

CHAPTER 400. PERMIT TYPES AND APPLICATIONS

SECTION 403. SITE DEVELOPMENT

403.1. Preliminary Development Plans-Residential (PDP-R)

A. Intent and Purpose

PDP-R are used to identify existing site conditions and demonstrate general conformance with the standards of this Code prior to the preparation of detailed construction plans for a parcel to be subdivided for residential purposes.

B. Submittal Requirements

An applicant shall submit required information in the form as specified by the County Administrator or designee.

Plans shall be drawn at a readable scale, signed, and sealed by a Florida Registered Engineer. However, a Florida Registered Surveyor may submit the required information for a minor rural subdivision (MRS) where there are no improvements proposed or a division of land consistent with a Plat NI, in accordance with Section 700.2.D. The application package shall include:

1. Applicant Information
 - a. Proof of Ownership; i.e., copy of deed.
 - b. Agent of Record Letter, if applicable.
 - c. Application fee.
2. General Information to be Shown on Plan
 - a. Pictorially show parent parcel and property division.
 - b. A legend, title, and number of revisions; date of plan and revisions; scale of plan; north arrow; acreage in the tract being subdivided; total number of lots; and names, mailing addresses, e-mail addresses, and telephone numbers of the developer, owner, surveyor, and engineer.
 - c. Phasing plan, if applicable, designating each phase by number or letter and heavy line border at an appropriate scale with the size of the tract.
3. Map Information
 - a. Location map showing the relationship between the areas proposed for development and surrounding developments or

lots, including a current aerial photograph with the proposed development overlaid on it, which in no case shall be older than that available from the Property Appraiser's Office, with boundaries of development and roadway layout delineated. The location map shall show all Major County Roads within one (1) mile of the proposed development.

- b. All existing and planned arterials and collectors (transportation corridors) within the proposed development and within one (1) 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.
4. Existing Site Information to be Shown on Plan
- a. Legal description sufficient to describe the size and location of the property to be subdivided.
 - b. Existing Streets: The name, location, right-of-way width, and pavement status; i.e., dirt, limerock, concrete, asphalt, etc., of all existing streets, platted or recorded easements, other rights-of-way, and platted streets within 200 feet of the proposed development.
 - c. Existing platted or recorded easements or rights-of-way for drainage, pedestrian ways, bridle paths, or bicycle paths, etc., including location, width, design criteria, and purpose within 200 feet of the proposed development.
 - d. Configuration of that portion of abutting developments within 200 feet with preliminary site plan or preliminary development plan approval, or, if platted, with Plat Book and page number shown.
 - e. Existing storm sewers, potable water facilities, and sewerage facilities within 200 feet of the proposed development.
 - f. Existing structures or uses on the site and a statement as to intended future use.
 - g. Existing contours at a maximum of two (2) foot intervals, based on the North American Vertical Datum of 1988, identifying the property to be developed and, where practicable, extending a minimum of 100 feet beyond the project boundary. A note stating the basis of the vertical datum shown on the drawing.
 - h. Present use of the property proposed for development.

- i. Future Land Use (FLU) Classification and zoning district of the property proposed for development and that of abutting land.
- j. Dates and reference numbers of rezonings, special exceptions, variances, conditional uses, or vested rights that have been granted for the subject property, if applicable.
- k. Approximate location and acreage of natural features, including lakes, marshes or swamps, watercourses, and other jurisdictional areas.
- l. Identify any registered cultural resources on site.
- m. Wetland Delineation/Identification

Provide documentation in the form of a survey, sketch, or aerial that delineates the location of the Categories I, II, or III wetland areas, as defined in the Comprehensive Plan, Chapter 3, Conservation Element, Wetlands, Policy Nos. CON 1.3.1, CON 1.3.2, CON 1.3.3, CON 1.3.4, and CON 1.3.5, and provide the acreage for each wetland classification type.
- n. Density/Intensity Calculations

In addition to the wetland type and acreage information, provide the following:
 - (1) Cumulative acreage total for Categories I, II, and III wetlands.
 - (2) Acreage total for water bodies.
 - (3) Acreage total for land with FLU Classification of CON (Conservation Lands).
 - (4) Developable acreage.
- o. All land within the proposed development located in a transportation corridor.
- p. The Base Flood Elevation, where available, and delineation of flood zone(s) shall be superimposed on the PDP-R in accordance with the latest Flood Insurance Rate Map published by the Federal Emergency Management Agency (FEMA) or latest study as accepted by the FEMA.
- q. Hurricane evacuation zones.

5. Proposed Development

- a. Proposed Circulation: The name, location, width, proposed street classification and design standards, and typical design cross sections with a pavement design. Indicate if streets are proposed to be public or private.
- b. Drainage concept with direction of flow and method of disposition indicated, along with a general description of the relationship of the proposed drainage system to the natural drainage system and adjacent properties in a manner sufficient to demonstrate compliance with this Code, Section 902.
- c. As required by Section 903, a statement identifying the supplier of the potable water facilities, sewerage facilities, fire service, and electric service.
- d. If individual lot sewage disposal is proposed to be utilized, a map indicating the distribution of soil types, categorized using the Natural Resources Conservation Service classifications, and its limiting factors as it relates to the intended land use scheme.
- e. As required by Section 904, indicate the method of fire protection; i.e., water main size, location of hydrants, tanks, etc.
- f. As required by this Code, Section 905.1, illustrate the neighborhood park location and summary of uses, if applicable, along with one-quarter and one-half-mile radius distances shown. The open space area shall be dimensioned.
- g. Easements (show all existing or proposed; note if none). Proposed easements shall include required non-ingress/ egress easements for double frontage lots.
- h. Requests for alternative standards, variances, and required fees shall be submitted with the application.
- i. Subdivision Design:
 - (1) Lots and Layout. Approximate lot lines, minimum lot dimensions and sizes, typical lot layout, lot numbers and design in accordance with Section 707.7, Standards.
 - (2) Gross residential acreage densities for the entire project and net residential acreage for each phase or portion thereof. This data shall be presented in a tabular format.

- (3) Information as necessary to demonstrate compliance with the standards of a MRS or Limited Family-Lot Division, as applicable.
- (4) Where parking associated with model lots is proposed, a parking lot typical is required to be submitted as part of the PDP-R submittal package. Such parking areas are required to be in compliance with the master grading plan.

6. Studies and Other Required Submittals

The following submittals may be required based on location within the County and/or development type proposed:

- a. **Listed and Protected Species:** All applications for Developments of Regional Impact, zoning amendments, and development approvals pursuant to Section 402.2, 403.1, 403.2, 403.3, 403.4, or 403.5 where listed or protected species are documented or have the potential to occur, a preliminary habitat assessment shall be submitted. The assessment shall, at a minimum, include: identification of on-site habitats, soils maps, survey methods and/or transects, and direct observations of any listed and protected species. Additional species specific surveys may be required. Please note that if an applicant ceases construction activity for more than 18 months, new or updated surveys shall be required, unless otherwise determined by the County Administrator or designee. If construction commences within a new breeding season for a species identified within the project area, a new breeding season survey shall be completed for review and approval.
- b. Provide a narrative meeting the requirements of Section 809, Cultural Resources.
- c. Substandard Roadway Analysis pursuant to Section 901.2.
- d. Access Management Application pursuant to Section 901.3.

7. Resubmittal Requirements

Upon the re-submittal of response to comments, the following shall be provided:

- a. Cover-letter addressing each comment
- b. Re-submittal application

- c. Plan(s) revised in accordance with the review comments to the extent practicable or provide explanation as to why compliance with review comments is not appropriate.
 - (1) Plans shall be bubbled or clouded showing any revisions, or a detailed description as to the location of the change, or a combination thereof.

8. Model Lot Review

- a. The total number of model homes shall not exceed ten (10) percent of the total number of lots approved on the associated Preliminary Development Plan.
 - (1) When multiple single-family attached product types are within a single building structure, the single building structure will be counted as one lot in regard to this ten (10) percent standard.
- b. Roadways accessing all models are to be fully constructed and pass final inspection, including all appropriate signage as determined by the Pasco County Project Management Department (Engineering Inspections) and Pasco County Traffic Operations Department, prior to any public access to the models.
 - (1) If a centralized parking area is used with visitors transported to models by shuttle/cart then only the roadways of the development accessing the parking area must meet this requirement.
- c. The parking area shall be designed in compliance with this Code and meet the technical standards of the application for development approval as detailed below:
 - (1) One (1) parking space per 2,500 square feet of model home shall be provided.
 - (2) At least one (1) parking space shall be compliant with Americans Disabilities Act (ADA) standards.
 - (3) Parking areas shall be graded for proper drainage and be maintained in a dust-free condition.
 - (4) Parking shall be arranged to provide for orderly and safe access.
 - (5) Exiting via backing onto streets shall not be allowed.

- (6) The access driveway shall be constructed in accordance with this Code and be a minimum of twenty-four (24) feet wide.
- (7) Buffers between the parking area and non-model areas shall consist of a minimum five (5) foot wide buffer containing four (4) foot high opaque hedge.
- (8) A paved, stabilized surface shall provide access to each model home prior to the issuance of a temporary Certificate of Occupancy (CO).

- d. A temporary CO is required for each model home. Final site inspection of the parking area, access drive, and buffering by the County is required prior to the issuance of a temporary CO and power release for the first model. A temporary CO must be obtained prior to use of each model thereafter. Upon the sale of an individual model, a final CO must be obtained prior to occupancy. Any modifications required for compliance with the approved Construction Plans shall be completed prior to the issuance of the final CO. Models shall not be used as a construction office, general real estate office, or a resale listing office. Model sites shall not be used for the storage of contractor's trucks, equipment, or materials. However, this provision is not construed to prohibit a subcontractor from visiting the model for the purpose of picking up plans, work orders, checks, or invoices or the like.
- e. Additional permits may be required prior to the issuance of a final CO.

C. Standards of Review

The County Administrator or designee shall determine whether the application:

1. Meets the technical requirements of this Code.
2. Meets the requirements of the FLU Classification and zoning district applicable to the subject property.
3. Meets the concurrency requirements established by this Code.

D. Form of Decision

Approval or denial of a PDP-R shall be in writing. The written approval may include conditions as necessary to ensure compliance with this Code.

E. Effect of Approval

Approval of a PDP-R authorizes the developer to apply for:

1. Stormwater Management Plan and Report review.
2. Construction plan review.
3. Draft record plat review, when no improvements are required.

F. Time Limit on Approval

Except where project development schedules are established for Developments of Regional Impact and Florida Quality Developments, the following time limits on approvals shall apply:

1. Construction plan approval must be received for the entire PDP-R within six (6) years of PDP-R approval or from the last substantial modification.
2. The project must be completely platted within ten (10) years of PDP-R approval or from the last substantial modification.
3. In the event that the developer does not comply with these provisions, all plans for the uncompleted portion of the project shall be deemed void.
4. An applicant may request a one (1) year extension. Such extension may be granted by the County Administrator or designee upon showing of good cause. At any time within six (6) months prior to the expiration of the initial one (1) year extension, the County Administrator or designee may grant an additional one (1) year extension, upon demonstration by the applicant that:
 - a. The proposed development remains consistent with the Comprehensive Plan;
 - b. There has been no substantial change in the applicable sections of this Code;
 - c. There is a hardship; and
 - d. The extension will not adversely impact the public health and safety.

If the applicant demonstrates compliance with the foregoing criteria, the PC may grant up to two (2) total, two (2) year extensions beyond the initial two (2) one-year extensions, totaling no more than six (6) years from the initial PDP expiration.

Any extension granted by the State of Florida shall not be required to comply with the foregoing extension criteria, but shall run concurrently with any extension granted by the County.

5. In the event a PDP-R expires, all subsequent submittals shall comply with regulations in effect at the time of the said submittals.

G. Simultaneous Submittals

Simultaneous submittals may be made in accordance with Section 403.8.

H. Prohibitions

1. Development of land shall not be commenced in the unincorporated area of the County by any person, unless a Development Permit authorizing such development has been obtained from the County and the procedures established by this Code have been followed by the person requesting development approval.
2. No person shall commence, authorize, allow, or complete any development which does not conform to or abide by the terms and conditions of an approved permit and to the requirements of this Code.
3. It shall be unlawful for anyone who is the owner of any land or agent of the owner to transfer or convey such land by reference to, exhibition of, or other use of a site plan or a plat of a subdivision of such land, without having submitted the required site plans, plans, and plat of such subdivision and received approval in accordance with this Code, and without having recorded the approved subdivision plat, unless platting is not required.
4. Development approved for use at a specific density or intensity shall not be used in a manner inconsistent with that approval, without an appropriate amended development approval.