



**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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**Submittal Requirements for Telecommunications Towers and Antennas**  
**LDC Section 10.02.07**

Each application for a Telecommunications Tower or Antenna shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. Evidence of proper Federal Communications Commission licensure.
- C. A statement of intent that collocators will be permitted in cases where devices are required or proposed to accommodate more than one (1) provider. The positions of anticipated collocator Antennas on the mount and the space provided for collocator equipment shelters shall be shown on all Site Plans and elevations.
- D. Certification by the Naval Support Activity – Panama City and the Airport Authority that, as proposed, the device should not cause harmful interference with operation of the facilities in existence at the time of the application and certification that the applicant acknowledges its obligation to take all steps necessary to resolve any interferences that actually occurs.
- E. Certification as to compliance with or exemption from, any Federal or State regulations applicable to site.
- F. Certification that the proposed mount complies with regulations administered by the FAA, FCC and any State reviewing authority or that the mount is exempt from those regulations.
- G. Description of liability insurance of binding for the device.
- H. Identification of all existing Users (including the applicant) on the support structure to be replaced. This listing shall include existing Antennas, types of support structure and mounting positions for each such User and shall identify the FCC radio service for each such facility. The applicant shall also identify the proposed location for each such Antenna as well as any additional facilities which such User intends to place upon the proposed replacement structure.
- I. For each such existing Use, the applicant shall identify any future loading for which it has been requested to reserve capacity for future Use. For any such Users for which the applicant is not reserving future space, the applicant shall certify that it has contacted each such User and has been advised that such User does not anticipate requiring any additional support structure capacity at that site in the future.
- J. The applicant shall identify all prospective Users of the support structure, not identified above, for which it has either entered into negotiations or agreed to provide space on the support structure. The applicant shall identify:
  - 1. The proposed mounting location for each Antenna to be utilized by each such prospective User; and
  - 2. The capacity for which the applicant has been requested to reserve future loading capacity.
- K. The applicant shall identify all additional capacity which will be available for future Collocation Use at the proposed structure beyond the Collocation users identified in section 10.02.07 (B)-(J).
- L. A full set of engineering drawings, which drawings shall be stamped by a registered Florida engineer,

specifying the dimensions of all structural members and mounting facilities to be incorporated into the support structure for all loading identified in sections 10.02.07 (H)–(K) and shall expressly identify each such Antenna as having been incorporated into the support structure design. These drawings shall also include the foundation design for the proposed structure. In addition, the registered Florida engineer shall certify compliance with both the then-current EIA/TIA 222 standard as well as the applicable provisions of the Standard Building Code, which include a 120-mph wind load, as defined by the American Society of Civil Engineers, Publication No. 7 of 1993 (ASCEE7-93) and the 1997 Standard Building Code or its then-current replacement. Where conflicting standards are set forth in those documents, the more stringent standard shall be utilized in the design.

- M.** An estimate of the cost to remove all structures in the event that the structure is abandoned or discontinued, and a bond guaranteeing the costs of removal. The cost estimate shall be signed and certified by a general contractor licensed in Florida.