



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 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. 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.** 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.
- K.** This section shall not be constructed 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 or the prior zoning district in the case of PUD generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying or prior zoning district.

Large Site Development in Front Beach Overlay Districts

- 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.

**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF REQUEST FOR APPROVAL
OF A LARGE SITE DEVELOPMENT PLAN**

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

APPLICANT: _____

ADDRESS/LOCATION: _____

The Large Site Development 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.

**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF REQUEST FOR APPROVAL
OF A TRADITIONAL NEIGHBORHOOD DEVELOPMENT**

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

APPLICANT: _____

ADDRESS/LOCATION: _____

The Large Site Development 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.

**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF REQUEST FOR APPROVAL
OF A PUD MASTER PLAN**

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

APPLICANT: _____

ADDRESS/LOCATION: _____

The Large Site Development 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.

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