



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.

10.02.02 Basic Submittal Requirements for Site Plans, Subdivision Plats, PUD Master Plans, PUD Final Development Plans, TNOD Master Plans, TNOD Final Development Plans, Telecommunications Towers, Telecommunications Antennas and Conditional Uses.

- 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.



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Additional Submittal Requirements for Site Plans - LDC Section 10.02.03

- A. All information required pursuant to section 10.02.02.
- B. Location and Use of any existing and proposed, principal or Accessory Buildings and structures, including Setbacks, required Yards, Building Heights and other dimensional requirements of the LDC.
- C. Pedestrian Access Plan showing the proposed vehicular Access points, Driveway design, on-site parking, internal circulation, Crosswalk or Pedestrian Crossover and sidewalks.
- D. Location of utilities, utility service and easements.
- E. Topographic survey, soil report and a grading, drainage and erosion control plan.
- F. Proposed buffer and landscaping plan.
- G. Location of significant natural features and habitats.
- H. Habitat Management Plan and Wetlands Impact Report (for those areas identified by the Comprehensive Plan).
- I. Delineation of proposed phases.
- J. Summary block containing:
 - a. Total acreage;
 - b. Total square footage;
 - c. Impervious area calculation;
 - d. Floor area ratio;
 - e. Total number of Parking Spaces, required and provided; and
 - f. total number of Dwellings/rooms.
- K. Infrastructure impact reports, if required by the LDC.
- L. Stormwater Management Plan which meets the requirements of Chapter 3 of the LDC.
- M. When required, certification by the Naval Support Activity-Panama City and/or the Airport Authority that, as proposed, the development will not cause any harmful interference or compromise safety or security for the operations in existence at the time of the application and certification that the applicant acknowledges its obligation to take all steps necessary to resolve any interference that actually occurs.

If you should have any questions, please contact the appropriate office:

Ken Thorndyke – Building Official 850-233-5054 ext. 2311 or at kthorndyke@pcb.gov
Andrea Chester – Planning Department 850-233-5054 ext. 2313 or at achester@pcb.gov