



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

Planning & Zoning Board

Zoning  
Change  
Application

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

Description of Remedy (use attachments if needed):

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Description of how property is currently used (use attachments if needed):

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Section C. Lot & Structure 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: \_\_\_\_\_

Requested change to Zoning: \_\_\_\_\_

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 New District? \_\_\_ Yes \_\_\_ No

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

Application for same Zoning Change upon property denied or allowed to be withdrawn within the past 12 months?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 A full and accurate legal description of the land proposed to be rezoned, utilizing the most appropriate of the following methods:
  - a. Description by metes and bounds, utilizing bearings and distances;**
  - b. Description by reference to section, township, and range;**
  - c. Description by reference to lot, block, subdivision name, and plat book and page number(s), relative to a subdivision plat recorded in the land records of Pasco County;****
- D-3 Vicinity map.**
- D-4 Site Plan (to scale) with adjoining property showing current Zoning and Use.**
- D-5 Names & address of Adjacent property owners within 200 feet.**
- D-6 Other information may be requested by staff if needed.**
- D-7 The street address(es) of the land proposed to be rezoned or, if none, the location with respect to the nearby public roads in use.**
- D-8 The current zoning district classification(s) and the classification(s) proposed for such land. Applicants for a rezoning shall have the option of applying for a specific use or range of uses permitted under the zoning classification being sought.**
- D-9 The name(s) and address(es) of the owner(s) of the land.**
- D-10 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.**

**Section E. Attachments – Merits of Request Questions.**

- 1. Show that the application for rezoning is consistent with the goals, objectives, and policies of the comprehensive plan or relevant element of the comprehensive plan.**
- 2. Show that the proposed rezoning involves less than five percent of the total land area of the city or approximate percentage if greater.**
- 3. Provide a statement substantiating the need and justification for the rezoning of the land relative to the development and/or improvement of the city.**
- 4. Provide additional data or information deemed reasonably necessary, by the city or by the applicant, for proper review and consideration of the proposal.**

**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, % `Wcd]Yg` of all ]bformation 81/2 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>	\$750.00
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	\$750.00, +\$150.00/ hour each for city engineer or city attorney review if required + advertising expense
	2. Residential	\$750.00, +\$150.00/ hour each for city engineer or city attorney

		review if required + advertising expense
	<b>b. Appeals to administrative decision</b>	\$500.00, + \$150.00/ hour each for city engineer or city attorney review if required, + advertising expense
6	<b>DRC review</b>	\$1,000.00
	<b>Planner and Engineer Review</b>	\$1,250.00, + \$150.00/ hr. each for city engineer and planner review
7	<b>Zoning clearance</b>	\$100.00
8	<b>Liquor clearance</b>	\$50.00 (\$15.00 if no field check required)
9	<b>Revisions</b>	\$100.00
10	<b>1st Re-Inspection Fee</b>	\$60.00
11	<b>2nd Re-Inspection Fee</b>	\$75.00
12	<b>3rd Re-Inspection Fee</b>	\$100.00

**This section completed by city personnel**

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

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