

# Residential Designed Manufactured Home (RDMH) Applicant's Development Guide

Development Services Department – Planning & Zoning Division  
City of Panama City, City Hall, 501 Harrison Avenue, 2<sup>nd</sup> Floor, Room 217, Panama City, FL 32401  
Phone: 850-872-3025 | Email: [planning@panamacity.gov](mailto:planning@panamacity.gov) | Website: [www.panamacity.gov](http://www.panamacity.gov)

**Application Fee:** \$100

**Review Fee:** N/A

**Total Fee:** \$100

**All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will need to be submitted electronically.**

This application and information packet is intended for applicants seeking to initiate the Development Order review process for the development of a Residential Designed Manufactured Home (RDMH).

**PLEASE NOTE:** Residential uses (single-family homes, duplexes, triplexes, quadplexes, multi-plex, apartments etc.) are NOT permitted in the following zoning districts: Preservation (P), Silviculture (SIL), General Commercial-1 (GC-1), General Commercial-2 (GC-2), Light Industrial (M-1), Heavy Industrial (HI), Public Institutional (P/I) and Recreation (R).

Application Submittal Checklist Items	Applicant Verification	Staff Verification
Completed Development Order application to be submitted to the Development Services Department.		
The application will need to comply with Residential Designed Manufactured Home (RDMH) design requirements and supply any certificates or documentation as stated herein.		
Payment of all applicable Fees. Fees cannot be waived and are non-refundable. The "Review Fee" shall be assessed for the initial review and each subsequent submittal and review of revised plans.		
Completed Tree Removal Permit (if applicable). All trees being removed outside proposed building footprint will require a tree removal permit.		
Right of Way Permit (if work is proposed in City Right of Way)		
Copy of Deed or Legal Description.		
Survey (signed and sealed)		
Signed and Sealed Boundary Survey		
Signed and Sealed Architectural Floorplans and Elevations/Renderings		
Signed and sealed site plan, drawn to scale, depicting:		
<ul style="list-style-type: none"> <li>Location of surrounding physical features, waterbodies, streets, railroads, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>Exact size of the site in acres &amp;/or square feet, including linear dimensions of all structures;</li> </ul>		
<ul style="list-style-type: none"> <li>Plan for general development of the site including residential density.</li> </ul>		
<ul style="list-style-type: none"> <li>Any existing structures showing setbacks from the property line; and</li> </ul>		
<ul style="list-style-type: none"> <li>The height of the structure &amp; impervious surface ratios, when applicable.</li> </ul>		
All applicable permits and/or authorizations from federal, state, and local government agencies.		
Completed and notarized City of Panama City Ownership and Applicant/Application's Agent/Representative Authorization Form is required. No other authorization letters, lease agreements, contracts, forms etc. will be accepted.		

All completed applications must be filed with the City of Panama City Development Services Department, 2<sup>nd</sup> Floor, City of Panama City Hall, 501 Harrison Avenue, Panama City, Florida 32401. Hard copies must be delivered to the Development Services Department. All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered.

A complete application will include all materials and completed documents as stated herein. A complete application will initiate the Development Order review process. Additional comments or materials may be requested by members of the Technical Review Committee (TRC) during the review process.

### Residential Designed Manufactured Home Design Criteria

#### Residential Designed Manufactured homes must meet the following criteria:

- ☐ 1. Eaves on the structure shall be 6 inches or greater;
- ☐ 2. The roof pitch, following installation on site in accordance with the (4/12) or greater;
- ☐ 3. The home shall be designed with one the of the following pairs of features:
  - ☐ Dormer(s) and Covered Porch (minimum 72 square feet); or
  - ☐ Dormer(s) and attached garage/carport; or
  - ☐ Covered Porch (minimum 72 square feet) and attached garage/carport
- ☐ 4. The home shall be designed with low-profile finished floor set that does not exceed 30 inches from the bottom of the floor joist to the exterior grade for the front or entry elevation:
- ☐ 5. The exterior (high-quality) siding shall be composed of one or more of the following:
  - ☐ fiber cement board,
  - ☐ hardwood siding,
  - ☐ engineered wood siding,
  - ☐ masonry,
  - ☐ stone,
  - ☐ stucco, or
  - ☐ vinyl siding backed with oriented strand board;
- ☐ 6. The home shall have a permanent foundation that meets the following criteria:
  - ☐ Masonry perimeter wall; or
  - ☐ Perimeter blocking
  - ☐ Engineered Foundation certified by a register architect or professional engineer;
- ☐ 7. A walkway or sidewalk to the front door.
- ☐ 8. A concrete or paved driveway in the front, side or rear of the property.
- ☐ 9. Applicant must provide Colored Elevations of the proposed home.
- ☐ 10. Provide the Name of the Home Manufacturer: \_\_\_\_\_

I hereby agree to all City Codes regarding building construction and certify that the above information is correct.

Owner/Contractor Name

Title

Phone Number

