



CITY OF PANAMA CITY BEACH
Building and Planning Department
116 S. Arnold Road, Panama City Beach, FL 32413

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS - LDC Section 10.02.01

Property Owner(s)

Name: _____

Property Address: _____

City: _____ State: _____ Telephone: _____ Fax: _____

Email: _____

Property Owner(s) Signature: _____

Name of Acting Agent: _____

Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner with regard to the application and associated procedures. Attached to the application.

Please provide a survey obtained no more than two (2) years prior to the filing of the application containing legal description, land area and existing improvements located on the site. Written documentation the property owner has or will comply with all applicable notice requirements.

Payment Fee: _____ Application Type: _____ Date Collected: _____

The procedure for review of application is found in Sections 10.02.00 and 10.17.00 of the LDC.

Basic Submittal Requirements - LDC Section 10.02.02

Plan or Plat Preparer

Name: _____

Address: _____ Email Address: _____

City: _____ State: _____ Telephone: _____ Fax: _____

Date of Preparation: _____ Date(s) of any modifications: _____

Legal Description: (Consistent with the Required Survey) _____

A vicinity map showing the location of the property and the Future Land Use Map designation for the property.

Zoning designation for the property: _____

Additional plans, documents, and reports as deemed necessary by the City Manager. Information required for the specific type of application, as specified in sections 10.02.03 through 10.02.07 as applicable. All site plans and plats shall be drawn to a scale approved by the City Manager.



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Submittal Requirements for PUD Master Plans LDC Section 4.02.05

Each application for a PUD Master Plan shall contain the following information for Standards:

- A. A planned unit development (PUD) is a zoning district intended to provide for flexible site design. The purpose and intent of establishing the PUD district are to provide procedures and standards that encourage a mixture of *Uses* anywhere in the City that are functionally integrated and that encourage innovation and imagination in the planning, design and **Development** or **Redevelopment** of tracts of land under **Single Unified Ownership or Control**.
- B. A property owner has no legal right for approval of a Master Plan. Rather, the City shall approve a PUD Master Plan only when it has determined that the applicant has demonstrated, to the satisfaction of the City, that the PUD Master Plan provides a sufficient public benefit to justify allowing the property owner to deviate from otherwise applicable minimum requirements of the LDC.
- C. A PUD shall include at least one (1) **Residential Use** and one (1) non-residential **Use**. At least three (3) **Uses** shall be included in the PUD. Each *Use* shall comprise at least ten (10) percent of the total land area of the PUD and shall be selected from the following list. Acreage dedicated to **Streets**, stormwater and other common spaces shall not be utilized in the calculation of the 10% percent lot minimum.
1. *Single Family Residential*;
 2. *Multi-family Residential*;
 3. *Retail Sales or Services* or *Personal Services*;
 4. *Silviculture*;
 5. *Public Uses*;
 6. *Recreation* or *Open Space*; or
 7. *Light Industry*, provided the Planning Board determines that the activity has a minimal impact and is subordinate in size and intensity to at least one (1) other land **Use** within the PUD.
- D. **Development** of each **Use** in a PUD shall comply with the provisions for the most restrictive zoning district classification in which that **Use** is allowed unless the **City** approves deviations from the strict application of requirements of the applicable zoning district classifications. The **City** may approve such deviations when it determines that the **Development** protects the public interest and provides a public benefit. For purposes of this section, examples of a public benefit include, but are not limited to: dedication for parks and beach access; protection of environmentally sensitive resources; or the provision of extra **Open Space**, buffering and landscaping.
- E. Deviations in design standards may be approved for the following:
1. **Lot** area and **Lot** dimensions, so long as the **Development** conforms to the maximum density and intensity established for the site. The maximum density and intensity of the site shall be that permitted by the underlying zoning district. The maximum density shall only be applicable to those areas designated as **Residential** on the approved Master Plan. Acreage designated as non-

residential on the Master Plan may not be Used in the calculation of **Residential** density. The maximum intensity shall only be applicable to those areas designated as non-residential on the approved Master Plan. Acreage designated as **Residential** on the Master Plan may not be Used in the calculation of non-residential intensity. **Residential Uses** may be permitted by the Planning Board within non-residential areas (as shown on an approved Master Plan) subject to a limitation of the intensity standard of the underlying zoning district. Density shall not apply to **Residential Uses** within non- residential area as shown on the Master Plan.

2. Parking requirements. See section 4.05.00.
3. **Sign** standards for the area, number and size of signs may be modified subject to the approval of a master signage plan that establishes a coordinated signage program within the **PUD**.
4. Roadway and **Access** standards. All sites within a Planned Unit **Development** shall provide at least one vehicular **Access** and at least one pedestrian and bicycle **Access** to at least one other portion of the Planned Unit **Development**.
5. **Setback** requirements, provided that a minimum **Setback** of twenty-five (25) feet shall be required when non-residential **Development**, **Multi-family Development** or **Townhomes** within the **PUD** is proposed to abut land zoned or Used for **Single Family Residential Development** outside of the **PUD**.

F. A **PUD** district shall be established by **Rezoning** and simultaneous approval of a **PUD** Master Plan for the entire area **Rezoned**, both according to the procedures established in Chapter 10. In order to approve a **PUD** Master Plan or any revision thereto the City Council, after receiving the recommendation of the Planning Board, must determine that the following conditions (among others it deems appropriate) are met by the applicant:

1. The planned **Development** is consistent with the Comprehensive Plan;
2. The planned **Development** is coordinated rather than an aggregation of individual and unrelated **Buildings** and **Uses**;
3. The planned **Development** incorporates a compatible mix of **Residential** and **non-residential Uses**;
4. The planned **Development** incorporates three **Uses** meeting the required minimum proportions;
5. The applicant is providing sufficient public benefit to allow the applicant to deviate from the regulations for **Development** of the **Uses** in the city's base zoning districts; and
6. All land included for purpose of **Rezoning** to a **PUD** zoning district encompasses at least 5 acres and is owned or under the control of the applicant.
7. The planned **Development** is compatible with existing **Development** abutting the proposed **PUD** district as demonstrated by the following factors, considered from the point of view of the abutting **Development**:
 - (a) Existing **Development** patterns;
 - (b) Scale, mass, height and dimensions of existing **Buildings**;
 - (c) Total density and density transitions;

- (d) Intensity, as measured by floor area ratio and transitions;
- (e) Extent and location of parking, *Access* points and points of connectivity to surrounding neighborhoods;
- (f) Amount, location and direction of outdoor lighting; (g) Extent and location of *Open Space*; and
- (h) The location of *Accessory Structures* such as dumpsters, recreational equipment, swimming pools or other structures likely to generate negative impacts such as noise, lights or odors;
- (i) Sufficiency of *Setbacks* to mitigated potential nuisances; and
- (j) Proximity and use of all areas that will be utilized for any purpose other than landscaping.

G. Revisions to an Approved *PUD* Master Plan: Revisions to an approved *PUD* Master Plan shall be made in accordance with section 10.15.00 of this *LDC*.

H. No development shall occur until a final development plan for the *PUD* has been approved.



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Submittal Requirements for Large Site Development, TNOD, and PUD Master Plans
LDC Section 10.02.05

Each application for a Large Site Development, TNOD, or PUD Master Plan shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. A statement of objectives describing the general purpose and character of the proposed Development, including type of structures, Uses, Lot sizes and Setbacks.
- C. A boundary survey.
- D. Perimeter buffering and landscaping.
- E. General location and size of Land Uses.
- F. Type of zoning districts and existing Uses abutting the proposed development boundaries.
- G. A detailed, written list and complete explanation of how the proposed development differs from any provision of the LDC, including a comparison with the Lot and Building standards of the underlying zoning district. If the Master Plan is approved, any such difference not listed or explained shall not be recognized or permitted and no such difference shall be implied or inferred.
- H. A detailed explanation of the public benefit which justifies allowing the property owner to deviate from otherwise applicable minimum requirements of the LDC.
- I. For TNOD's and PUD's a timeline for the Development, which addresses the following items:
 1. Development phases, if applicable and benchmarks for monitoring the progress of construction of each phase. Wherever applicable, the benchmarks shall include:
 - (a.) Land Clearing;
 - (b.) Soil stabilization;
 - (c.) Construction of each landscaping element of horizontal infrastructure, including, but not limited to, roads, utilities and drainage; and
 - (d.) Vertical infrastructure and improvements.
 2. The Final Development Plan shall be submitted within one (1) year of Master Plan approval. The timeline shall show that construction of the horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the Final Development Plan; provided that in the event the development is divided into phases, the timeline shall show that construction of Phase 1 horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the first Final Development Plan and that the horizontal infrastructure for all remaining phases will be substantially completed within four (4) years after approval of the Final Development Plan.
 3. The timeline shall provide that ninety (90) percent of the land area of the development, excluding horizontal infrastructure, will be built-out to its intended, final Use within ten (10) years of approval of the Master Plan.

4. Proposed dates for the submittal of Progress Reports.

J. Large Site Development

1. Purpose. This subsection establishes standards for the Development of large sites located in one or more FBO districts to encourage Development that achieves the following objectives:
 - (a.) Improving connectivity between adjacent Developments and reducing reliance on Front Beach Road to carry all east-west traffic;
 - (b.) Accommodating parking on internal Local Streets;
 - (c.) Supporting bicycling, walking and transit Use;
 - (d.) Minimizing traffic speeds;
 - (e.) Maintaining a sense of enclosure along the Streets;
 - (f.) Ensuring compatibility through design and gradual transitions in height and Development intensity;
 - (g.) Promoting a compatible mix of Uses that results in greater internal trip capture; and
 - (h.) Providing a variety of common areas and outdoor spaces within the Development.
2. Applicability. This section 7.02.03P applies to any Parcel or combination of contiguous Parcels under Common Ownership or Control that encompass five (5) or more acres.
3. Procedure for Large Site Development. Applications for large site Development shall follow the procedures in section 7.02.03Q.1.b.
4. Street Types and Specifications. Front Beach Road, South Thomas Drive and Arnold Road Street design shall be consistent with the standards established by the CRA in the Front Beach Road Streetscape Design Guidelines Manual. Internal Streets on Parcels abutting Front Beach Road shall be designed and constructed to connect to adjacent properties unless the City finds that the benefits of improved traffic flow, emergency Access and public safety are outweighed by resulting environmental damage or neighborhood disruption. Internal Streets shall comply with section 4.04.04.
5. On-Street Parking. Parking Spaces shall be provided on Streets that are internal to large developments.

K. Other applicable information as required on the application for development Master Plan or which the applicant may desire to submit to demonstrate satisfaction of the conditions set forth in this LDC.

L. When required, certification by the Naval Support Activity-Panama City and/or the Airport Authority that, as proposed, the development will not cause any harmful interference or compromise safety or security for the operations in existence at the time of the application and certification that the applicant acknowledges its obligation to take all steps necessary to resolve any interference that actually occurs.

M. This section shall not be construed so as to require detailed engineering or Site Plan drawings as a prerequisite to approval by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed Development, Open Space, conservation areas, etc. (bubble plan); however, detailed drawings and information consistent with the approved master plan will be required prior to approval of a final development plan for any phase(s) of Development. In the event that the master plan contains no provision for a particular matter that is regulated in the underlying zoning district generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying zoning district generally.

**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF REQUEST FOR APPROVAL
OF A PLANNED UNIT DEVELOPMENT MASTER PLAN**

The City of Panama City Beach Planning Board will consider the following request:

APPLICANT: _____

ADDRESS/LOCATION: _____

The PUD Master Plan is being requested because, _____

MEETING INFORMATION:

Date: _____

Time: _____

Place: City Council Meeting Room, 110 S. Arnold Road, Panama City Beach

The applicant for this request is required by the City of Panama City Beach to send you this letter because, the tax rolls show you own property, in whole or in part, within three hundred (300) feet of the subject property.

Any questions you may have regarding this request please contact someone at the City of Panama City Beach Building and Planning Department at 850-233-5054, ext. 2313.