

**PASCO COUNTY  
ZONING/CODE COMPLIANCE DEPARTMENT  
MPUD MASTER PLANNED UNIT DEVELOPMENT  
REZONING APPLICATION COMPLETENESS CHECKLIST**

**SUBSTANTIAL MODIFICATION**

Date: [REDACTED]

Project Name: [REDACTED]

Reviewer: [REDACTED]

**Unless otherwise indicated, persons to receive information will be an authorized agent, attorney, and applicant/developer.**

**Authorized Agent Information:**

Company Name: [REDACTED]

Contact Person: [REDACTED]

Contact Telephone Number: [REDACTED]

Contact E-Mail Address: [REDACTED]

**Attorney Contact Information:**

Company Name: [REDACTED]

Contact Person: [REDACTED]

Contact Telephone Number: [REDACTED]

Contact E-Mail Address: [REDACTED]

**Developer Contact Information:**

Company Name: [REDACTED]

Contact Person: [REDACTED]

Contact Telephone Number: [REDACTED]

Contact E-Mail Address: [REDACTED]

**Owner Contact Information:**

Company Name: [REDACTED]

Contact Person: [REDACTED]

Contact Telephone Number: [REDACTED]

Contact E-Mail Address: [REDACTED]

**Engineer and/or Planner Contact Information:**

Company Name:

Contact Person:

Contact Telephone Number:

Contact E-Mail Address:

**Transportation Consultant Contact Information:**

Company Name:

Contact Person:

Contact Telephone Number:

Contact E-Mail Address:

**Environmental Consultant Contact Information:**

Company Name:

Contact Person:

Contact Telephone Number:

Contact E-Mail Address:

**E-mail addresses are crucial since all correspondence will be via e-mail, if possible.**

<u>Submitted</u>	<u>Number Required</u>	<u>Documents</u>
<input type="checkbox"/>	1	Application for Zoning Amendment (original document).
<input type="checkbox"/>	2	Property Boundary Surveys (signed and sealed). Only required if boundary of site has changed and/or property has been added or removed.
<input type="checkbox"/>	2	Timing and Phasing Methodology Approval. Only required if a new traffic study is required.
<input type="checkbox"/>	2	Timing and Phasing Analysis (if complete). Only required if the modification to the MPUD would affect the previous timing and phasing analysis; i.e., new build-out date, expiration of existing build-out date, different entitlements, etc.
<input type="checkbox"/>	1	Copy of Warranty Deed(s). Only required if under new ownership since the previous approval.
<input type="checkbox"/>	1	Copy of Recent Tax Bill(s). Only required if under new ownership since the previous approval.
<input type="checkbox"/>	1	Notarized Agent of Record Letter (signed original).
<input type="checkbox"/>	4	MPUD Master Planned Unit Development Plan (1:200' scale; unless otherwise agreed upon by the Zoning/Code Compliance Administrator)
<input type="checkbox"/>	1	CD of the entire submittal application package
<input type="checkbox"/>	1	Reduced MPUD Master Planned Unit Development Plan (8½" X 14")
<input type="checkbox"/>	1	Residential Only - Conceptual Layout Plan ("Yield Plan")(plan can be marked "Informational Purposes Only") (can be returned upon request). <b>Only required if density is being modified.</b>
<input type="checkbox"/>	1	MPUD Narrative <b><u>to include a Comprehensive Plan consistency analysis (Section FLU A-2: Additional Standards of Review for Plan Amendments and Rezonings).</u></b>
<input type="checkbox"/>	1	Appropriate Application Fee
<input type="checkbox"/>	3	Environmental/Wildlife Habitat Study. Only required if the previous Habitat Study is 18 months old or older. (A determination is required by the County Biologist prior to submittal of the amendment.)
<input type="checkbox"/>	1	District School Board of Pasco County Questionnaire (signed by the School Board; revised 7/26/06). (Commercial only projects not applicable; please contact the School Board for applicability for any amendment.) <b>(Only required if density is being increased).</b>

**The following information must appear on the master plan (if not feasible to show on plan, the information must accompany the master plan submittal):**

Map Information; LDC, Section 402.2.C.3:

- a. Location map showing the relationship between the area proposed for development and surrounding developments or lots on a current aerial photograph, Geodetic Mapping Section, or satellite photo, which in no case shall be older than that available at the Pasco County Property Appraiser's office, with boundaries of development and roadway layout delineated.
- b. All major County roads within one mile of the proposed development.
- c. Wellhead Protection Areas and Special Protection Areas for all Community Water System supply wells within the proposed development and within 1,000 feet of the proposed development.
- d. The location of all existing and proposed roadways, rights-of-way, and easements adjacent to or within the property.

Physical Resources, LDC, Section 402.C.4:

- a. Topographic information providing 100-year floodplain and wetland delineations. The most recent U.S. Geological Survey Topographical Survey and U.S. Geological Survey Flood Prone or Federal Emergency Management Agency Mapping may be used for topography on flood-prone delineations. County wetlands maps or aerial photography interpretation may be used for wetlands delineation.

- b. A soils survey, which may be based on the most recent County soils survey, drawn to the same scale as the master plan, and clearly identifying all soil types, especially those areas which are apparently not suitable for buildings or major structures due to soil limitations.
- c. An updated Environmental/Wildlife Habitat Study evaluating plant and animal species listed as endangered, threatened, or species of special concern as designated by the State and Federal authorities (see LDC for remaining language). This is required if the original study is more than 18 months old.
- e. A table showing estimated predevelopment and postdevelopment acres of wetlands by category, according to the Comprehensive Plan, and a conceptual plan for the protection and use of on-site wetlands.

Master Plan, LDC, Section 402.2.C.5:

- a. Provide the following on the master plan:
  - (1) Topography
  - (2) Floodplains and elevations
  - (3) Wetlands
  - (4) Critical linkages as defined in the Comprehensive Plan
- b. The master plan shall graphically depict the proposed use of the site including:
  - (1) Proposed land uses, including the proposed number of units, lots, non-residential square footage, density, and intensity as applicable.
  - (2) A conceptual lot layout (can be a separate sheet).
  - (3) Open space.
  - (4) Proposed preservation or conservation areas.
  - (5) The proposed location of major streets and throughfares.
  - (6) A generalized mobility plan, including bicycle, pedestrian and transit facilities.
  - (7) Recreation areas for residential projects, to include neighborhood parks.
  - (8) Buffers and setbacks meeting the requirements of this Code and as necessary to ensure compatibility with the surrounding area.
  - (9) Major facilities, including a delineation of proposed school sites and fire station sites, if necessary, for the service of the area as developed.
- c. The master plan shall identify:
  - (1) The existing zoning.
  - (2) The existing land use.
  - (3) The Future Land Use Classification on the site and the surrounding areas within 500 feet of the site.
- d. The master plan shall include a phasing plan that describes the proposed timing for, location of, and sequence of phasing or incremental development and the proposed density for each such phase or increment of development.
- e. A table showing the acreage for each category of land use, including Category I, II, and III wetlands, critical linkages, open space, and recreation.
- f. A table of proposed minimum and/or maximum gross and net residential acreages for residential land uses and proposed minimum and/or maximum floor area ratio for nonresidential land uses, as applicable.

Project Description, LDC, Section 402.2.C.2:

- A preliminary description in sufficient detail to determine the general intent with respect to the following, if known.
  - a. The general purpose and character of the proposed development.
  - b. Land use by acreage and densities.
  - c. Structural concepts, including height and anticipated building type (if known).
  - d. Recreation and open space.
  - e. Facilities commitments.
  - f. A statement describing the intent for the management of common areas and facilities.
  - g. Any requests for special approval to vary from the standards of this Code, Section 407.

Utilities and Services Plan, LDC, Section 402.2.C.6:

- a. Identify the location/source of sanitary sewers, potable water facilities, and the approximate location of existing facilities on the master plan, as required by this Code, Section 903.
- b. The general direction of natural surface drainage of the proposed MPUD site, including a general statement regarding the disposal of stormwater drainage, including identification of whether a site falls within a basin of special concern and/or lies within the Flood Prone Areas

Map of the Pasco County Comprehensive Plan.

- c. An analysis of the impact of the proposed MPUD Master Planned Unit Development on schools and other public facilities as provided for in the LDC, Section 1301.

Transportation Management, LDC Section 402.2.C.7:

- a. A roadway plan for the MPUD shall be shown on the submitted master plan, including subdivision access locations, internal subdivision collector roadways, and roadways required by Section 901.1, Collector Spacing.
- b. A timing and phasing analysis shall be completed and approved by the County prior to the scheduling of the Development Review Committee meeting for the total MPUD rezoning.

Content Meeting:

- The developer shall schedule and participate in a content review meeting with Zoning and Intake or prior to the submittal of an application. This meeting will determine the completeness of the developer's application materials prior to submittal. A letter will be issued finding the content sufficient or insufficient within three working days of the content review meeting. Following issuance of a letter of completeness, the developer shall be allowed to submit the application. The developer shall submit 4 hard copies and a CD of the entire submittal package Zoning and Intake for processing.

To schedule a content meeting, please contact the Planning and Development Department (Zoning and Intake) at (727) 847-8142.

**If all the required information is not adequately addressed and, if applicable, does not appear on the master plan, the application may be deemed incomplete for content.**