



**BAY COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
 PLANNING AND ZONING DIVISION  
 840 West 11<sup>th</sup> Street, Room 2350  
 Panama City, Florida 32401  
 (850) 248-8250 FAX (850) 248-8267  
 e-mail: [planning@baycountyfl.gov](mailto:planning@baycountyfl.gov)**

**Application for a Variance,  
 Conditional Use Permit, or  
 Planned Unit Development**

**Applicant Information** (Owner or authorized agent)

<b>Owners name:</b>		<b>Authorized agent:</b>	
<b>Mailing address:</b>		<b>Mailing address:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>FAX:</b>		<b>FAX:</b>	

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

**Site Information**

<b>Address/location of proposed project (if available):</b>	
<b>Property ID number:</b>	
<b>Property size (acres / square feet):</b>	
<b>Future Land Use Map designation:</b>	

A legal description must be attached in order for the application to be considered complete. Please include survey if available. Provide an 8.5 X 11 copy.

A copy of a signed deed or other instrument documenting legal interest in the property to be amended must be attached for the application to be considered complete. Provide an 8.5 X 11 copy.

Two aerial photographs obtained from the Bay County Property Appraisers Office which identifies the subject property and all property within a 500 foot radius of the subject property must be attached to this amendment application. Provide an 8.5 X 11 copy.

**Review Fees**

- 1. Variance \$1,210
- 2. Conditional Use Permit \$1,210
- 3. Change or Amend CUP \$1,210
- 4. Planned Unit Development \$1,210
- 5. Amendment to PUD (Req. BOCC Approve) \$1,210
- 6. Administrative Amendment PUD \$ 200

**A) Site Information**

<b>Current property use</b>	
<b>FIRM Zone &amp; Panel No.</b>	
<b>Wetlands</b>	
<b>Aquifer recharge</b>	
<b>Coastal Area</b>	
<b>Wildlife habitat</b>	
<b>Surrounding land uses</b>	<b>North:</b>
	<b>South:</b>
	<b>East:</b>
	<b>West:</b>

**B) Utilities**

<b>Source of water</b>	
<b>Sewage disposal</b>	
<b>Electricity provider</b>	

**C) Project Information**

For Variance request please submit pages 1 – 3 and page 7 of the application.

For Conditional Use Permit (CUP) request please submit pages 1 – 2, pages 4 – 5 and page 7 of the application.

For Planned Unit Development (PUD) request please submit pages 1 – 2 and pages 6 – 7 of the application.

**D) Attach one copy of the deed to the property, a site plan of the property and a vicinity map.**

Please be advised that your property may be subject to private covenants and restrictions which, under Policy 8.5.2 of the Bay County Comprehensive Plan, are encouraged and supported by the Bay County Board of County Commissioners provided such restrictions do not conflict with the Plan.

## VARIANCE REQUEST

A variance is a modification of Code regulations due to conditions peculiar to the property involved and not the result of actions of the applicant. On a separate sheet(s), provide a detailed description of the modification of regulations that are proposed, including specific Code sections.

**Standards of Review:** In accordance with Section 208 of the Bay County Land Development Regulations, the following criteria are used to review a Variance Application.

1. The variance shall not authorize changes to the Comprehensive Plan Future Land Use Map, the Official Zoning Map, or the densities and allowable uses associated therewith.
2. The applicant must clearly demonstrate and show that the hardship is unique to the applicant and the applicant's property, and is not suffered by adjacent or nearby property owners or the general public.
3. The hardship relates to the land involved rather than the applicant's personal circumstances.
4. The hardship is not the result of the applicant's own actions.
5. The variance, if approved, is the minimum necessary to provide reasonable, beneficial use of the property involved.
6. The variance is specifically intended and necessary to promote other important County objectives or policies.

**Burden of Proof:** The burden of proof for showing sufficiency for unnecessary or undue hardship shall be clearly upon the applicant. The applicant must present clear and convincing evidence to support the Standards of Review findings.

**CONDITIONAL USE PERMIT  
(New or Amended)**

On a separate sheet(s), provide a detailed description of all proposed uses, development schedule, and operational standards.

**Standards of Review:** In accordance with Section 1206 of the Bay County Land Development Regulations, the following criteria are used to review a Conditional Use Permit application.

1. The request is consistent with all applicable provisions of the Comprehensive Plan.
2. The request shall not adversely affect adjacent properties in terms of creating a nuisance, reduction in property values, or other quantifiable measure.
3. The request is compatible with the existing or allowable uses of adjacent properties.
4. The request can demonstrate adequate public facilities, including roads, drainage, potable water, sanitary sewer, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed but in no case shall concurrency management requirements be exceeded.
5. The request can demonstrate adequate provision for maintenance of the use and associated structures.
6. The request has minimized, to the degree possible, adverse affects on the natural environment.
7. The request will not adversely affect the public health, safety, or welfare.
8. The request conforms to all other applicable provisions of the Code.

**BAY COUNTY PLANNING AND ZONING DIVISION  
SUBMITTAL REQUIREMENTS FOR A  
CONDITIONAL USE PERMIT**

The following information must be submitted in sufficient detail to allow staff to determine compliance with the development standards contained in the Bay County Land Development Regulations:

1. General Information
  - Site plan consisting of a boundary survey including property dimensions and size in acres and square feet.
  - Location or vicinity map.
  - Scale of drawing and north directional indicator.
  - Locations of structures within 50-feet of the subject property boundary.
  - A completed Bay County application for a Conditional Use Permit and payment of the processing fee.
  - For Communications Towers: A written, notarized statement demonstrating compliance with LDR Section 2710.3.
  
2. Building Information
  - Exterior dimensions, shapes, and square footage of all existing and proposed structures.
  - Exterior elevations of all existing and proposed structures.
  - Height from existing grade of all existing and proposed structures.
  - Percentage of lot coverage.
  - Front, side, and rear yard setbacks.
  
3. Site Information
  - Location and names of all adjacent streets, highways, or driveways within 50-feet of the subject property.
  - Location, dimensions, and geometry of vehicular connections onto adjacent streets or highways.
  - Location, dimensions, and configuration of parking areas including parking spaces, circulation aisles, loading zones, and turn-arounds.
  - Preliminary landscaping plan including plant materials, location, dimensions, and configuration.
  - Type and product designation of parking and circulation area construction materials.
  
4. Environmental Information
  - Location of all wetlands.
  - Location of all FIRM zones, flood hazards areas and base flood elevation, if applicable.
  - Locations, dimensions, and type of any in-water construction.
  - Location of shoreline using mean high water or ordinary high water.
  - Location of the Coastal Construction Control Line and Erosion Control Line.
  - Location of Conservation Zones or Ecosystem Management Areas.

**BAY COUNTY PLANNING AND ZONING DIVISION  
SUBMITTAL REQUIREMENTS FOR A  
PLANNED UNIT DEVELOPMENT**

Section 1104.1. of the Bay County Land Development Regulations requires all applicants seeking approval of a Planned Unit Development (PUD) to request in writing a pre-application conference with the Planning Official. This request should include a brief description of the proposed PUD including size, location, description of uses, density, intensity, and a listing of any deviations from the bulk standards.

For the final PUD application, provide a detailed description of all proposed uses, the development phasing schedule, residential area and density, commercial area and intensity, area and type of lands dedicated for public purposes, road construction, utility installation, and areas intended to remain as open space or resource preservation.

1. General Information:

- An accurate legal description of the entire area under immediate development within the planned development.
- Future Land Use Map designation and zoning district boundaries.

2. Building Information:

- A Master Plan of the entire development area; including total number of residential units and unit types, total number of non-residential units, and total square footage for each type of development;
- A development phasing schedule including sequence for each phase, approximate size of the area in each phase, and proposed phasing of construction of public recreation and common open spaces, and specified location of buildings; and
- Total land area, and approximate location and amount of open space included in each area.

3. Site Information:

- Approximate location of proposed and existing streets and pedestrian and bicycle routes, including points of ingress and egress; and
- Other documentation reasonably necessary to permit satisfactory review under the requirements of this Code and other applicable county ordinances.

**E) 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 authorize the placement of a public notice sign on my property at a location to be determined by County staff.
- (4) 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

# **VARIANCE, CONDITIONAL USE PERMIT, AND PLANNED UNIT DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST**

Planning and Zoning Staff will only accept complete applications.

<b>Requirements</b>	<b>Check if Complete</b>
<b>Complete Application Form</b>	
<b>Variance \$1,210.00 Fee</b>	
<b>CUP (New) \$1,210 Fee</b>	
<b>CUP (Amendment) \$ 700 Fee</b>	
<b>PUD (New) \$1,210 Fee</b>	
<b>PUD (Amendment) \$ 700 Fee</b>	
<b>Letter of Authorization (if necessary)</b>	
<b>Site Plan (8.5 X 11 copy)</b>	
<b>Signed Deed to Property (8.5 X 11 copy)</b>	
<b>Survey/Map of Property (8.5 X 11 copy)</b>	

**Be aware of internet scams. These application fees are due at the time of submittal. County staff will not request any further application fees by email once these fees are received. Please alert staff if you receive additional request for application fees (850-248-8250).**