



ADMINISTRATIVE APPEAL APPLICATION

City of New Port Richey, Florida ● Community Development Department
 5919 Main Street ● New Port Richey, FL 34652 ● 727-853-1047 ● www.cityofnewportrichey.org

*Please complete ALL sections of this application.
 Incomplete applications will be returned to the Applicant or Representative.*

Date Received

Required Attachments:

- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)

1. Petitioner(s) Name				
Mailing Address	City	County	State	Zip
Phone Number		Fax Number		
Email Address				
2. Representative(s) of Petitioner(s)				
Relationship to Petitioner(s)				
Mailing Address	City	County	State	Zip
Phone Number		Fax Number		
Email				
3. Primary Contact				

4. Street Address	
General Location	
Size of Site	Square Feet
Acres	
Legal Description (Include subdivision name)	

Tax Parcel Number(s)	
Existing Categories	Land Use Category
Zoning District	
Existing Use & Size of Site	

NOTE FOR QUASI-JUDICIAL PROCEEDINGS:

I understand the hearing process to review this application is considered quasi-judicial and operates much like a court of law. Board and City Council members act in a similar capacity as a judge and must govern themselves in accordance with the basics of due process in making decisions. I understand that contact with any of these members about my application should be avoided. I also understand these members have been instructed to avoid all such conversations with applicants or people in opposition to or support the case. I further understand that decisions will be made based on evidence and testimony that was presented at scheduled public hearings and not on information gathered outside of these hearings.

ATTENDANCE AT MEETINGS:

The petitioner or petitioner’s representative needs to be present at all meetings. Call Development Department Staff 727-853-1050 to find out when this case will be scheduled.

AUTHORIZATION TO VISIT THE PROPERTY

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit and photograph the property described in this application.

AUTHORIZATION FOR PETITIONER’S REPRESENTATIVE(S)

I _____, the petitioner, hereby authorize _____ to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Petitioner’s Signature

Sworn to and subscribed before me by _____

this _____ day of _____, 20_____.

Personally Known OR Produced Identification

Type of Identification Produced: _____

Notary Signature: _____

PETITIONER’S AFFIDAVIT

I, the petitioner or authorized representative, certify that I have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete, and in all aspects, true and correct, to the best of my knowledge. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

Petitioner or Representative’s Name (Printed)

Petitioner or Representative’s Signature

Sworn to and subscribed before me by _____

this _____ day of _____, 20_____.

Personally Known OR Produced Identification

Type of Identification Produced: _____

Notary Signature: _____