



**BAY COUNTY BOARD OF COUNTY COMMISSIONERS
 COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING AND ZONING DIVISION
 840 West 11th Street, Room 2350
 Panama City, Florida 32401
 (850) 248-8250 FAX (850) 248-8267**

**Application for a Parking Lot Vendors Permit
 Bay County Land Development Regulations – Section 3507**
 (Please type or print clearly)

File No.: _____
 (To be completed by Staff)

Date Received: _____
 (To be completed by Staff)

A) Applicant Information (Owner and/or authorized agent)

Owner's name(s):*	_____	Authorized agent:	_____
Mailing address:	_____ _____	Mailing address:	_____ _____
E-mail:	_____	E-mail:	_____
Telephone:	_____	Telephone:	_____
FAX:	_____	FAX:	_____

Attach a letter from the property owner granting authorization if an agent is submitting the application.

* If necessary, attach an additional sheet that contains this information.

B) Site Information

Address of proposed of Parking Lot Vending:	_____

Property ID number:	_____
Property size in acres or square feet:	_____
Property's Future Land Use Map Designation:	_____
Property's Zoning District:	_____

C) Property Uses

Subject property's current use:	_____
Surrounding property uses North:	_____
South:	_____
East:	_____
West:	_____

D) Utilities

Source of water:	_____
Sewage disposal:	_____

E) Business

Describe the type of business: _____

F) Parking Lot Vendors Information

The following information must be provided prior to the County initiating its review and taking final action on the request for a Parking Lot Vendor permit:

1. Written permission of the property owner of the lot to conduct business;
2. Payment of an application fee in the amount of fifty dollars (\$50.00) to defray the cost of processing the application and verifying compliance with the required standards; and
3. A dimensioned site plan, drawing notes, narratives and construction plans, if applicable, to show the proposed location and dimensions of site features for the temporary use or structure, demonstrating compliance with this section and other applicable provisions of the Land Development Regulations and building and safety codes.

Parking Lot Vendor Operational Standards:

1. No property shall be permitted one (1) or more parking lot vending permits for more than seven (7) consecutive days or for more than seven (7) days within any thirty (30) day period.
2. The applicant shall have the written permission of the property owner to conduct parking lot sales on the property.
3. The applicant shall have written permission of the owner or operator of the operating business for customers and employees of the parking lot vendor to use the restrooms of the business operating on the property.
4. Parking lot vending shall not take place or be located within:
 - a. Any required setback or buffer area;
 - b. Any public right-of-way;
 - c. Any required parking space;
 - d. Any driveway or access way or in such a manner as to block a driveway or access way; or
 - e. Any designated fire lane or in such a manner as to block a fire lane.
5. Parking lot vendors shall provide one (1) parking space for every two hundred (200) square feet of sales area, in addition to the parking required to serve the business(s) operating on the property.
6. The display of goods for sale more than four (4) feet from the closest exterior wall of a building on the premises shall be deemed parking lot vending.
7. In the Beaches Area Special Treatment Zone, parking lot vending is permitted on a property containing an operating business in the "C-1," "C-2," "C-3," "C-3A," "C-4," "SR-1," "SR-1A," and "SR-2" zoning districts.

G) Certification and Authorization

1. By my signature, I certify that the information contained in this application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and or revocation of any approval based on this application.
2. I authorize County staff to enter upon my property at any reasonable time for the purpose of site inspection.
3. I _____ (print name) as the property owner or authorized property owner representative have read and understand the attached information concerning this application.

Applicant name (type or print)

Applicant signature

Title and company (if applicable)

Date

Notice: Issuance of a development permit by a county does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state federal law.