



## **DEVELOPMENT ORDER SUBMITTAL**

PROJECT: \_\_\_\_\_ DEVELOPER: \_\_\_\_\_

DATE: \_\_\_\_\_

**DEVELOPMENT ORDER FEES MUST BE PAID UPON SUBMITTAL.**

**PLANS REVIEW INVOICE MUST BE COMPLETED WITH FEES.**

**INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED**

### **Initial Submission for Development Order Approval**

Site Civil Plans with Stormwater Calculations – (7 Sets)                      Received On \_\_\_\_\_  
    Planning (1)  
    Fire Inspector (1)  
    Public Works (3)  
    Utilities (2)

Landscaping Plans – (2 Sets)    Received On \_\_\_\_\_  
    Planning (1)  
    Utilities (1)

Sprinkler – (2 Sets)    Received On \_\_\_\_\_

Traffic Impact Analysis – (2 Sets)    Received On \_\_\_\_\_

### **Submission for Building Plans Review & Permit – After Development Order Approval**

Architectural Plans with Elevation & Floor Plans – (3Sets)  
    Building (2)  
    Fire Inspector (1)



## CITY OF PANAMA CITY BEACH DEVELOPMENT ORDER WORKSHEET

**PROJECT:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_  
 (From Table 2.03.02)

**Zoning District** \_\_\_\_\_  
[http://www.pcbgov.com/gov\\_zoning.php](http://www.pcbgov.com/gov_zoning.php)

**Overlay Zone** \_\_\_\_\_  
[http://www.pcbgov.com/gov\\_zoning.php](http://www.pcbgov.com/gov_zoning.php)

***SITE DEVELOPMENT STANDARDS:***

***Are the Following Standards Satisfied:***

	<i>Yes</i>	<i>No</i>	<i>NA</i>
<b>Supplemental Standards</b> (Section 5.04.00)	_____	_____	_____
<b>Telecommunications Tower</b> (Section 5.05.00)	_____	_____	_____
<b>Conditional Use</b> (Section 5.06.00)	_____	_____	_____
<b>Coastal High Hazard Area</b> (Section 3.02.22)	_____	_____	_____
<b>Wetlands Survey and Protection</b> (Section 3.03.00) (See Comprehensive Plan Section 8)	_____	_____	_____
<b>Protected Habitats</b> (Section 3.04.00) (See Comprehensive Plan Section 8)	_____	_____	_____

	<b><i>ALLOWED</i></b>	<b><i>PROPOSED</i></b>
<b>Minimum Lot Size</b> (Table 4.02.02C)	_____	_____
<b>Minimum Lot Width</b> (Table 4.02.02C)	_____	_____
<b>Setbacks</b>		
Table 4.02.02A <b>Front</b>	_____	_____
<b>Side</b>	_____	_____
<b>Side Street</b>	_____	_____
<b>Rear</b>	_____	_____



**Performance Standards:**

Section 4.02.04 Smoke, Dust, Dirt	_____	_____	_____
Fumes, Vapors, Gases	_____	_____	_____
Wastes	_____	_____	_____
Heat, Cold, Dampness or Movement of Air	_____	_____	_____
Noise	_____	_____	_____
Odor	_____	_____	_____
Glare and Light	_____	_____	_____
Access	_____	_____	_____
Standards for Residential Districts	_____	_____	_____

**Subdivision Design and Layout**

(Section 4.03.00)	_____	_____	_____
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**Block and Lot Standards**

(Section 4.03.02)	_____	_____	_____
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**Street Design Standards**

(Section 4.03.02)	_____	_____	_____
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(Section 4.04.04)

**Access (Driveway) Management**

4.04.00	_____	_____	_____
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**Visibility of Intersection**

(Section 4.04.02)	_____	_____	_____
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**Pedestrian, Bicycle Facilities**

(Section 4.04.03)	_____	_____	_____
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***ALLOWED***

***PROPOSED***

**Parking**

(Section 4.05.00)	_____	_____
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(Table 4.05.02A)

**Handicapped Parking**

(Section 4.05.05)	_____	_____
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**Overflow Parking**

(Table 4.05.02B)	_____	_____
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**Bicycle Parking**

(Section 4.05.06)	_____	_____
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**Are the Following Standards Satisfied:**

	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>Parking Design, Location</b> (Tables 4.05.03A and B)	_____	_____	_____
<b>Pedestrian Crossover</b> (Section 4.05.04)	_____	_____	_____
<b>Loading Space Requirements</b> (Section 4.05.08)	_____	_____	_____
<b>Stacking Lanes</b> (Section 4.05.07)	_____	_____	_____
<b>Landscaping</b> (Section 4.06.00)	_____	_____	_____
<b>Street Trees</b> (Section 4.06.02)	_____	_____	_____
<b>Buffering</b> (Section 4.06.03)	_____	_____	_____
<b>Vehicular Use Areas</b> (Section 4.06.04)	_____	_____	_____
<b>Landscape Materials</b> (Section 4.06.05)	_____	_____	_____
<b>Tree and Vegetation Protection</b> (Section 4.06.06)	_____	_____	_____
<b>Land Clearing</b> (Section 4.08.01)	_____	_____	_____
<b>Reforestation</b> or Payment in Lieu        \$ _____ (Section 4.06.06)	_____	_____	_____
<b>Wetland Buffers</b> (Section 4.06.07)	_____	_____	_____
<b>Accessory Uses and Structures</b> (Section 5.02.00) (Table 2.03.02)	_____	_____	_____
<b>Accessory Uses</b> (Section 5.02.02)	_____	_____	_____
<b>Fences, Walls</b> (Section 5.02.03)	_____	_____	_____
<b>Dumpsters, Solid Waste Containers</b> (Section 5.02.04)	_____	_____	_____

**Sheds, Detached Structures, Etc.**

(Section 5.02.07)

\_\_\_\_\_

**Swimming Pools**

(Section 5.02.08)

\_\_\_\_\_

**Portable Storage Units**

(Section 5.02.09)

\_\_\_\_\_

**Residential Community Accessory Uses**

(Section 5.02.10)

\_\_\_\_\_

**Clinics and Medical Services**

(Section 5.02.11)

\_\_\_\_\_

**Temporary Uses**

(Section 5.03.00)

\_\_\_\_\_

**Signs**

(Section 5.07.00)

\_\_\_\_\_

**Concurrency**

(Chapter 6)

\_\_\_\_\_

**Traffic**

(Section 6.02.03)

\_\_\_\_\_

Traffic Study Completed

\_\_\_\_\_

(Section 6.02.06)

\_\_\_\_\_

**School**

(Section 6.02.04)

\_\_\_\_\_

**Solid Waste**

(Section 6.02.04)

\_\_\_\_\_

**Parks and Recreation**

(Section 6.02.04)

\_\_\_\_\_

**Proportionate Fair Share Mitigation**

(Section 6.06.03)

\_\_\_\_\_

***Overlay Districts***

**Front Beach Road Overlay**

Y / N

**FBO-1-2-3-4 ?**

\_\_\_\_\_

(Section 7.02.03)

**Land Use**

(Section 7.02.03)

\_\_\_\_\_

**Is Use Permitted**

Y / N

**Building Front Type**

(Tables 7.02.03A , 7.02.03B)

\_\_\_\_\_

	<u>ALLOWED</u>	<u>PROPOSED</u>
<b>Setbacks</b> (Tables 7.02.03C, 7.02.03D, 7.02.03E)		
<b>Front</b>	_____	_____
<b>Interior Lot Side</b>	_____	_____
<b>Interior Lot Rear</b>	_____	_____
<b>Exterior Lot Side</b>	_____	_____
<b>Exterior Lot rear</b>	_____	_____

**Are the Following Standards Satisfied:**

	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>Items In Front Yard</b> (Tables 7.02.03F)	_____	_____	_____
<b>Minimum Number of Items Required in Front Yard</b> (Table 7.02.03G)	_____	_____	_____
<b>Design Standards</b> (Section 7.02.03(6)(3))	_____	_____	_____
<b>Building Height, Podium Standards</b> (Section 7.02.03H Table 7.02.03H)	_____	_____	_____
<b>Podium Standards</b> (Table 7.02.03I)	_____	_____	_____
<b>Setbacks</b> (Figure 7.02.03A) for Heights Taller Than 35'	_____	_____	_____

	<u>ALLOWED</u>	<u>PROPOSED</u>
<b>Parking</b> (Section 7.02.03I)	_____	_____
Minimum Onsite Parking (Table 7.02.03J)		
<b>Shared Parking</b> % (Table 7.02.03K)	_____	_____
<b>Bicycle Parking Reduction</b> (Section 7.02.03I(7))	_____	_____
<b>Motorcycle, Scooter Parking Reduction</b> (Section 7.02.03I(8))	_____	_____
<b>Parking Fee</b> \$ (Section 7.02.03 I(9)) (\$6,500 per 50')	_____	_____

**Are the Following Standards Satisfied:**

	<u>Yes</u>	<u>No</u>	<u>NA</u>
<b>Surface Parking Standards</b>			
(Section 7.02.03J)			
<b>Parking Structures</b>			
<b>Location</b>			
(Section 7.02.03 K (1))			
<b>Design Standards</b>			
(Section 7.02.03 K (2))			
Liner Buildings, Window Display,			
Display Windows, Design Standards,			
Upper Floor Design, Landscaped Opening,			
Fenced Opening, Window Opening, Building Design,			
and Materials.			
<b>Drop-Offs</b>			
(Section 7.02.03C)			
<b>Pedestrian Crossovers</b>			
(Section 7.02.03M) (Section 4.05.04)			
<b>Building Design Standards</b>			
(Section 7.02.03N)			
Materials, Front Porches and Stoops, Balconies,			
Mechanical Unit Location, Utilities, Modulation			
<b>Large Site Development</b>			
(Section 7.02.03P)			
(Section 7.02.03Q(1)(b))			
(Section 10.10.00)			
<b>FBO Development Procedures</b>			
(Section 7.02.03Q)			
<b>Coastal High Hazard Area</b>			
(Section 7.02.04)			
<b>Lake Powell Protection Zone</b>			
(Section 7.02.05)			



**ENGINEERING APPROVAL**  
**APPROVED \***

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

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

**CONDITIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*APPROVED DEVELOPMENT ORDERS ARE WITH THE CONDITION THAT ALL APPLICABLE PERMITS  
(STATE, FEDERAL, COUNTY, CITY ETC..) ARE OBTAINED PRIOR TO FINAL INSPECTION APPROVAL.

**DENIED (REASONS)** \_\_\_\_\_  
\_\_\_\_\_

**VARIANCE REQUESTED:** \_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAFFIC IMPACT ANALYSIS**

1. A traffic study is required if the proposed development meets any of the following criteria:

**Deminimis Study** – Residential projects (less than or equal to six (6) PM Peak hour trips) that fall into this category are only required to complete Deminimis Concurrency Application. Note that any project connecting to an adverse CMS segment requires at a minimum a Minor Traffic Study. Any development greater than a single family home on or within one (1) mile of a Hurricane Evacuation Route will have to complete at a minimum a Minor Traffic Study. There is no review fee for a deminimis study.

**Minor Traffic Study** – all projects with the total PM Peak hour trip generation greater than six (6) and less than or equal hundred (100). The review fee is \$800 for the first two reviews of the study plus an additional \$300 for each review thereafter.

**Major Traffic Study** – all projects with the total PM Peak hour trip generation greater than hundred (100). The review fee is \$1000 for the first two reviews of the study plus an additional \$400 for each review thereafter.

Criteria for conducting a Traffic Impact Study are included on the following pages.

(NOTE: If the proposed development has impact on the Florida Department Transportation (FDOT) and Bay County roadway systems, the Transportation Study for this development is subject to these agencies review/approval. The City shall coordinate the review process with FDOT and Bay County).

2. **ITE Code & Existing Level Of Service** *(This section is to be filled out for all projects to determine whether the proposed development meets or exceeds any of the thresholds listed in Section 1 above necessitating a traffic study. NOTE: If the project is part of a phase of an overall master development that meets or exceeds the requirements of Section 1, a Traffic Impact Analysis will be required)*
  - a. Include trips generated by proposed project using latest Edition of ITE Trip Generation Manual:

ITE Code	Land Use	# Units	Independent Variable	Daily Trips	PM Peak Hour Trips
Total					

b. If applicable, list credited trips (*removed units must be located on same parcel*):

ITE Code	Land Use	# Units Removed	Independent Variable	Daily Trips	PM Peak Hour Trips
Total Trips Credited					
New Trips Added from Replacement			Minus		
Total Trips			Equals		

c. Include the following information for road(s) impacted by the proposed development:

Road	Segment	Peak Hour Maximum Service Volume	LOS	AADT	Peak Hour Volume AADT*(K100 factor/100)	PM Peak Hour Trips Added	New Peak Hour Volume	LOS

(NOTE: Information required above may be obtained from the Bay County TPO's Congestion Management System and the City's Concurrency Management System)

3. **211, 279 Turn Lane Analysis**

a. 211 left turn lane analysis required: Yes (Attached) \_\_\_ No \_\_\_

b. 279 right turn lane analysis required: Yes (Attached) \_\_\_ No \_\_\_

4. **Proportionate Share Mitigation** (*To be filled out if required after initial review of Concurrency Application and pre-application meeting*)

Attach document stating proposed mitigation strategy stating the following:

- a. Road Segment affected (FDOT concurrence required on SIS facilities);
- b. Project description, including type, intensity, and amount of development;
- c. Phasing schedule (if applicable);

- d. Description of requested proportionate fair-share mitigation method(s),
- e. Estimated value of the proposed fair-share mitigation pursuant to the Panama City Beach Fairshare Ordinance # 1053).

## **CONCURRENCY CRITERIA FOR TRAFFIC IMPACT STUDY**

### **I. Purpose**

This part of the application is intended to provide guidance and establish policy for developers in meeting the requirements of the Panama City Beach Concurrency Management System (CMS) as provided for in the City's Comprehensive Plan. In order for the City to determine if a proposed development meets the transportation concurrency requirements of the City Code and State Statutes (F.S. 163), a Traffic Impact Study must be prepared for review by the City.

The purpose of a traffic impact study is to identify the potential impact of new development and redevelopment on the transportation network and to provide sufficient information to allow a concurrency determination on the proposed project. The study shall review the traffic impact of project-related traffic on roadways and intersections, identifying those road segments on which the adopted Level of Service will be exceeded. Where applicable, the study shall also identify all influenced intersections that will exceed the adopted Level of Service. If adopted service levels are exceeded, appropriate improvement recommendations and mitigation will be required. All traffic studies must be completed by a professional engineer (P.E.), registered in the State of Florida.

### **II. Intent**

The intent of the City of Panama City Beach is to define the requirements, procedures and methodology for the submission of a traffic study and to provide an equitable, consistent and systematic means of determining the future impact of proposed developments.

Nothing contained in this document shall waive any requirement contained in the City's Land Development Code.

### **III. Applicability**

The requirements, procedures and methodology for a traffic impact study contained in this Section shall apply to all Development Orders in the City unless otherwise directed by the City staff. In all cases, it will be the responsibility of the Applicant to demonstrate to the City that all transportation facilities needed to serve the proposed development shall be in place or under construction within three (3) years after approval of building permits or its functional equivalent that results in traffic generation (163.3 180, F.S.)

A traffic impact study for a multi-phase project shall be submitted in conjunction with the first application for concurrency determination for the project and shall include all future

development phases. The traffic study shall remain valid and in effect for a one year period. For multi-phase projects, partial concurrency may be granted for the early phases of the project. For build-out to occur, subsequent development phases will be required to apply for concurrency in accordance with the procedures contained herewith in.

#### IV. Types of Traffic Impact Studies

1. **Deminimis Study** — Projects with a transportation impact that would not affect more than 1 percent of the maximum service volume at the adopted level of service of the affected transportation facility as determined by the local government are considered to have a deminimis impact. However, no impact will be deminimis if the sum of existing roadway volumes and the projected volumes from approved projects on a transportation facility would exceed 110 percent of the maximum service volume at the adopted level of service of the affected transportation facility; provided however, that an impact of a single family home on an existing lot will constitute a deminimis impact on all roadways regardless of the level of the deficiency of the roadway. Further, no impact will be deminimis if it would exceed the adopted level-of-service standard of any affected designated hurricane evacuation routes. The City may still require a minor or major traffic study for projects that would otherwise be considered deminimis if in the opinion of the engineer that such study is necessary to determine the impact on a roadway or intersection.

The requirements for a deminimis impact traffic study are satisfied by completing Sections 2 and 3 found on pages 2 and 3.

2. **Minor Traffic Study** — Non-deminimis projects with a total PM Peak hour trip generation less than or equal to one hundred (100) trips.
3. **Major Traffic Study** — Non-deminimis projects with the total PM Peak hour trip generation greater than one hundred (100) trips.

#### V. Format of a Minor and/or Major Traffic Study

Each Traffic Study shall follow the outline below unless approved otherwise by City Staff:

1. Letter of Transmittal;
2. Title Page;
3. Table of Contents, List of Figures, List of Tables;
4. A description and location of the project and the traffic impact area studied;

5. Site plan and access locations;
6. Trip Generation: an estimate of the number of daily and PM peak hour trips generated by the development. The trip generation is to be based on latest Edition ITE Trip Generation Manual. The AM peak hour trip generation may be required (per discussions in the methodology meeting). The use of internal capture and pass-by rates, where applicable, shall be based on the FDOT Site Impact Handbook and the ITE Trip Generation Handbook and are subject to approval by the City.

When evaluating the internal capture, the following factors should be considered:

- a. Remote projects have more internal capture;
- b. Employment and residential centers should be constructed so that internal capture can be optimized at each phase of the build out;
- c. Residence and employment centers should be compatible (based on income) to allow internal capture;
- d. If there are ample nearby substitutes for internal capture trips, the internal capture rate may be adjusted. For example, if a mixed-use development is located near other large retail development(s), the internal capture rate may be adjusted downward to reflect the use of these nearby land uses as substitutes;
- e. Internal circulation roadways must be in place to accommodate internal capture rates;
- f. Office uses may not attract on-site, home-based work trips immediately;
- g. Trips that cross or use the public road system cannot be considered internal;
- h. An internal capture rate exceeding 15 percent is considered high and the burden is on the developer to justify the percent internal capture;
- i. Credit for pass-by trips is usually only allowed for retail and some commercial land uses such as fast-food restaurants with drive-through windows, service stations, and drive-in banks. In all cases, pass-by rates must be justified by the applicant and approved by the City prior to use;
- j. With pass-by trips, the total driveway volumes are not reduced. However, the number of new trips added to the system resulting from the

development is reduced. In general, the number of pass-by trips should not exceed 10 percent of the adjacent street traffic during the peak hour;

k. If the proposed land use is uncommon and reliable trip rates are unavailable, a trip generation study may be conducted by the applicant if deemed appropriate by the City.

7. Concurrency Management System (CMS). A listing of all roadway links within the City's Traffic Concurrency System that the project directly accesses and any arterials or collectors are located within:
  - a. Minor Traffic Study 1 mile radius;
  - b. Major Traffic Study 3 mile radius and where project traffic utilizes 5 percent of the adopted level of service maximum service volume (MSV) up to a 4 mile radius.

CMS segment information will be provided by the City based on the pre-application conference. CMS radius is based on each project driveway location;

8. Identification of any funded roadway and/or intersection improvements within the study area;
9. Build out year. The build out year may not exceed the length of the concurrency reservation;
10. Total Traffic = Project Traffic + Approved Development Traffic (CMS). The Analysis will be based on PM Peak hour peak direction unless otherwise directed by the City Staff in the pre-application conference;
11. An update of the latest City's CMS through inclusion of the net new project trips;
12. Intersection Analysis:
  - a. An intersection analysis shall be performed on each major intersection in the impact area, as determined in the pre-application conference. This includes all intersections currently signalized and those proposed to be signalized. At a minimum, project driveways as well as the first upstream and downstream signalized intersection from the project access points shall be analyzed. In addition any intersection as deemed appropriate by the City staff shall be analyzed;
  - b. The procedure for performing an intersection analysis shall be based upon the methodology found in the Transportation Research Board, Highway Capacity Manual (HCM), current edition and the corresponding

latest Highway Capacity Software (HCS). Any questions, issues or methodology other than that referenced in the HCM shall be submitted at the pre-application conference and shall be subject to the review and approval of the City;

c. For each intersection at which the total traffic results in a level of service below the adopted level of service, the applicant and/or engineer shall identify improvements to the intersection for restoring it to the City's adopted level of service. It should be noted that through movements must maintain the adopted LOS of the adjacent CMS segment. For a signalized intersection, the existing signal timings shall be used to determine the existing level of service and capacity. Any proposed changes to the signal timings or proposals to install signals should be based on accepted traffic engineering principles and indicated as recommended improvements and will require the corresponding mitigation costs.

d. The following information shall be included in the traffic impact study for each intersection analysis:

1. Printouts of worksheets for all highway capacity analysis performed on the intersections or roadway links;
  2. Copies of any traffic counts performed or used in the analysis, include the source of count data. Any count data more than 12 months old may not be used in the analysis. Intersection counts shall be consistent with adjacent roadway CMS peak hour data;
  3. Turning movement volumes and documentation of methodology used to project existing, vested and project traffic;
  4. The identification of turning lanes or acceleration lanes needed at project access points; and
  5. Any other applicable data or information.
13. Recommendations and conclusions regarding site access, circulation plan, access management, on and off site roadway improvements, intersection improvements and phasing of proposed improvements;
14. An appendix which includes:
- a. Traffic count data;
  - b. Trip generation with internal and adjacent street capture worksheets;



- c. Trip distribution and assignment worksheets;
- d. Intersection capacity analysis worksheets;
- e. Link capacity analysis worksheets;
- f. Computerized modeling documentation; and
- g. Any other relevant analysis worksheets.

#### **VI. Pre-Application Conference**

1. Applicants for a development order must participate in a pre-application conference so the City can provide guidance and direction to the Applicant concerning the appropriate traffic study type and applicable methodology.
2. The Applicant shall request a pre-application conference and shall transmit a general description of the proposed development and study methodology to the City at least five (5) working days prior to the meeting.
3. At a minimum, the following topics will be discussed:
  - a. Determination of study type;
  - b. Review of the traffic study format;
  - c. The latest City's Traffic Concurrency Spreadsheet will be provided to the Applicant;
  - d. Availability and use of any City data;
  - e. Procedures for traffic counts, the location of current traffic count stations, and the identification of possible additional locations;
  - f. Trip generation procedures including any internal capture or pass-by adjustments;
  - g. Traffic distribution and assignment techniques;
  - h. Methodology and approach for intersection analysis; and,
  - i. Methodology and approach for segment analysis.

4. Failure by the Applicant to discuss and obtain approval from the City for the above topics may result in denial of the traffic impact study or a request for additional information.
5. The methodologies and assumptions agreed upon at the pre-application conference will be valid for a period of ninety (90) days from the date of the pre-application conference.
6. If the traffic impact study is not submitted to the City within ninety (90) days of the pre-application conference, the Applicant must obtain approval from the City for the continued use of these methodologies and assumptions, or must revise the methodologies and assumptions as necessary with updated information.



**CITY OF PANAMA CITY  
BEACH**

110 South Arnold Road  
Panama City Beach, FL 32413

COMMERCIAL/RESIDENTIAL STORMWATER MANAGEMENT/DRAINAGE INFORMATION  
COMPLETENESS CHECK LIST

*Updated June 2012*

PROJECT: \_\_\_\_\_

PROJECT LOCATION OR ADDRESS: \_\_\_\_\_

**ONLY IF IN CITY LIMITS**

**Drainage Report To Include:**

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and telephone number of the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and/or aerial photograph of the development site, which clearly outlines project boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary and topographic survey, including the location of all easements, rights of way, and Coastal Setback Line or Coastal Construction Control Line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Methodology and explanation of calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map & project boundary overlaid   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If Project has 50 lots or 5 acres, whichever is the lesser, and within FEMA Flood Zone A, Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E.. A FEMA Conditional Letter of Map Revision or Amendment (CLOMR/CLOMA) is required prior to Engineering Approval and a FEMA LOMR/LOMA is required prior to City Acceptance of Project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If Project is less than 50 lots or 5 acres, and within FEMA Flood Zone A, Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevations of any flood zone along the flood hazard boundaries shall be delineated on the drainage plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nearby wetlands and other environmentally significant resources clearly labeled and required buffers shown.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A description of on-site vegetation and soils.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information on Percolation Rate Used and Derivation. The standard factor of safety applied to percolation rates shall be 2 for DRI tests, 3 for other field testing, and 4 for percolation rates as contained in the Bay County Soil Survey. Maximum design percolation rate shall not exceed twenty-four (24) in/hr.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Elev. at date of boring (Licensed FL Geotech. Firm)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and projected seasonal high groundwater levels beneath and proximate to the proposed stormwater treatment and attenuation system. The pond bottom for all dry ponds shall be a   |

minimum of two (2) feet above the seasonal high groundwater table.

Calculations for site Pre & Post C or CN. Coefficient of runoff used shall be as follows: Roofed and paved areas = 0.95. Bodies of water and retention and detention ponds = 1.0. Swale and recharge areas = 0.7. Gravel = 0.6. Compacted base material in vehicular areas = 0.75. All pre-development calculations shall be considered in site's natural state. Natural state meaning without any structure, concrete, asphalt, or other impervious surfaces.

Grading and drainage plan to include existing and proposed finished grade contours at one (1) foot elevation intervals.

Erosion and Sediment Control Plan

If discharging into public easement or right-of-way with capacity, attenuate 25 yr frequency, critical duration so post-development peak discharge rate shall NOT BE GREATER than pre-development rate.

If discharge is other than above, the storm event of critical duration shall attenuate a 100 yr frequency storm event.

Consider the effects of tail water and seasonal high ground water elevation.

Location of Retention / Detention Structures. A minimum of six (6) inches or ten percent (10%) of the total volume shall be provided as freeboard, whichever is more restrictive.

Proposed stormwater management system features including the pre- and post-development locations and dimensions of inlets, wet and dry swales, wet and dry ponds, conveyance systems, easements, etc. including a grading and drainage plan showing the exact location and dimensions (top of bank, slope of bank and depth) of all ponds, swales, closed and open conveyances.

Description and Location of Receiving Drainage Structures

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan and Profile of storm drainage pipes or channels   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All stormwater discharge facilities are to have sediment controls and skimming devices.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offsite discharge flows shall be limited to non-erosion velocities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic Analysis of stormwater conveyance structures - provide Hydraulic Grade Line and Seasonal High Groundwater Elevation in profiles.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Pond Design: Eliminate Short-Circuit of Pond by NOT Placing Overflow Weir in Line with the Inflow Pipe   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Detention Ponds dedicated to the City must be enclosed with 4' high vinyl coat chain link fence and gate. Fence shall be set back a sufficient distance for maintenance vehicles to have access to all portions of the pond. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any storm drain pipe within City R/W must be RCP   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A schedule for continual maintenance of the stormwater management system, erosion and sedimentation control.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private stormwater management system will need to provide evidence of compliance with Section 26-22 "Minimum Dwellings Served" and Section 26-53 "Maintenance By An Acceptable Entity."  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certification by Engineer of Record for construction Completion of Stormwater Management facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certification by Engineer of Record for NPDES Best Management Practices.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide copies of all required state and federal permits.  |



**CITY OF PANAMA CITY  
 BEACH**

110 South Arnold Road  
 Panama City Beach, FL 32413

COMMERCIAL/RESIDENTIAL SITE /UTILITY PLAN COMPLETENESS CHECK LIST

*Updated March 22, 2013*

PROJECT: \_\_\_\_\_

PROJECT LOCATION OR ADDRESS: \_\_\_\_\_

*I Understand that this Engineering Development Review will NOT begin until the application is considered complete.*

ENGINEER'S NAME: \_\_\_\_\_

ENGINEER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

A. IDENTIFICATION:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In City Limits → if yes, we check water, wastewater, reclaimed water, stormwater and roads. → if, no, we check water, wastewater and reclaimed water.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Use of Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address or Legal Description of Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, Address, and Phone of Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale of Drawing - Not greater than 1" = 50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow

B. SITE INFORMATION :

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary Lines and Dimensions of the Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated Land Use of Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated Land Use of All Adjacent Lots or Parcels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name(s) of All Adjacent Streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alleys, Easements, or Right-Of-Way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25' Min. Radius For Light Commercial Driveway Connection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30'-50' Radius For Commercial/Industrial Driveway Connection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24' Min. Pavement Width for public roads.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Road Pavement Structural Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Groundwater Elevations Under Roadway at Sufficient Intervals to Verify Pavement Design Adequacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60' Min. R.O.W. for public streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Speed for Residential (Lots 50' wide and greater) 30 mph - posted 25 mph
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Speed for Multifamily (Apartments, Townhomes etc.) or high density Residential (Lots less than 50' wide) 25 mph - posted 20 mph
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Speed for Residential Collector 35 mph - posted 30 mph
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement Markings & Signage, (i.e. stop signs, speed limit signs, striping, etc) is the responsibility of the Developer. The City provides street name signs only.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Core and Compaction Tests are required on pavement, base and sub-grade in accordance with FDOT standards. Data should be submitted as part of "as built" process prior to acceptance of roads.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey including existing utilities on or adjacent to project surveyed by a PLS. Provide Existing Contours a min. of 25' beyond project boundary.



C. UTILITIES INFORMATION

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demolition Note: All existing sewer laterals must be capped in the presence of Panama City Beach staff. The gravity main in the public right-of-way adjacent to the property must be video taped and a copy submitted to the City of Panama City Beach for approval prior to demolition.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and Size of Water Lines and Taps   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivisions: In-line valves 500' min. apart & at every intersection.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flushing hydrants or blow-offs at all dead ends   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic analysis submitted if fire flow demand over 750 gpm or higher. Capacity analysis submitted for wastewater if the site includes a pump station and/or the flow is over 1,000 GPD.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivisions - Hydrant spacing 350 to 650 feet along road centerline.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Commercial - Hydrant location < 500 ft from the furthest point on the structure and < 100' from fire department connection  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12 ga minimum insulated locate wire detail for non metallic pipe  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Thrust restraint and/or restrained joint details and schedules for pipe fittings  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | On profile sheet show all utility crossings and minimum clearance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All gravity sewer lines must be videoed after system is complete and reviewed and approved by the City. Videos must be digital format with system location map and include identification for each manhole and segment of pipe. Each joint should be able to be visibly inspected the entire 360 degrees perimeter and all lateral connections should be shown. |

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bacteriologic test locations must be specified on overall utility sheet per FDEP Chapter 62. |
|--------------------------|--------------------------|--------------------------|--|

### Potable and Reuse Water Mains

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Less Than 4" = ASTM D2241 SDR-21  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4"-6" = AWWA C900 DR18 (Pressure Class 235)<br><b>*DR 18 is required on all firelines downstream of check valve*</b>                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8"-12" = AWWA C900 DR25 (Pressure Class 165)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Greater than 12" = AWWA C905 DR25 (Pressure Class 160)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify PVC Reclaimed Water mains shall be color purple   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify PVC Potable Water mains shall be color blue   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all service tap locations on plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify meter/backflow devices and provide site specific construction details   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify flushing requirements per AWWA standards (3 fps minimum., 6 X Pipe Volume minimum.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for 2 hour hydrostatic test at 150 psi   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for water main disinfection per AWWA Standard C651   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for as-built survey by PLS conforming with attached Minimum Technical Standards Checklist for Utility As-builts. |

### Water and Reuse Valves

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12" and less shall be Epoxy Coated Resilient Seat Gate Valves  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16" and Above Shall be Epoxy Coated Resilient Butterfly Valves |

### Force Main

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Less Than 4" = ASTM D2241 SDR-21 (Color Green or Brown)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4"-6" = AWWA C900 DR18 (Pressure Class 235)<br>(Color Green or Brown)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8"-12" = AWWA C900 DR25 (Pressure Class 165)<br>(Color Green or Brown)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Greater than 12" = AWWA C905 DR25 (Pressure Class 160)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for 2 hour hydrostatic test at 100 psi   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify flushing requirements per AWWA standards (3 fps minimum., 6 X Pipe Volume minimum.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for as-built survey by PLS conforming with attached Minimum Technical Standards Checklist for Utility As-builts. |

### Gravity Sewer

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ( 4" - 15") = ASTM D3034 SDR 35 PVC  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (18" - 27") = F679 SDR 35 PVC  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any gravity sewer deeper than 14 feet shall be SDR 26 pipe.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Profile of gravity sewer line and manholes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all sewer lateral locations on plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Slopes provide critical velocity $\geq 2$ ft/s   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for low pressure air testing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fiberglass or stainless manhole cover inserts are required at all manholes with rim elevation below 7 feet NGVD. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Manhole rings and cover should be 3 inches above grade in unpaved areas to prevent stormwater inflow.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for flushing/cleaning   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specify requirements for as-built survey by PLS conforming with  |

attached Minimum Technical Standards Checklist for Utility  
As-builts.



**CITY OF PANAMA CITY  
BEACH**

110 South Arnold Road  
Panama City Beach, FL 32413

COMMERCIAL/RESIDENTIAL STORMWATER MANAGEMENT/DRAINAGE INFORMATION  
COMPLETENESS CHECK LIST  
*Updated June 2012*

PROJECT: \_\_\_\_\_

PROJECT LOCATION OR ADDRESS: \_\_\_\_\_

**ONLY IF IN CITY LIMITS**

**Drainage Report To Include:**

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and telephone number of the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and/or aerial photograph of the development site, which clearly outlines project boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary and topographic survey, including the location of all easements, rights of way, and Coastal Setback Line or Coastal Construction Control Line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Methodology and explanation of calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post-Development Basin and Sub-basin Maps w/ stormwater runoff direction, volume, and flow rates at each point of discharge (Include any offsite drainage basins that discharge towards the site.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map & project boundary overlaid   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If Project has 50 lots or 5 acres, whichever is the lesser, and within FEMA Flood Zone A, Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E.. A FEMA Conditional Letter of Map Revision or Amendment (CLOMR/CLOMA) is required prior to Engineering Approval and a FEMA LOMR/LOMA is required prior to City Acceptance of Project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If Project is less than 50 lots or 5 acres, and within FEMA Flood Zone A, Base Flood Elevations must be established with a hydrologic and hydraulic study by a FL Registered P.E.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevations of any flood zone along the flood hazard boundaries shall be delineated on the drainage plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nearby wetlands and other environmentally significant resources clearly labeled and required buffers shown.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A description of on-site vegetation and soils.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information on Percolation Rate Used and Derivation. The standard factor of safety applied to percolation rates shall be 2 for DRI tests, 3 for other field testing, and 4 for percolation rates as contained in the Bay County Soil Survey. Maximum design percolation rate shall not exceed twenty-four (24) in/hr.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Elev. at date of boring (Licensed FL Geotech. Firm)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and projected seasonal high groundwater levels beneath and proximate to the proposed stormwater treatment and attenuation system. The pond bottom for all dry ponds shall be a   |

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | minimum of two (2) feet above the seasonal high groundwater table.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Calculations for site Pre & Post C or CN. Coefficient of runoff used shall be as follows: Roofed and paved areas = 0.95. Bodies of water and retention and detention ponds = 1.0. Swale and recharge areas = 0.7. Gravel = 0.6. Compacted base material in vehicular areas = 0.75. All pre-development calculations shall be considered in site's natural state. Natural state meaning without any structure, concrete, asphalt, or other impervious surfaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading and drainage plan to include existing and proposed finished grade contours at one (1) foot elevation intervals.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion and Sediment Control Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If discharging into public easement or right-of-way with capacity, attenuate 25 yr frequency, critical duration so post-development peak discharge rate shall NOT BE GREATER than pre-development rate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If discharge is other than above, the storm event of critical duration shall attenuate a 100 yr frequency storm event.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consider the effects of tail water and seasonal high ground water elevation.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of Retention / Detention Structures. A minimum of six (6) inches or ten percent (10%) of the total volume shall be provided as freeboard, whichever is more restrictive.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed stormwater management system features including the pre- and post-development locations and dimensions of inlets, wet and dry swales, wet and dry ponds, conveyance systems, easements, etc. including a grading and drainage plan showing the exact location and dimensions (top of bank, slope of bank and depth) of all ponds, swales, closed and open conveyances.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Description and Location of Receiving Drainage Structures  |

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan and Profile of storm drainage pipes or channels   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All stormwater discharge facilities are to have sediment controls and skimming devices.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offsite discharge flows shall be limited to non-erosion velocities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic Analysis of stormwater conveyance structures - provide Hydraulic Grade Line and Seasonal High Groundwater Elevation in profiles.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Pond Design: Eliminate Short-Circuit of Pond by NOT Placing Overflow Weir in Line with the Inflow Pipe   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Detention Ponds dedicated to the City must be enclosed with 4' high vinyl coat chain link fence and gate. Fence shall be set back a sufficient distance for maintenance vehicles to have access to all portions of the pond. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any storm drain pipe within City R/W must be RCP   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A schedule for continual maintenance of the stormwater management system, erosion and sedimentation control.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private stormwater management system will need to provide evidence of compliance with Section 26-22 "Minimum Dwellings Served" and Section 26-53 "Maintenance By An Acceptable Entity."  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certification by Engineer of Record for construction Completion of Stormwater Management facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certification by Engineer of Record for NPDES Best Management Practices.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide copies of all required state and federal permits.  |



# PLANS REVIEW INVOICE

CITY OF PANAMA CITY BEACH

DATE: \_\_\_\_\_

Name of Development: \_\_\_\_\_

Customer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Remit to: City of Panama City Beach

Questions for Planning, (850) 233-5100 x2313 Engineering, (850) 233-5100 x2400

PLANNING REVIEW TASKS			APPLICABLE TO PROJECT ?	
001-0000-329-50	Development Order	\$800.00	No	\$0.00
001-0000-329-50	New DRI	\$3,000.00	No	\$0.00
001-0000-329-50	Subdivision Plat (2 Lots Only)	\$500.00	No	\$0.00
001-0000-329-50	Subdivision Plat (3 or More Lots)	\$900.00	No	\$0.00
001-0000-329-50	Land Clearing	\$50.00	No	\$0.00
ENGINEERING REVIEW TASKS			APPLICABLE TO PROJECT ?	
ENTER PROJECT AREA IN ACRES HER				
001-0000-369-02-00	Subdivision Review	\$100.00	No	\$0.00
401--0000-369-04-00	Stormwater Review	\$250.00	No	\$0.00
401-0000-369-03-00	Potable Review	\$205.00	No	\$0.00
401-0000-369-03-00	Wastewater Review	\$205.00	No	\$0.00
401-0000-369-03-00	Reuse Review	\$155.00	No	\$0.00
401-0000-369-03-00	Sewer-less than 30 GPM	\$240.00	No	\$0.00
WATER/SEWER CAPACITY ANALYSIS FEES			APPLICABLE TO PROJECT ?	
IS THE PROJECT A COMMERCIAL DEV. OR PLATTED SUBDIVISION?				
NUMBER OF COMMERCIAL/APARTMENT BUILDINGS:				
NUMBER OF ON-SITE SEWER LIFT STATIONS:				
401-0000-369-03-00	Water System Capacity Analysis		No	\$0.00
401-0000-369-03-00	Sewer System Capacity Analysis		No	\$0.00
401-0000-369-03-00	Additional Lift Station Fee	\$0.00		\$0.00
SUBDIVISION PLATTING REVIEW			APPLICABLE TO PROJECT ?	
NUMBER OF LOTS:				
001-0000-369-02-00	Any subdivision exceeding 2 lots	\$0.00	No	\$0.00
001-0000-369-02-00	Infrastructure Completion Agrmt Req'd?	\$2,300.00	No	\$0.00
<b>TOTAL:</b>				<b>\$0.00</b>

## TRAFFIC IMPACT STUDY

				Balance Due	Paid/Date
TYPE OF STUDY		1st Two Reviews	Additional Review		
DeMinimis Study		\$0	\$0		
Minor Traffic	001-0000-329-50	\$800	\$300		
Major Traffic	001-0000-329-50	\$1,000	\$400		
DRI Traffic	001-0000-329-50	\$1,500	\$800		
FBR - TCEA Payment					

PANAMA CITY BEACH  
BUILDING AND PLANNING DEPARTMENT

116 S. Arnold Rd, Panama City Beach, FL 32413  
850-233-5100 Fax: 850-233-5049

ADDRESS NUMBER ASSIGNMENT APPLICATION

NOTE: ANY INCOMPLETE APPLICATION TREATED AS INCOMPLETE!

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

NEW ADDRESS IS FOR: \_\_\_\_\_ Single Family \_\_\_\_\_ Mobile Home \_\_\_\_\_

Duplex \_\_\_\_\_ Triplex \_\_\_\_\_ Commercial(type of business) \_\_\_\_\_ Other \_\_\_\_\_

New Subdivision \_\_\_\_\_ Subdivision Name \_\_\_\_\_

\_\_\_\_\_ Number of Lots

PARCEL # \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT # \_\_\_\_\_

Fees: Single Address or Recorded Subdivision...1-7 \$40.00 Ea.  
Recorded Subdivision...First 1-7 \$40.00 Ea. Plus \$10.00 for each address over 7.

**SITE PLAN OR SURVEY SHOWING PROPERTY IS REQUIRED.**

**DRIVING DIRECTIONS:**

For Office Use only:

**ADDRESS:**

9/26/2014