



# 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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**UTILITY EASEMENT  
ABANDONMENT:**

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

**8. Explanation of Application Request (Attach Narrative, as needed):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Is the easement currently used?**

- Yes       No

**NOTE:** If yes, does it provide the **sole** access (egress & ingress) to any property.

**10. Is the easement for public or private use?**

- Public       Private

**11. Are you aware of any utilities in this easement?**

- Yes       No

**NOTE:** All utilities will need to be contacted to be able to comment on whether they plan to use the area as a future utility location.

**12. Does this easement provide public access to a waterbody or other local attraction?**

- Yes       No

**13. Explanation how this vacation or abandonment is not detrimental to the public's interest:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PLEASE PROVIDE:**

- Application Fee.
- Complete Abandonment Application.
- Copy of Deed
- 4 copies of signed & sealed Survey &/or Site Plan, depicting:
  - The easement which you want the City to abandon.
  - The Location of surrounding physical features, water bodies, streets, railroads, etc.

**NOTE: In order for your application to be deemed complete, the above items are required.**

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

**Utilities Notified:**

**Public:**

- Water                                       Sewer
- Fire     Drainage

Comments: \_\_\_\_\_

**Private:**

- Cable     Gas
- Electricity                                       Telephone
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved

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

Disapproved

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

File Number: \_\_\_\_\_





# 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 adopted a new Unified Land Development Code on March 26, 2019. Within the new code is an amended public notice requirement for all Planning Board requests, Comprehensive Plan Map Amendments, and zoning changes. Additionally, requests for vacation of R.O.W. are effected. (Section 102-44, Panama City Unified Land Development Code, Ord. No. 2675)

A. Public notice requirements are mandatory for the following actions taken by the City Commission, or Planning Board (as applicable):

1. **Variance requests.** Advertisement (by the City) in the local newspaper, at least **10 days**, prior to the hearing before the Planning Board. Signage shall be placed by the City on the parcel at least **10 days**, prior to the Planning Board hearing. A **public notice** shall be **mailed to surrounding property owners within a 300-foot radius** of the subject parcel and be **postmarked** at least **10 days**, prior to the Planning Board hearing.

2. **Comprehensive plan map amendments and zoning requests** (see sec. 102-44.2.). Advertisement (by the City) in the local newspaper, at least **10 days**, prior to the hearing before the Planning Board (the local planning agency). Signage shall be placed (by the City) on the parcel at least **10 days**, prior to the Planning Board hearing. A **public notice** shall be **mailed** (by the applicant) to **surrounding property owners within a 300-foot radius** of the subject parcel, and shall be **postmarked**, at least **10 days**, prior to the Planning Board hearing.

3. **Vacations of rights-of-way (ROW)** (see sec. 109-44D). Signage shall be placed (by the City) at each end of the ROW subject segment, at least **10 days**, prior to the first reading of the ordinance. If the vacation is an alleyway, a **public notice** (by the applicant) shall be **mailed to all property owners within the block of the subject request**. Other ROW vacation requests shall require a **public notice mailed to property owners within 200 feet of the segment**. All mailed notices shall be postmarked at least **10 days**, prior to the City Commission hearing.

4. **Development Order (DO).** Development Orders for Major Development Applications shall require **public notice on the property and on the City website**. Signage shall be placed (by the City) on the parcel, upon

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

determination of the public hearing date.

B. Public notices also have the following requirements:

1. All public notice **costs** shall be **borne by the applicant**. This includes, but is not limited to, all costs incurred, due to advertising in the local newspaper and postage.

2. All notices shall be **mailed through the U.S. Postal Service certified by the applicant (a certificate of mailing from the U.S. Postal Service will suffice)**, and such receipts shall be submitted to the Planning Department with the list of recipients, prior to the corresponding hearing for verification. If the receipts cannot be verified against the list of recipients, this may be cause for delay of any applicable hearing.

3. Public notices may not be mailed **prior to 30 days** before the scheduled Planning Board hearing.

4. The public notice shall be in the format supplied by the Planning Department.

5. The applicant shall **use** the most recent **Bay County Property Appraiser** data for determination of the mailing list for surrounding property owners. Visit [www.baypa.net](http://www.baypa.net) to access the Bay County Property Appraiser data.