



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: _____ (Under 500 sq. ft. \$50.00 / Over 500 sq. ft. \$100.00) 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.



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

Submittal Requirements for Protected Tree Removal Permit - LDC Section 10.02.08

- A.** Applications shall be submitted to the Building and Planning Department. In addition to the submittal requirements of section 10.02.01, the following information is required for a tree removal permit:
- 1.** If the application is for the removal of three (3) or fewer trees, a tree survey which contains the location and identification of the trees requested to be removed.
 - 2.** If the application is for the removal of four (4) or more trees, a certified tree survey which shows the following is required:
 - (a)** Location of all trees, identifying their species;
 - (b)** Location, including footprint, of all proposed and Existing Structures and other planned improvements which require the removal of the Protected Trees;
 - (c)** Indication of trees to be retained, trees to be removed, diseased trees, trees endangered by motor Vehicle ingress and egress to rights-of-way and the location of protective barriers as required by section 4.06.06; and
 - (d)** Proposed grade changes that might adversely affect or endanger the trees, with specifications on how to maintain the trees.
- B.** A tree replacement and replanting plan shall be submitted, showing the location and specifications of all replacement trees pursuant to and consistent with the tree replacement and relocation standards in section 4.06.06E.
- C.** The City Manager shall conduct a field check of the tree removal application. The applicant shall physically mark each tree on the site to be removed with flagging tape or a similar device.
- D.** Applications shall be reviewed by the City Manager for compliance with the requirements of section 4.06.06.
- E.** Except for applications that are included as part of the application and review for Site Plan approval or Subdivision Plat approval, applications shall be reviewed and processed in accordance with the requirements of section 10.014.01(F) and (G) and (H).

determine that adequate stormwater and erosion control is provided to protect undisturbed vegetation on-site and neighboring properties.

3. A brief description of the means and methods of work to demonstrate that all work on-site will be conducted so as not to create any nuisance such as smoke, dirt, dust, fumes, gases, heat, odor, or glare to the surrounding property owners.
- E. As part of a bona fide agricultural or silvicultural activity on lands designated for such purpose on the City's Future Land Use Map.
- F. As part of a project undertaken by federal, state or local government.

Required Information for a Tree Removal Permit:

- A. Applications shall be submitted to the Building and Planning Department. In addition to the submittal requirements of section 10.02.01, the following information is required for a tree removal permit:
1. If the application is for the removal of three (3) or fewer trees, a tree survey which contains the location and identification of the trees requested to be removed.
 2. If the application is for the removal of four (4) or more trees, a certified tree survey which shows the following is required:
 - (a) Location of all trees, identifying their species;
 - (b) Location, including footprint, of all proposed and Existing Structures and other planned improvements which require the removal of the Protected Trees;
 - (c) Indication of trees to be retained, trees to be removed, diseased trees, trees endangered by motor Vehicle ingress and egress to rights-of-way and the location of protective barriers as required by section 4.06.06; and
 - (d) Proposed grade changes that might adversely affect or endanger the trees, with specifications on how to maintain the trees.
- B. A tree replacement and replanting plan shall be submitted, showing the location and specifications of all replacement trees pursuant to and consistent with the tree replacement and relocation standards in section 4.06.06E.
- C. The City Manager shall conduct a field check of the tree removal application. The applicant shall physically mark each tree on the site to be removed with flagging tape or a similar device.
- D. Applications shall be reviewed by the City Manager for compliance with the requirements of section 4.06.06.
- E. Except for applications that are included as part of the application and review for Site Plan approval or Subdivision Plat approval, applications shall be reviewed and processed in accordance with the requirements of section 10.014.01(F) and (G) and (H).



**Florida Department of
Environmental Protection**
Division of Air Resource Management

DEP Form 62-257.900(1)
Effective 10-12-08
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NOTICE OF DEMOLITION OR ASBESTOS RENOVATION

TYPE OF NOTICE (CHECK ONE ONLY): ORIGINAL REVISED CANCELLATION COURTESY
 TYPE OF PROJECT (CHECK ONE ONLY): DEMOLITION RENOVATION
 IF DEMOLITION, IS IT AN ORDERED DEMOLITION? YES NO
 IF RENOVATION:
 IS IT AN EMERGENCY RENOVATION OPERATION? YES NO
 IS IT A PLANNED RENOVATION OPERATION? YES NO

I. Facility Name _____
 Address _____
 City _____ State _____ Zip _____ County _____
 Site _____ Consultant Inspecting Site _____

Building Size _____ (Square Feet) # of Floors _____ Building Age in Years _____
 Prior Use: School/College/University Residence Small Business Other _____
 Present Use: School/College/University Residence Small Business Other _____

II. Facility Owner _____ Phone (____) _____
 Address _____
 City _____ State _____ Zip _____

III. Contractor's Name _____ Phone (____) _____
 Address _____
 City _____ State _____ Zip _____

Is the contractor exempt from licensure under section 469.002(4), F.S.? YES NO

IV. Scheduled Dates: (Notice must be postmarked 10 working days before the project start date)
 Asbestos Removal (mm/dd/yy) Start: _____ Finish: _____ Demo/Renovation (mm/dd/yy) Start: _____ Finish: _____

V. Description of planned demolition or renovation work to be performed and methods to be employed, including demolition or renovation techniques to be used and description of affected facility components. _____

Procedures to be Used (Check All That Apply)

<input type="checkbox"/> Strip and Removal	<input type="checkbox"/> Glove Bag	<input type="checkbox"/> Bulldozer	<input type="checkbox"/> Wrecking Ball
<input type="checkbox"/> Wet Method	<input type="checkbox"/> Dry Method	<input type="checkbox"/> Explode	<input type="checkbox"/> Burn Down
OTHER: _____			

VI. Procedures for Unexpected RACM: _____

VII. Asbestos Waste Transporter: Name _____ Phone (____) _____
 Address _____
 City _____ State _____ Zip _____

VIII. Waste Disposal Site: Name _____ Class _____
 Address _____
 City _____ State _____ Zip _____

IX. RACM or ACM: Procedure, including analytical methods, employed to detect the presence of RACM and Category I and II nonfriable ACM. _____

Amount of RACM or ACM*
 square feet surfacing material _____
 linear feet pipe _____
 cubic feet of RACM off facility components _____
 square feet cementitious material _____
 square feet resilient flooring _____
 square feet asphalt roofing _____

X. Fee Invoice Will Be Sent to Address in Block Below: (Print or Type)

*Identify and describe surfacing material and other materials as applicable: _____

I certify that the above information is correct and that an individual trained in the provisions of this regulation (40 CFR Part 61, Subpart M) will be on-site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

(Print Name of Owner/Operator) _____ (Date) _____

(Signature of Owner/Operator) _____ (Date) _____

DEP USE ONLY	Postmark/Date Received	ID#
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Instructions

The state asbestos removal program requirements of s. 376.60, F.S., and the renovation or demolition notice requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, as embodied in Rule 62-257, F.A.C., are included on this form.

Check to indicate whether this notice is an original, a revision, a cancellation, or a courtesy notice (i.e., not required by law). If the notice is a revision, please indicate which entries have been changed or added.

Check to indicate whether the project is a demolition or a renovation.

If you checked demolition, was it **ordered** by the State or a local government agency? If so, in addition to the information required on the form, the owner/operator must provide the name of the agency ordering the demolition, the title of the person acting on behalf of the agency, the authority for the agency to order the demolition, the date of the order, and the date ordered to begin. A copy of the order must also be attached to the notification.

If you checked renovation, is it an **emergency renovation operation**? If so, in addition to the information required on the form, the owner/operator must provide the date and hour the emergency occurred, the description of the sudden, unexpected event, and an explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden. If you checked renovation and it is a **planned renovation operation**, please note that the notice is effective for a period not to exceed a calendar year of January 1 through December 31.

- I. Complete the facility information. This section describes the facility where the renovation or demolition is scheduled. This address will be used by the Department inspector to locate the project site. Provide the name of the consultant or firm that conducted the asbestos site survey/inspection. For "prior use" check the appropriate box to indicate whether the prior use of the facility is that of a school, college, or university; residence, as "residential dwelling" is defined in Rule 62-257.200, F.A.C.; small business, as defined in s. 288.703(1), F.S.; or other. If "other" is checked, identify the use. Please follow the same instructions for "present use."
- II. Complete the facility owner information.
- III. Complete the contractor information.
- IV. List separately the scheduled start and finish dates (month/day/year) for both the asbestos removal portion of the project and the renovation or demolition portion of the project.
- V. Describe and check the methods and procedures to be used for a planned demolition or renovation. Include a description of the affected facility components. (Note: The NESHAP for asbestos, which is adopted and incorporated by reference in Rule 62-204.800, F.A.C., requires obtaining Department approval prior to using a dry removal method in accordance with 40 CFR section 61.145(3)(c)(i).)
- VI. Describe the procedures to be used in the event unexpected RACM is found or previously nonfriable asbestos material becomes crumbled, pulverized, or reduced to powder after start of the project.
- VII. Complete the asbestos waste transporter information.
- VIII. Complete the waste disposal site information.
- IX. List the amount of RACM or ACM of each type of asbestos to be removed. (Note: A volume measurement of RACM off facility components is **only** permissible if the length or area could not be measured previously.) Identify and describe the listed surfacing material and other listed materials as applicable.
- X. Provide the address where the Department is to send the invoice for any fee due. Do not send a fee with the notification. The fee will be calculated by the Department pursuant to Rule 62-257.400, F.A.C.

Sign the form and mail the original to the district or local air program having jurisdiction in the county where the project is scheduled (**DO NOT FAX**). The correct address can be obtained by contacting the State Asbestos Coordinator at: Department of Environmental Protection, Division of Air Resources Management, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.

Attention: Property Owners, Property Managers, General Contractors, Demolition

Contractors and A & E Consultants

If you are renovating or demolishing a commercial, industrial or government owned building, or residential structures with more than four units the Federal EPA regulations concerning asbestos apply to your project. These are the asbestos rules in the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR 61, Subpart M. Your obligations to comply with these regulations are not satisfied by meeting the requirements of the local building official to obtain a building or demolition permit.

Asbestos regulations require:

Thoroughly inspect the building for the presence and types of asbestos containing materials before commencing renovation or demolition work. In Florida a Florida Licensed Asbestos Consultant must conduct the inspection. This is not a Phase I Environmental Assessment.

Provide written notice of any demolition, even if there is no asbestos in the structure, to the Florida Department of Environmental Protection at least 10 working days before beginning demolition. A Florida Licensed Demolition or Construction contractor must perform this demolition.

Remove regulated asbestos containing materials before commencing work that could disturb the asbestos containing material. A Florida Licensed Asbestos Contractor must do this work.

Provide written notice of asbestos removal projects to the Florida Department of Environmental Protection at least 10 working days before beginning asbestos removal.

Who is responsible for compliance?

These regulations apply to the owner or operator of a demolition or renovation activity. This includes the property owner, property manager, consultant, general contractor or prime contractor or sub-contractor. Do not assume that one of the other parties has completed these requirements. Ask to see a copy of the asbestos survey and submitted notification form.

What are the costs on Non-compliance?

Each of the parties found to be responsible for non-compliance is subject to penalties as high as \$10,000 per day per violation. Disturbing asbestos containing materials without using the required removal and disposal methods may necessitate expensive cleanup. The project may be delayed until the asbestos survey, notification and asbestos removal are completed.

Be Aware!

Completion of your city or county building permit application does not satisfy the NESHAP notification requirements. You must complete and submit the FDEP Notice of Asbestos Renovation or Demolition. A copy of this form with instructions is included. Mail the completed form to Department of Environmental Protection, Panama City Branch Office, 2353 Jenks Avenue, Panama City, Florida 32405. ATTN: Richard Brookins

Additional Information

Contact the Asbestos Inspector for the Panama City Branch Office at (850) 767-0046 if you have any questions regarding asbestos regulations, surveys, asbestos removal or properly completing the notification form.