



**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](mailto:achester@pcb.gov)**

**REQUEST FOR ZONING or REZONING – Section 10.02.10**

**Applicant:**

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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.

**Parcel Number of Property for Zoning or Rezoning:** \_\_\_\_\_  
 (Information from Property Appraiser's Office)

**Address/Location of Property for Zoning or Rezoning:** \_\_\_\_\_

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. Please submit a total of ten (10) copies.

**Small Scale Amendment: \$1500.00 Large Scale Amendment: \$2100.00 Date Collected** \_\_\_\_\_

If a plan amendment is necessary, please provide an analysis of the consistency of the proposed amendment with all requirements of the Comprehensive Plan and LDC.

The procedure for review of application is found in Sections 10.02.01 and 10.02.10 of the LDC.

**Basic Submittal Requirements - LDC Section 10.02.02**

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.

Present Zoning Designation: \_\_\_\_\_ Requested Zoning Designation: \_\_\_\_\_ Future Land Use Map: \_\_\_\_\_

Deed Restrictions or Private Covenants apply to this property: \_\_\_Yes (Please submit a copy) \_\_\_No

**Applicant's Signature(s):**

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature

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

**FEES:**

**Rezoning Application Fee: \$900.00** \_\_\_\_\_

**Small Scale Amendment Fee: \$1500.00** \_\_\_\_\_ Includes the rezoning fee.

**Large Scale Amendment Fee: \$2100.00** \_\_\_\_\_ Includes the rezoning fee.

**Date Collected:** \_\_\_\_\_

## **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 return receipt requested. 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 Rezoning request a 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.

The Rezoning 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 unless otherwise specified.

**CITY OF PANAMA CITY BEACH PUBLIC NOTICE OF  
ANNEXATION, LARGE SCALE AMENDMENT  
AND ZONING DESIGNATION REQUEST**

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

**APPLICANT:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

\_\_\_\_\_

This is being requested because, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING INFORMATION:**

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

**Time:** \_\_\_\_\_

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

**The applicant for this rezoning 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  
ANNEXATION, SMALL SCALE AMENDMENT  
AND ZONING DESIGNATION REQUEST**

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

**APPLICANT:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

\_\_\_\_\_

This is being requested because, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING INFORMATION:**

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

**Time:** \_\_\_\_\_

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**CITY OF PANAMA CITY BEACH  
PUBLIC NOTICE OF REZONING REQUEST**

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

**APPLICANT:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

\_\_\_\_\_

This is being requested because, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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