



# City of Panama City Universal Application

Department of Development Services  
501 Harrison Avenue, Panama City, FL 32401  
850-872-3025 ~ plus@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)
- 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
- Sign Development Order
- Tent Development Order (Temporary)
- Utility Easement Abandonment
- Variance Request / Appeal of Administrative Decision
- 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 Development Services 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, the City's Building Department, by the applicant before commencement of construction is authorized. I also understand that City Development Orders are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development 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 Development Services 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, the City's Building Department by the applicant before commencement of construction is authorized. I also understand that City D.O.s are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development 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: \_\_\_\_\_





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**B BANNER DEVELOPMENT ORDER:**

**8 Banner Certification:**

I understand that one banner is allowed for 90 consecutive days per calendar year for each premise within areas zoned for General Commercial, Public/Institutional, Light Industrial and Heavy Industrial.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_



**PLEASE PROVIDE:**

- The actual banner to be displayed so that it can be measured and registered for compliance with the Unified Land Development Code.

**PLEASE NOTE:**

- Banner Sign Fee is \$10.00.**
- All banners shall be no larger than 32 sq. ft. (maximum 10 feet length or width) one sided.
- All banners shall be located entirely against a solid structure or sign, stretched tight and securely fastened at each corner or side.
- Failure to adhere to these rules will require automatic removal of banner and forfeiture of fee.

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

**Site Specific Information:**

Land Use/Zoning: \_\_\_\_\_

Start Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Banner Size:**

**Comments:**

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