



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 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.
8. Environmental impact report.
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)