior to the scheduled hearing.

Mailing Notices

All notices shall be mailed through the U.S. Postal Service and certified by the applicant. All certified receipts (see example at right) must be submitted to the Planning Official no later than one 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 of receipts that match the number of property owners from the Property Appraiser's list. The numbers and names must match.

The Planning Department will provide you with a letter template for your specific request. This will 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.

The Bay County Property Appraiser offers a service to obtain property owners names and mailing addresses at no charge. Begin by:

1. Go to <http://baypa.net>
2. Click "Search Records" in the left column
3. After you accept the disclaimer, 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 on map view.
4. This will bring you to the page of the subject parcel. Verify this is your address and your property.
5. At the bottom of this page, click "Generate Owner List by Radius"
6. The default of the next page is 500'. You will need to change this to 300' and refresh with the new distance.
7. From here, you can generate the list and mailing labels.

Make sure the name of the property owner is printed legibly on the certified receipt so that we may easily match the list you provide to the certified receipts.

For more information contact:

City of Panama City Planning and
Land Use

9 Harrison Avenue, Room 203
Panama City, FL 32401



Copy of a Certified Receipt.

The portion of the receipt that does not have any adhesive on it must be submitted to the Planning Official for the record. Please keep these receipts in a safe place since an unmatched set of receipts to the property owners list may cause delay of hearing.



CITY OF PANAMA CITY

Division of Planning and Land Use Services
VACATION/COMMERCIAL DEVELOPMENT/VARIANCE/OTHER

PART I – PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PARCEL ID#: _____ ACREAGE: _____

PROPERTY OWNER: _____ PHONE: _____

MAILING ADDRESS: _____

APPLICANT/CONTACT (if different): _____ PHONE: _____

MAILING ADDRESS (if different): _____

PART II – REQUEST AND JUSTIFICATION

TYPE OF REQUEST:

- _____ VACATE RIGHT OF WAY
- _____ COMMERCIAL DEVELOPMENT (LEVEL3 REVIEWS)
- _____ VARIANCE (MUST COMPLETE CONDITION WORKSHEET FOR VARIANCE APPROVAL)
- _____ OTHER: _____

JUSTIFICATION FOR REQUEST AND EXPLANATION OF CONSISTENCY WITH THE COMPREHENSIVE PLAN INCLUDING:

A meeting with a Staff Member is required prior to application submittal.

PART III – INITIAL INFORMATION SUBMITTAL

ATTACHMENTS:

- _____ APPLICATION FEE
- _____ COPY OF DEED
- _____ SURVEY AND/OR SITE PLAN, DRAWN TO SCALE, DEPICTING:
 - Location of surrounding physical features, water bodies, streets, railroads, etc.
 - Exact size of the site in acres and/or square feet, including linear dimensions.
 - Plan for general development of the site including residential density or commercial intensity.

DEADLINE TO SUBMIT IS FRIDAY, 30 DAYS PRIOR TO THE 2ND MONDAY OF THE FOLLOWING MONTH.

PART IV – CERTIFICATION AND AUTHORIZATION

By my signature hereto, I do 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 do hereby authorize City staff to enter my property at any reasonable time for the purpose of site inspection.

I do hereby authorize the placement of a public notice sign(s) on my property at a location to be determined by City staff.

I _____ (print names) have read and understand the attached information concerning this application.

Owner(s) Name (Print or Type)

Owner(s)** Signature

**A notarized signature of the owner is required if the applicant is not the owner and the owner is allowing applicant to act on his behalf.

Applicant Name (Print or Type), if not owner

Applicant Signature

<p>STATE OF FLORIDA COUNTY Of _____</p> <p>Sworn to (or affirmed) and subscribed before me this ___ day of _____, Year _____, by</p> <p>_____ (Name of Person Making Statement)</p> <p>_____ (Official Notary Signature)</p> <p>NOTARY SEAL _____ (Name of Notary Type Printed or Stamp)</p> <p>Personally known: _____ or Produced Identification, identification Produced: _____</p> <p>_____</p>
