



City of Port Richey  
6333 Ridge Road  
Port Richey, Florida 34668

Appeals to  
Administrative  
Decision

Appeals to  
Administrative Decisions

All applicable sections must be completed

Section A

Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's City/State/Zip: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_ Owner's Fax #: \_\_\_\_\_

**Applicant information if other than owner:**

Property Interest of Applicant: Lessee \_\_\_ Purchaser \_\_\_ Other \_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's City/State/Zip: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_ Applicant's Fax #: \_\_\_\_\_

**Agent information if other than owner or applicant:**

Agent's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's City/State/Zip: \_\_\_\_\_

Agent's Phone #: \_\_\_\_\_ Agent's Fax #: \_\_\_\_\_

Contact Person: Owner \_\_\_ Applicant \_\_\_ Agent \_\_\_

**Section B.** Description

Code Section(s) for which the applicant alleging an error has been made in any order, requirement, decision or determination.

---

Description of Remedy Requested:

---

---

---

---

---

Description of decision, maker of decision, date decision made, and allegation of the error in an order, requirement, decision or determination made by the building and zoning official in the administration and enforcement of the ordinances.

---

---

---

---

---

---

**Section C.** If a Lot & Structure is involved provide the following information.

The area of the land in question, stated in square feet if less than one acre, and in acres if one acre or more. \_\_\_\_\_

Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Existing Bldg. Sq. Ft. \_\_\_\_\_ New Sq. Ft. \_\_\_\_\_ Height of Bldg. \_\_\_\_\_

Actual Existing:

Front Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

New (Requested Change if any):

Front Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

As Required By Code:

Front Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

Property complies with area/width requirements of District? \_\_\_\_\_ Yes \_\_\_\_\_ No

Property use is listed as permissible within District? \_\_\_\_\_ Yes \_\_\_\_\_ No

Application for same Special Exception/Variance upon property denied or withdrawn within the past 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what was the application #: \_\_\_\_\_

**Section D. Deed/Map Attachments ALL MUST BE ATTACHED**

Attachments (please number correspondingly):

- D-1 A copy of the ownership deed or if submitted by other than the owner(s) or his authorized representative, a notarized statement by the owner(s) authorizing the application and a copy of a purchase agreement document.
- D-2 Legal Description.
- D-3 Vicinity map.
- D-4 Site Plan (to scale) with adjoining property showing current Zoning and Use.
- D-5 Letter from applicant giving the agent authorization to act on the applicants behalf. (Notarized letter)
- D-6 Other information may be requested by staff if needed.

**Section E. Attachments to Application – Supporting Documentation, Evidence, Maps, Drawings, Plans, etc., necessary to substantiate the merits of the Appeal.**

**Section F. Affirmation.**

The undersigned affirms that he/she has knowledge of the matters stated herein; and, that the information is true, accurate and complete. The undersigned is aware that whoever knowingly makes a false statement with the intent to mislead a public servant shall be guilty of a misdemeanor. (FS §837.06)

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**18 copies** of all information that is **larger than 8½ x 11** must be submitted, only **1 copy** of all information **8 1/2 x 11 or smaller** must be submitted.

**All lines must be completed.  
Put NA in blanks where “Not Applicable”.**

**Section G. Fees**

1	<b>Zone change</b>	\$750.00
2	<b>Land use plan amendment</b>	\$750.00 plus (see below)
	Residential:	
	a. Less than five acres	\$10.00 per unit
	b. Five acres or more	\$50.00 per acre
	Nonresidential	
	a. Less than three acres	\$0
	b. Three acres or more	\$50.00 per acre
3	<b>Conditional use</b>	\$500.00
4	<b>Site plan/plat review</b>	\$500.00
	Residential	
	a. Preliminary	\$500.00, + \$150.00/ hour for city engineer’s review
	b. Final	\$500.00, + \$150.00/ hour for city engineer’s review
	Nonresidential:	
	a. Preliminary, final	\$500.00, + \$150.00/ hour for city engineer’s review
	b. Revised final	\$200.00, +\$150.00/ hour for city engineer’s review
5	<b>Filing fees for Board of Adjustment:</b>	
	a. Variance & Special exception:	
	1. Nonresidential	\$500.00, +\$150.00/ hour each for city engineer or city attorney review if required + advertising expense
	2. Residential	\$250.00, +\$150.00/ hour each for city engineer or city attorney review if required + advertising expense
	b. Appeals to administrative decision	\$500.00, + \$150.00/ hour each for city engineer or city attorney review if required, + advertising expense
6	<b>DRI review</b>	\$2,500.00, + \$150.00/ hr. each for city engineer and attorney review
	Substantial deviation	\$2,500.00, + \$150.00/ hr. each for city engineer and attorney review
7	<b>Zoning clearance</b>	\$50.00
8	<b>Liquor clearance</b>	\$50.00 (\$15.00 if no field check required)
9	<b>Billboard check</b>	\$50.00
10	<b>Revisions or re-inspections</b>	½ original flat fee + \$75.00/ hour review (if applicable).

**This section completed by city personnel**

**Application Number:** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_