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.

A. Each application for a Site Plan, Subdivision Plat, PUD Master Plan, PUD Final Development Plan, Telecommunications Tower, Telecommunication Antenna or Conditional Use shall contain the following information:

1. All information required pursuant to Section 10.02.01;

2. Name, address, telephone number and facsimile number of the plan or Plat prepare;

3. Date of preparation and date(s) of any modifications, north arrow and written and graphic scale;

4. Legal description of the property, consistent with the required survey;

5. A vicinity map showing the location of the property;

6. Future Land Use Map designation for the property;

7. Zoning designation for the property;

8. Additional plans, documents and reports as deemed necessary but the City Manager; and

9. Information required for the specific type of application, as specified in Sections 10.02.03 through 10.02.07, as applicable.

B. All Site Plans and Plats shall be drawn to scale.
Submittal Requirements for Subdivision Plats and Lot Splits - LDC Section 10.02.04
Each application for a preliminary or final Subdivision Plat shall contain the following information:

1. All information required pursuant to section

2. Development specifications: area of the tract, proposed number and layout of Lots and blocks, location, names and widths of proposed roadways and easements.

3. Location of land to be dedicated or reserved for Public Use for rights-of-way, easements, schools, Open Spaces or other Public Uses.

4. Locations of utilities, utility service and connections.

5. Location of all Protected Trees pursuant to section

6. Topographic survey, soil report and a grading, drainage and erosion control plan.

7. Location of significant natural features and habitats.


9. When required elsewhere by this LDC, infrastructure impact reports.

10. Stormwater Management Plan which meets the requirements of Chapter 3 of the LDC.

11. A boundary survey of the subject property obtained, prepared under the responsible direction and supervision of a profession surveyor and mapper, and prepared not later than two years prior to submittal of the application.

12. A title opinion of an attorney at law licensed in Florida or a certification by a title company licensed in Florida to issue title insurance, demonstrating that all parties with an interest of record in the subject property have appropriately joined in the dedication of the Plat. The opinion or certification shall be made by reference to the legal description shown on the plat and submitted pursuant to the application, and shall be dated, or updated, no less than 60 days prior to final approval of the Plat.

13. If the Plat dedicates or otherwise proposes any improvements or utility facilities designated or intended for Public Use, then either (i) evidence that the construction of those items has been completed, that they are not encumbered and that they have been approved by the City Engineer, or (ii) a fully executed performance agreement and security therefor satisfying the requirements of section

(Ord. # 1308, 3/27/14)
B. Each application for a Lot Split shall contain all of the following information, unless determined by the City Manager to be inapplicable or an undue hardship based upon circumstances unique to the particular Lot in question:

1. All information required pursuant to section

2. Development specifications: area of the tract, proposed number and layout of Lots and blocks, location, names and widths of proposed roadways and easements.

3. Location of land to be dedicated or reserved for Public Use for rights-of-way, easements, schools, Open Spaces or other Public Uses.

4. Locations of utilities, utility service and connections.

5. Location of all Protected Trees pursuant to section.

6. Stormwater Management Plan which meets the requirements of Chapter 3 of the LDC.

7. A sketch to scale of the described Lots, Parcels, tracts, etc., showing the assessor’s property identification numbers for contiguous parcels, the metes and bounds along the property lines, and the approximate locations of rights of way and easements located within or abutting said lots, parcels, tracts, etc. The sketch shall have been obtained no more than thirty (30) days prior to the filing of the application.

(Ord. # 1253, 12-13-12)