



CITY OF PANAMA CITY BEACH

Building and Planning Department

116 S. Arnold Road, Panama City Beach, FL 32413

850-233-5054. ext. 2313 Fax: 850-233-5049 Email: achester@pcb.gov

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: \$900.00 **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.



REQUEST FOR CONDITIONAL USE

Address of Property Seeking Conditional Use: _____

Parcel Number from Property Appraiser's Office: _____

The procedure for review of application is found in Sections 10.02.02 and 10.02.14 of the LDC.

As part of a Conditional Use Application, the applicant must submit a written explanation of how the proposed use satisfies each of the conditions specified for such use. A copy of the conditions to be satisfied may be supplied by the Building or Planning Department or attached to this application. The Planning Board's decision on the application will be based upon the applicant satisfactorily addressing the specific criteria in sections 5.06.01 thru 5.06.16 of the LDC.

PROCEDURES:

Neighborhood Notice – LDC Section 10.03.02

- A.** When required by this LDC, the applicant shall provide Neighborhood Notice, by U.S. Postal Service certified mail. Within five (5) days after such mailing, the applicant shall provide sworn proof of mailing to the Building and Planning Department.
- B.** The applicant shall be responsible, as part of the application process for sending certified letters to surrounding property owners whose names and addresses are known by reference to the most recent ad valorem tax rolls of Bay County, giving notice of the requested action along with the date, time and place of the hearing. The form of the letter shall be approved by the City prior to mailing. Notice letters shall be sent to all owners of surrounding property lying in whole or in part within such distance of the boundary of the subject property as shall be specified in the applicable procedures.

Notice letters shall be sent to the following surrounding owners:

- For Conditional Use request notice shall be sent to all such owners of property living in whole or in part within 300' feet of a boundary of the subject property.
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The Conditional Use Application must be submitted to the Building & Planning Department no later than twenty (20) days prior to the Planning Board meeting. The Planning Board will then place the request on the agenda to schedule the public hearing for the following month's Planning Board meeting.

- C.** The notice letter shall be mailed at least twenty (20) days prior to the hearing and proof of mailing shall be submitted to the City as part of the application. A good faith effort to mail notice to all such owners whose names and addresses are shown on a list generated by the Bay County Property Appraiser's automated mass appraisal system by that system referring to its cadastral (tax) map shall be conclusively deemed in compliance with the requirement to mail notice. Failure of any such owner to receive such notice, even if never mailed, shall not affect the jurisdiction of the board to consider the issue or validity of the board's decision.
- D.** Failure of such an owner to receive such notice shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.

Posted Notice – LDC Section 10.03.03

- A. When required by the LDC, the Building and Planning Department shall post a sign on the property that is the subject of an application. The sign shall be located in a manner to ensure that it is visible on each portion of the subject property that fronts on a roadway.
- B. The sign shall contain a copy of the notice required by section 10.03.02.
- C. Failure to maintain or replace a sign properly posted shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity’s decision.
- D. Posted Notice may be removed after conclusion of the hearing of which notice is given or as specified or if neither or if neither of the forgoing apply, thirty (30) days after it is first posted.

Published Notice – LDC Section 10.03.04

When required by this LDC, the Building and Planning Department shall publish a notice in a standard size or tabloid size newspaper of general paid circulation in the City. The newspaper shall be of general interest and readership, not one of limited subject matter and shall be published at least five (5) days a week.

The Planning Board meets the second Monday of each month at 2:00 p.m. in the City Council Meeting Room located in the City Hall Annex.

Applicant’s Name(s):

 Print Name of Applicant

 Signature

Date: _____

 Print Name of Applicant

 Signature

Date: _____

CONDITIONAL USES - Generally – LDC Section 5.06.01

Specific Uses are identified in Table 2.03.02 of LDC, as allowable subject to conditional use approval because they have a greater potential detriment than other Uses. Conditional Uses are not of right' these Uses must comply with the standards applicable to the zoning district as well as the standards contained in this section and the specific standards contained in the following sections, as applicable. Because conditional uses may intrude on the right to enjoy adjacent properties, the Planning Board has the discretion to impose conditions it determines to be necessary to satisfy required approval findings. Where there is conflict between a standard applicable to the zoning district and the following conditional use standards, the stricter standard shall be required. A conditional use shall be permitted by the Planning Board provided that the Board finds that, in light of any conditions imposed.

- A. The proposed use is so designed, located and proposed to be operated so that the public health, safety, and welfare will be protected:

Provide detailed explanation: _____

- B. The proposed use will not have an adverse effect on existing traffic patterns:

Provide detailed explanation: _____

- C. The proposed use will not impair an adequate supply of light and air to adjacent properties:

Provide detailed explanation: _____

D. The proposed use will not materially increase congestion in the public streets in the surrounding area:

Provide detailed explanation: _____

E. The proposed use conforms to all applicable setback, building height, lot coverage, and all other applicable regulations of the zoning district in which the use is to be located:

Provide detailed explanation: _____

F. Off-street parking and all other General Provisions of the Zoning Ordinance are met:

Provide detailed explanation: _____

G. The proposed use will not impair the established values of the property in the surrounding area:

Provide detailed explanation: _____

H. The hours of use will not be offensive to adjacent property owners, taking into consideration other surrounding uses:

Provide detailed explanation: _____

I. There is adequate shielding to protect adjacent property owners from noise, lights and other obnoxious elements and activities, taking into consideration other surrounding uses:

Provide detailed explanation: _____

J. The existing or proposed improvements and facilities are adequate for the use intended:

Provide detailed explanation: _____

K. There will be no adverse effect on water, sewage and drainage in the surrounding area:

Provide detailed explanation: _____

- L.** The proposed use satisfies any applicable, specific criteria stipulated for such use as described in Sections 5.06.02 through 5.06.16:

Provide detailed explanation: _____

**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF CONDITIONAL USE REQUEST**

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

APPLICANT: _____

ADDRESS/LOCATION: _____

The Conditional Use is being requested because, _____

MEETING INFORMATION:

Date: _____

Time: _____

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

The applicant for this variance/appeal 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.