

## CONDITIONAL USE APPLICATION

A completed application for \*Timing & Phasing, Substandard Road Review (LDC 901.2), and Waiver Request must be submitted to the Current Planning Transportation Planner and evaluated **prior** to any rezoning application submittal to the Planning and Development Department.

No rezoning application will be accepted without a written, County-approved Timing & Phasing and/or Substandard Road Analysis or written, County-approved exemption letter.

The written, County-approved analysis or exemption letter from the Current Planning Department Transportation Planner **must** be attached and submitted with your rezoning application.

Please call the Planning and Development Department to schedule a content meeting for submittal at 727-847-8142.

If you have any questions or need further assistance, please contact the Planning and Development Department at (727) 847-8142, New Port Richey; (352) 521-4279, Ext. 4701, Dade City; or (813) 929-1350, Land O' Lakes.

\*A Timing & Phasing application for an MPUD Master Planned Unit Development and other rezoning types can be obtained from the Pasco County website at [www.pascocountyfl.net](http://www.pascocountyfl.net).

## REQUIREMENTS FOR PUBLIC NOTICE SHALL APPLY TO ALL

### REZONINGS, CONDITIONAL USES, & SPECIAL EXCEPTIONS.

The applicant/representative is responsible to provide public notice for all rezoning, conditional use, and special exception applications. Public notice consists of a written notice letter sent via United States Post Office to all property owners within 500-feet\* of the subject property and posting a Public Notice/Public Hearing sign on the subject property at least 13 days prior to the hearing(s); and, providing a notarized affidavit attesting to providing public notice at least 10 days prior to the public hearing(s). Depending on the type and scope of the application, a Neighborhood Meeting may be required. After submitting your application, Pasco County will provide additional instructions, sample forms for written notice and affidavit, and a mailing list of property owners within 500-feet\* of the subject property. Specialized public notice sign is available from Planning and Development Department for a nominal fee. Pasco County will publish a public notice in a newspaper of general circulation at least 13 days prior to the hearing(s).

\*SOME AREAS MAY REQUIRE 1,000 FEET TO BE DETERMINED BY STAFF.

       I prefer to receive correspondence pertaining to the application via EMAIL ADDRESS:

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**APPLICATION FOR CONDITIONAL USE  
PASCO COUNTY, FLORIDA**

APPLICATION NO. \_\_\_\_\_

The undersigned owner(s) of the following legally described property has formally requested consideration of a conditional use in accordance with Section 402.3 of the Pasco County Land Development Code.

It shall be the responsibility of the petitioner, or her/his legal agent of record, to provide all information required below or any other information which is reasonable and relevant to the formulation of a recommendation to the conditional use being considered. **No application for review shall be deemed complete until all required information is provided.**

1. Name \_\_\_\_\_ of \_\_\_\_\_ Current \_\_\_\_\_ Owner(s): \_\_\_\_\_
2. Owner's Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Owner's Telephone Number: \_\_\_\_\_
4. Name of Project (if applicable): \_\_\_\_\_
5. Parcel Description/Parcel ID No.: \_\_\_\_\_  
Section \_\_\_\_\_, Township \_\_\_\_\_ South, Range \_\_\_\_\_ East \_\_\_\_\_
6. Present Zoning District: \_\_\_\_\_
7. Existing Use: \_\_\_\_\_
8. **Proposed Conditional Use:** must include a narrative \_\_\_\_\_
9. Date Property Purchased: \_\_\_\_\_. If purchased less than one year ago, previous owner's name: \_\_\_\_\_
10. **Two signed and sealed legal descriptions and sketches (by a registered surveyor), including wetland (if any) delineation of the entire parcel, to be supplied at time of application. An up-to-date signed and sealed boundary survey of the approved property, which must show all improvements and encumbrances which were existing at the time of this conditional use plus all that are required as a result of this conditional use, shall be supplied within 90 days of Board action and prior to the execution of the resolution.** \_\_\_\_\_
11. Copy of Warranty Deed \_\_\_\_\_
12. Copy of Last Year's Tax Bill \_\_\_\_\_
13. Notarized Agent of Record (if Applicable) \_\_\_\_\_
14. If property is not owned by applicant, a letter of permission by legal owner \_\_\_\_\_
15. Site Plan (six copies [one 8½" X 14"]) showing exact location of the Conditional Use within the parcel.
16. Is this application the result of a Notice of Violation? \_\_\_\_\_ If so, please attach a copy of this letter.

**Alcohol: Complete Nos. 17 through 20 only if applying for sale of alcoholic beverages, fraternal organizations, or private clubs.**

17. Identification of site as a freestanding structure or a portion of structure. If in a retail center, the site plan must show the entire center and include the address, unit dimensions, and unit numbers. \_\_\_\_\_
18. Square Footage of Building and/or Site Acreage \_\_\_\_\_ Outdoor seating area square footage \_\_\_\_\_
19. Is the site located within 1,000 feet of a church, school, or park? \_\_\_\_\_
20. Copy of State of Florida Department of Business Regulation, Division of Alcoholic Beverages and Tobacco, Application for Alcoholic License (DBPR ABT-6001) and License Series \_\_\_\_\_

**Wireless Facilities: Complete No. 21 only if applying for a wireless facility.**

21. If this application is for a wireless facility, refer to the wireless facility checklist for additional information to be submitted. **The original application and one complete copy shall be unbound.**

**Mines: Complete No. 22 only if applying for a mine.**

22. The Planning and Development Department's Mining Operating Permit Application and separate fee must be submitted simultaneously with this conditional use application and fee to the Planning and Development Department. **The original applications shall be unbound.**

**Application Fees: Please make checks payable to the Pasco County Board of County Commissioners.**

23. **Wireless Facilities:** \$5,000.00 + \$20.00 per acre plus **Technology Fee** - \$25.00
24. **Alcoholic Beverages:** \$620.00 + \$20.00 per acre **Technology Fee** - \$25.00
25. **All Other Conditional Uses:** \$1000.00 + \$20 per acre plus **Technology Fee** - \$25.00 plus **Environmental Review Fee**-\$475.00 base fee up to(25 acres)plus \$2.00/acre over 25. Max fee \$1000.
26. **All Conditional Uses:** \$60.00 **Advertising Fee.**

**\*\* A CONTINUANCE MAY BE GRANTED IF THE REQUEST IS RECEIVED, IN WRITING, BY THIS OFFICE WITH CAUSE SHOWN A MINIMUM OF FIVE (5) DAYS BEFORE ANY MEETING. \*\***

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner's/Representative's Signature

Fee Calculation:

\_\_\_\_\_  
Owner's/Representative's Name (Print)

Check No.:

\_\_\_\_\_  
Representative's Address

\_\_\_\_\_  
Representative's City, State, Zip Code

\_\_\_\_\_  
Accepted By:

\_\_\_\_\_  
Representative's Telephone Number

\_\_\_\_\_  
Representative's E-mail address

**\*\* ANY DOCUMENTS TO BE SUBMITTED AT ANY PUBLIC HEARING MUST BE ACCOMPANIED BY TWO (2) COPIES OF THE SAID DOCUMENTS FOR DISTRIBUTION\*\***

Pursuant to the application for Conditional Use, a site plan shall be submitted addressing and providing for the standards established with Section 402.3.E as follows:

1. The proposed conditional use will not adversely affect or contribute to the deterioration of quality of life or property values in the immediate neighborhood.
2. The proposed conditional use is consistent with the character of, and existing land use patterns in, the surrounding area.
3. The proposed conditional use will not create or excessively increase traffic or parking congestion or otherwise affect public safety.
4. The site upon which the proposed conditional use is to be located has suitable drainage, access, ingress and egress, off-street parking, and loading areas.
5. The site upon which the conditional use is to be located has or will have screening and buffering sufficient to prevent interference with the enjoyment of surrounding properties.
6. The proposed site meets the applicable requirements of the zoning district in which it is located.
7. Any existing or proposed signs or lighting will not adversely affect enjoyment of surrounding properties or vehicular traffic.
8. The proposed conditional use will not otherwise adversely affect the health, safety, or welfare of the surrounding community or area.

# AGENT OF RECORD LETTER

TO THE PASCO COUNTY PLANNING AND DEVELOPMENT DEPARTMENT, AND THE PASCO COUNTY BOARD OF COUNTY COMMISSIONERS:

I (We), \_\_\_\_\_, hereby designate and appoint \_\_\_\_\_ as my (our) Agent of Record for the purposes of representing me (us) during the rezoning, special exception, conditional use, variance appeal or site development application and applicable public hearing for application/project application and public hearing processes.

My (our) Agent of Record is hereby vested with authority to make any representations, agreements, or promises which are necessary in conjunction with the said application/project. My (our) Agent of Record is also authorized to accept or reject any conditions imposed by any reviewing board or entity.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT/OWNER

\_\_\_\_\_  
APPLICANT/OWNER

\_\_\_\_\_  
PRINTED NAME OF APPLICANT/OWNER

\_\_\_\_\_  
PRINTED NAME OF APPLICANT/OWNER

\_\_\_\_\_  
APPLICANT'S(S') REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME OF REPRESENTATIVE

\_\_\_\_\_  
REPRESENTATIVE'S ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

STATE OF FLORIDA  
COUNTY OF PASCO

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging), who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification.

Seal: \_\_\_\_\_

My Commission Expires:

**NOTE:** If an Agent of Record is to be designated, all property owners of the subject property must sign this form.