

# CERTIFIED PARCEL

City of New Port Richey, Florida • Community Development Department  
5919 Main Street • New Port Richey, FL 34652 • 727-853-1047 • [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

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

Date Received
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Certified parcels may be used to subdivide one parcel into two lots without platting said parcel. The creation of more than two lots requires a review through the formal subdivision process (refer to Chapter 9, Subdivisions, of the Land Development Code).

Certified parcels must meet the following criteria:

- Must be of a size that is consistent with the Comprehensive Plan and zoning requirements in the Land Development Code (variances may not be used to meet requirements of the Code);
- There shall be no accessory structures without a primary structure, which generates a zoning violation
- Must be of a size to provide water and sewer connection; and
- Must be provided with legal access (City or County public road, or easement).

Required Attachments:

- Proof of ownership - Copy of the recorded deed for the current property
- Folio number of the current parcel
- A signed and sealed survey prepared by a professional engineer or surveyor, a survey (or copy) of the current tract to show the location of the new parcel to be certified.
- If the certification of the subdivision of a parcel is sought, the applicant shall submit the legal description of the current tract and the legal description(s) of each lot to be established (one set). The new legal descriptions of the lots created shall be provided by the applicant in a separate Exhibit "A"
- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)

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



APPLICANT'S AFFIDAVIT

*I, the owner 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. It is also acknowledged that the filing of this application does not constitute automatic approval of the request and, further, if the request is approved, I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. I understand that no variances may be requested or permitted on this property. (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.)*

\_\_\_\_\_  
Owner or Representative's Name (*Printed*)

\_\_\_\_\_  
Owner 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: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

- Approved
- Approved With Conditions
- Denied

\_\_\_\_\_  
Debbie L. Manns, City Manager or Designee

\_\_\_\_\_  
Date

Attest:

SEAL

\_\_\_\_\_  
Judy Meyers, City Clerk

\_\_\_\_\_  
Date

**\*\*Upon approval by the City, this application and the survey shall be recorded with Pasco County Clerk of Court. One recorded copy of this application and survey shall be provided to the Development Department. THIS IS NOT VALID WITHOUT RECORDING AND SUBMITTAL OF RECORDED COPY TO THE DEVELOPMENT DEPARTMENT.**