



CITY OF PANAMA CITY BEACH
Building and Planning Department
116 S. Arnold Road, Panama City Beach, FL 32413
850-233-5100 ext. 2429 Fax: 850-233-5049
Email: planningdivision@pcbfl.gov

PUD MASTER PLAN OR MODIFICATION
LDC Section 4.02.05 & 10.02.05

Application Submittal Requirements: LDC Section 10.02.01

Property Owner(s) Name: _____

Address: _____

City: _____ State: _____ Zip _____

Email: _____ Telephone: _____ Cell: _____

Name of Acting Agent: _____

Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner regarding the application and associated procedures. Attached to the application.

Application Submittal Requirements: LDC Section 10.02.02

Plan or Plat Preparer Name: _____

Address: _____

City: _____ State: _____ Zip _____

Email: _____ Telephone: _____ Cell: _____

Date of Preparation: _____ Date(s) of any modifications: _____

Legal Description: (Consistent with the Required Survey) -please attach to application

Survey (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. Please submit a total of 10 copies.

A vicinity map showing the location of the property and the Future Land Use Map designation for the property.

APPLICANTS SIGNATURES:

 Print Name of Applicant

 Signature Date

 Print Name of Applicant

 Signature Date

Payment Fee: \$800.00 Application Type: PUD Mast Plan / Modification Date Collected: _____

LDC Section Submittal Requirements for PUD Master Plans

4.02.05

Each application for a PUD Master Plan shall contain the following information for Standards:

- A. A planned unit development (**PUD**) is a zoning district intended to provide for flexible site design. The purpose and intent of establishing the **PUD** district are to provide procedures and standards that encourage a mixture of *Uses* anywhere in the City that are functionally integrated and that encourage innovation and imagination in the planning, design and **Development** or **Redevelopment** of tracts of land under **Single Unified Ownership or Control**.
- B. A property owner has no legal right for approval of a Master Plan. Rather, the City shall approve a **PUD** Master Plan only when it has determined that the applicant has demonstrated, to the satisfaction of the City, that the **PUD** Master Plan provides a sufficient public benefit to justify allowing the property owner to deviate from otherwise applicable minimum requirements of the **LDC**.
- C. A **PUD** shall include at least one (1) **Residential Use** and one (1) non-residential **Use**. At least three (3) **Uses** shall be included in the **PUD**. Each *Use* shall comprise at least ten (10) percent of the total land area of the **PUD** and shall be selected from the following list. Acreage dedicated to **Streets**, stormwater and other common spaces shall not be utilized in the calculation of the 10% percent lot minimum.
1. *Single Family Residential*;
 2. *Multi-family Residential*;
 3. *Retail Sales or Services* or *Personal Services*;
 4. *Silviculture*;
 5. *Public Uses*;
 6. *Recreation* or *Open Space*; or
 7. *Light Industry*, provided the Planning Board determines that the activity has a minimal impact and is subordinate in size and intensity to at least one (1) other land **Use** within the **PUD**.
- D. **Development** of each **Use** in a **PUD** shall comply with the provisions for the most restrictive zoning district classification in which that **Use** is allowed unless the **City** approves deviations from the strict application of requirements of the applicable zoning district classifications. The **City** may approve such deviations when it determines that the **Development** protects the public interest and provides a public benefit. For purposes of this section, examples of a public benefit include, but are not limited to: dedication for parks and beach access; protection of environmentally sensitive resources; or the provision of extra **Open Space**, buffering and landscaping.
- E. Deviations in design standards may be approved for the following:
1. **Lot** area and **Lot** dimensions, so long as the **Development** conforms to the maximum density and intensity established for the site. The maximum density and intensity of the site shall be that permitted by the underlying zoning district. The maximum density shall only be applicable to those areas designated as **Residential** on the approved Master Plan. Acreage designated as non-residential on the Master Plan may not be Used in the calculation of **Residential** density. The

maximum intensity shall only be applicable to those areas designated as non-residential on the approved Master Plan. Acreage designated as **Residential** on the Master Plan may not be Used in the calculation of non-residential intensity. **Residential Uses** may be permitted by the Planning Board within non-residential areas (as shown on an approved Master Plan) subject to a limitation of the intensity standard of the underlying zoning district. Density shall not apply to **Residential Uses** within non- residential area as shown on the Master Plan.

2. Parking requirements. See section 4.05.00.
3. **Sign** standards for the area, number and size of signs may be modified subject to the approval of a master signage plan that establishes a coordinated signage program within the **PUD**.
4. Roadway and **Access** standards. All sites within a Planned Unit **Development** shall provide at least one vehicular **Access** and at least one pedestrian and bicycle **Access** to at least one other portion of the Planned Unit **Development**.
5. **Setback** requirements, provided that a minimum **Setback** of twenty-five (25) feet shall be required when non-residential **Development, Multi-family Development or Townhomes** within the **PUD** is proposed to abut land zoned or Used for **Single Family Residential Development** outside of the **PUD**.

F. A **PUD** district shall be established by **Rezoning** and simultaneous approval of a **PUD** Master Plan for the entire area **Rezoned**, both according to the procedures established in Chapter 10. In order to approve a **PUD** Master Plan or any revision thereto the City Council, after receiving the recommendation of the Planning Board, must determine that the following conditions (among others it deems appropriate) are met by the applicant:

1. The planned **Development** is consistent with the Comprehensive Plan;
2. The planned **Development** is coordinated rather than an aggregation of individual and unrelated **Buildings** and **Uses**;
3. The planned **Development** incorporates a compatible mix of **Residential** and **non-residential Uses**;
4. The planned **Development** incorporates three **Uses** meeting the required minimum proportions;
5. The applicant is providing sufficient public benefit to allow the applicant to deviate from the regulations for **Development** of the **Uses** in the city's base zoning districts; and
6. All land included for purpose of **Rezoning** to a **PUD** zoning district encompasses at least 5 acres and is owned or under the control of the applicant.
7. The planned **Development** is compatible with existing **Development** abutting the proposed **PUD** district as demonstrated by the following factors, considered from the point of view of the abutting **Development**:
 - a. Existing **Development** patterns;
 - b. Scale, mass, height and dimensions of existing **Buildings**;
 - c. Total density and density transitions;

- d. Intensity, as measured by floor area ratio and transitions;
- e. Extent and location of parking, *Access* points and points of connectivity to surrounding neighborhoods;
- f. Amount, location and direction of outdoor lighting; (g) Extent and location of *Open Space*; and
- h. The location of *Accessory Structures* such as dumpsters, recreational equipment, swimming pools or other structures likely to generate negative impacts such as noise, lights or odors;
- i. Sufficiency of *Setbacks* to mitigated potential nuisances; and
- j. Proximity and use of all areas that will be utilized for any purpose other than landscaping.

G. Revisions to an Approved *PUD* Master Plan: Revisions to an approved *PUD* Master Plan shall be made in accordance with section 10.15.00 of this *LDC*. A substantial deviation may be approved only if the *PUD* Master Plan, as revised, could be approved as an original master plan. Notice of the application shall be mailed to each owners of property within the *PUD* as known by reference to the most recent, final ad-valorem tax roll prepared by the Bay County Property Appraiser, unless such owner has signed or consented in writing to the application. Notwithstanding the requirements of Section 10.15.00, a substantial deviation may be approved without consent of all the owners of property within the *PUD* where:

1. All owners of the property to which the revisions will apply sign the application;
2. The previously approved *PUD* Master Plan does not authorize a transfer of densities or intensities between the property to which the revision will apply and any different or parcel or property within the *PUD*, unless all the then current owners of that different parcel or property consent to the application and;
3. The applicant demonstrates that the revision will not materially and adversely affect (i) the permitted Use or enjoyment of any parcel or property within the *PUD* to which the revisions will not apply, or (ii) the investment backed expectations of a reasonable man for that property.

H. No development shall occur until a final development plan for the *PUD* has been approved.

**LDC Section Additional Submittal Requirements for Large Site Development,
10.02.05 TNOD, and PUD Master Plans**

Each application for a **Large Site Development, TNOD, or PUD Master Plan** shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. A statement of objectives describing the general purpose and character of the proposed **Development**, including type of structures, **Uses, Lot** sizes and **Setbacks**.
- C. A boundary survey.
- D. Perimeter buffering and landscaping.
- E. General location and size of **Land Uses**.

- F.** Type of zoning districts and existing **Uses** abutting the proposed **Development** boundaries.
- G.** A detailed, written list and complete explanation of how the proposed **Development** differs from any provision of the **LDC**, including a comparison with the **Lot** and **Building** standards of the underlying zoning district. If the Master Plan is approved, any such difference not listed or explained shall not be recognized or permitted and no such difference shall be implied or inferred.
- H.** A detailed explanation of the public benefit which justifies allowing the property owner to deviate from otherwise to deviate from otherwise applicable minimum requirements of the **LDC**.
- I.** A timeline for the Development, which addresses the following items:
- 1.** Development phases, if applicable and benchmarks for monitoring the progress of construction of each phase. Wherever applicable, the benchmarks shall include:
 - a.** Land Clearing;
 - b.** Soil stabilization;
 - c.** Construction of each landscaping element of horizontal infrastructure, including, but not limited to, roads, utilities and drainage; and
 - d.** Vertical infrastructure and improvements.
 - 2.** The Final Development Plan shall be submitted within one (1) year of Master Plan approval. The timeline shall show that construction of the horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the final development plan; provided that in the event the Development is divided into phases, the timeline shall show that construction of Phase 1 horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the first final development plan and that the horizontal infrastructure for all remaining phases will be substantially completed within four (4) years after approval of the final development plan.
 - 3.** The timeline shall provide that ninety (90) percent of the land area of the Development, excluding horizontal infrastructure, will be built-out to its intended, final Use within ten (10) years of approval of the master plan.
 - 4.** Proposed dates for the submittal of progress reports.
- J.** Other applicable information as required on the application for **Development** master plan or which the Applicant may desire to submit to demonstrate satisfaction of the conditions set forth in this **LDC**.
- K.** This section shall not be constructed so as to require detailed engineering or **Site Plan** drawings as a prerequisite to approval by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed **Development, Open Space**, conservation areas, etc. (bubble plan); however, detailed drawings and information consistent with the approved master plan will be required prior to approval of a final development plan for any phase(s) of **Development**. In the event that the master plan contains no provision for a particular matter that is regulated in the underlying zoning district or the prior zoning district in the case of PUD generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying or prior zoning district.
- L.** The applicant must provide evidence of its hosting of a **COMMUNITY MEETING** regarding the proposed application, in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.

1. **Reasonable Time and Place.** If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9am and 7:30pm. The meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.
2. **Notice.** Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the community meeting in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B.
3. **Agenda.** Topics covered in the community meeting shall include, but are not limited to: scale, density, intensity, building heights, setbacks, potential traffic impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.
4. **Summary.** The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the concerns raised by the noticed persons; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development.
5. **Physical attendance by the applicant mandatory.** The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.

Large Site Development in Front Beach Overlay Districts

1. **Purpose.** This subsection establishes standards for the Development of large sites located in one or more FBO districts to encourage Development that achieves the following objectives:
 - a. Improving connectivity between adjacent Developments and reducing reliance on Front Beach Road to carry all east-west traffic;
 - b. Accommodating parking on internal Local Streets;
 - c. Supporting bicycling, walking and transit Use;
 - d. Minimizing traffic speeds;
 - e. Maintaining a sense of enclosure along the Streets;
 - f. Ensuring compatibility through design and gradual transitions in height and Development intensity;
 - g. Promoting a compatible mix of Uses that results in greater internal trip capture; and
 - h. Providing a variety of common areas and outdoor spaces within the Development.
2. **Applicability.** This section 7.02.03P applies to any Parcel or combination of contiguous Parcels under Common Ownership or Control that encompass five (5) or more acres.
3. **Procedure for Large Site Development.** Applications for large site Development shall follow the procedures in section 7.02.03Q.1.(b).
4. **Street Types and Specifications.** Front Beach Road, South Thomas Drive and Arnold Road Street design shall be consistent with the standards established by the CRA in the Front Beach Road Streetscape Design Guidelines Manual. Internal Streets on Parcels abutting Front Beach Road shall be designed and constructed to connect to adjacent properties unless the City finds that the benefits of improved traffic flow, emergency Access and public safety are outweighed by resulting environmental damage or neighborhood disruption. Internal Streets shall comply with section 4.04.04.
5. **On-Street Parking.** Parking Spaces shall be provided on Streets that are internal to large developments.



**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF
PUD MASTER PLAN APPROVAL REQUEST**

The City of Panama City Beach Planning Board will consider the following request:

APPLICANT: _____

ADDRESS/LOCATION: _____

The *PUD MASTER PLAN* is being requested because, _____

MEETING INFORMATION:

Date: _____

Time: _____

**Place: City Council Meeting Room
17007 Panama City Beach Parkway
Panama City Beach, FL 32413**

The applicant for this request is required by the City of Panama City Beach to send you this letter because, the tax rolls show you own property, in whole or in part, within three hundred (300) feet of the subject property.

Any questions you may have regarding this request please contact the City of Panama City Beach Building and Planning Department at 850-233-5100, ext. 2429.



**CITY OF PANAMA CITY BEACH
PUBLIC NOTICE OF
PUD MASTER PLAN MODIFICATION**

The City of Panama City Beach Planning Board will consider the following request:

APPLICANT: _____

ADDRESS/LOCATION: _____

The *PUD MASTER PLAN MODIFICATION* is being requested because, _____

MEETING INFORMATION:

Date: _____

Time: _____

**Place: City Council Meeting Room
17007 Panama City Beach Parkway
Panama City Beach, FL 32413**

The applicant for this request is required by the City of Panama City Beach to send you this letter because, the tax rolls show you own property, in whole or in part, within three hundred (300) feet of the subject property.

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