



CONDITIONAL USE APPLICATION

City of New Port Richey
Planning and Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone (727) 853-10167 * Fax (727) 853-1016

CASE # _____

Conditional Use Application

Date Received:

- Submit original signed and notarized application
- Submit **1** set of plans (collated and folded surveys/site plan, etc.) and **1** electronic file
- Submit application fee - \$350 (check made payable to the *City of New Port Richey*)
- Submit supplemental information for Bed and Breakfast facility

Property Owner and Representative Information:

Current Property Owner(s):		Phone:
Owner Address:		
Owner Email Address:		
Owner's Representative(s):	Relationship to Owner:	
Representative Mailing Address:		
Representative Email Address:	Phone:	
Primary contact: <i>(This is the <u>one</u> person to whom the City will send all communication regarding this application)</i>		

Property Information:

Site Address:	
Parcel Number(s):	
Zoning District To Be Completed by Planning and Development Department	Future Land Use Category To Be Completed by Planning and Development Department
Existing Use <i>(Include number of residential units/ and or square footage of non-residential uses):</i>	
Proposed Use: <i>(Provide details about the specific use requested)</i>	

Additional Information: (as applicable)

Hours of operation:	Days of operation:
Maximum number of employees at one time:	Proposed number of shifts:
Additional information may be requested by the Development Review Committee	

Submittal Information:

Please submit one collated, stapled, folded set of the following information and one electronic file:	
	Completed, notarized application - this form (one original)
	Current survey (not to exceed 24"x36") that indentifies the dimensions, area and location of the property prepared, signed, and sealed by a land surveyor currently registered in the State of Florida.
	Proof of ownership in the form of a copy of the deed, title insurance policy, or other instrument
	Site Plan (not to exceed 24"x36") with the information listed below:
	<ul style="list-style-type: none">• Index Sheet referencing individual sheets included in package (if needed);• Site plan name;• Property owner's name, address, telephone number and designated representative;• Architect, landscape architect and engineer's name, address and telephone numbers;• Legal description;• Footprint and size of all PROPOSED buildings and structures;• All required setbacks;• All parking areas for employees and customers, drop-off and pick-up areas and all other vehicular use areas;• Proposed method of water supply and sewage disposal (if needed);• Conceptual drainage and utility plan with flow direction and method of disposition (if needed).• Flood zone for site and base flood elevation;
	Location of all refuse collection facilities, including screening to be provided.
	Application fee \$350 (checks made payable to the City of New Port Richey)

Process:

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted on Friday by 10:00 am. Once deemed complete, the application will be scheduled for review by the Development Review Committee (DRC). The DRC will review the application for compliance with codes and regulations. Changes may be suggested and additional reviews by the DRC may be necessary. Following the DRC, the case will be scheduled for review by the City Council.

Conditional uses differ from special exceptions in that the use may not be appropriately placed in all areas of commercially zoned districts and may have little to no impact on residential uses. However, all applications must be reviewed on the following criteria:

1. That this conditional use/special exception is specifically permitted in the zoning district regulation.
2. That the granting of this conditional use/special exception, will not adversely affect the public health, safety or welfare of the community.
3. That the granting of this conditional use/special exception, is consistent with the intent of the zoning district.
4. That the requirements of the district in which the use is to be located shall be in compliance.
5. That excessive traffic will not be generated on residential streets.
6. That the proposed use will not adversely affect the residential character of existing neighborhoods.
7. The proposal consistent with the goals and objectives of the Comprehensive Plan?

The City Council will make the final decision on all Conditional Use and Special Exception requests.

The hearing process to review this application is considered quasi-judicial and operates much like a court of law. The 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. Contact with any of these members about this application should be avoided. These members have been instructed to

avoid all such conversations with applicants or people in opposition to or support of any Conditional Use/Special Exception Application. Decisions will be made based on evidence and testimony that is presented at scheduled public hearings and not on information gathered outside of these hearings.

Consistency with concurrency: The following calculations shall be used to **determine the projected demand** of the proposed project on the applicable public facility/service. The calculations are listed by facility/service type. (*Please fill in blanks.*)

POTABLE WATER - Adopted level of service (LOS) = 152 gal/day/capita (nonresidential uses are included in the adopted LOS).

Residential:

Single-family: 152 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)

Multi-family: 152 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)

Commercial: See Table I below from the Land Development Code for estimated water/sewage flows.

WASTEWATER - Adopted level of service (LOS) = 114 gal/day/capita (nonresidential uses are included in the adopted LOS).

Residential:

Single-family: 114 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)

Multi-family: 114 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)

Commercial: See Table I below from the Land Development Code for estimated water/sewage flows.

SOLID WASTE - Adopted level of service (LOS) = 6.3 lbs/day/capita (nonresidential uses are included in the adopted LOS).

Residential:

Single-family: 6.3 lbs × 2.12 persons/household × _____ units = _____ lbs/day/capita (demand)

Multi-family: 6.3 lbs × 1.90 persons/household × _____ units = _____ lbs/day/capita (demand)

Commercial: See Table I below from the Land Development Code for estimated solid waste.

RECREATION/OPEN SPACE - Refer to the New Port Richey Comprehensive Plan for adopted level of service standards.

Single-family: _____ units × 2.12 persons/household = _____ (population projection)

Multi-family: _____ units × 1.90 persons/household = _____ (population projection)

Sites over five acres in area and zoned MF-30 District shall provide five percent of the total net acreage of the development for recreational purposes. Refer to Section 7.06.07 of the Land Development Code.

Stormwater Management. New Development or enlargement of existing buildings must complete a Stormwater Management Plan (except for 1 and 2 family residential dwellings, unless directed by the Building Official). Refer to the Stormwater Management and Erosion Control Policy and Procedures Manual for standards necessary to comply: LOS = 25-year, 24-hour storm event. The Manual is on the Public Works website. **To be completed by staff: Completed _____ Not Required _____**

Transportation.

1. Determine the number of trips generated by the proposed project using the Table II. **Include your calculation(s) here:**

_____.

2. If the total number of trips is equal to or greater than 50 trips, then a transportation study shall be obtained. The report shall be signed and/or sealed by either a registered professional engineer or a member of the American Institute of Certified Planners.

- a. The applicant is required to provide only the existing directional **PM PEAK** hour traffic volumes and level of service for the roadway link to which project driveways connect. This information shall include project traffic. **Provide this information here:** _____.
- b. Existing directional **PM PEAK** hour traffic volumes and LOS on all existing collectors/arterials in study area. **Provide information here:** _____.
- c. Existing turning movement volumes at the impacted intersection(s) and intersection LOS. **Provide information here:** _____.

Attendance at meetings:

The applicant or applicant’s representative shall be present at all meetings including DRC and City Council, as applicable. Call Planning and Development Department Staff at 727-853-1016 to find out when this case will be scheduled for these meetings.

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, photograph and post a notice on the property described in this application.

Authorization for owner's representative(s):

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

Signature of Current Property Owner(s): _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: _____ My Commission Expires: _____

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. (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.)

Signature of Owner or Authorized Representative: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: _____ My Commission Expires: _____

Table I: Estimated Sewage/Water Flows and Solid Waste for Commercial Development

Type of Establishment		Gallons Per Day/Solid Waste
Airports	Per Passenger	5
	Add Per Employee (per 8 hour shift)	20
Barber and Beauty Shops	Per Chair	100
Bowling Alleys	Toilet Wastes Only per Lane	100
Churches	Per Seat	3
County Club	Per Resident	100
	Per Member	25
	Per Employee (per 8 hour shift)	20
Dentist Office	Per Wet Chair	200
	Per Non-Wet Chair	50
Doctor's Office	All Types	250
	All Types	250
Factories - exclusive of industrial wastes	No Showers Provided (gallons per employee per 8 hour shift)	20
	Showers Provided	35
Food Service Operations	Ordinary Restaurant (per seat)	50
	24-hour Restaurant (per seat)	75
	Single Service Articles Only (per seat)	25
	Bar and Cocktail Lounge (per seat)	30
	Drive-In Restaurant (per car space)	50
	Carry-Out Only	50
	Per 100 Square Feet of Floor Space	50
	Add Per Employee (per 8 hour shift)	20
Hospitals (does not include kitchen wastewater flows)	Per Bed	200
Hotels and Motels	Regular (per room)	
	Result Hotels, Camps, Cottages (per person)	75
	Add For Self-Service Laundry Facilities (per machine)	400
Nursing Homes/Rest Homes (does not include kitchen wastewater flow)	Per Bed	100
Office Building	Per Employee (per 8 hour shift)	20
Parks - Public Picnic	With Toilets Only (per person)	5
	With Bathhouses, Showers and Toilets (per person)	10
Schools (per person)	Day-Type	15

	Add For Showers	5
	Add For Cafeteria	5
	Add For Day School Workers	15
	Boarding Type	75
Service Station	Per Water Closet and Urinal	250
Shopping Center - Without Food or Laundry	Per Square Foot of Floor Space	0.1
Stadium, Race Track, Ball Parks	Per Seat	5
Stores	Per Square Foot of Floor Space	0.1
Swimming and Bathing Facilities - Public	Per Person	10
Theaters	Indoor, Auditoriums (per seat)	5
	Outdoor, Drive-Ins (per space)	10
Trailer or Mobile Home Park	Per Trailer Space	200
Travel Trailer or Recreational Vehicle Park	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight with water and sewer hook-up (per trailer space)	100
Work or Construction Camps - Semi Permanent	Per Worker	50

Table II: Trip Generator				
Code	Description	Unit of Measure	Trips Per Unit	
Office				
710	General Office Building	1,000 SF	1.49	
714	Corporate Headquarters Building	1,000 SF	1.41	
715	Single Tenant Office Building	1,000 SF	1.74	
720	Medical-Dental Office Building	1,000 SF	3.57	
730	Government Office Building	1,000 SF	1.21	
732	United States Post Office	1,000 SF	1.22	
733	Government Office Complex	1,000 SF	2.85	
750	Office Park	1,000 SF	1.48	
760	Research and Development Center	1,000 SF	1.07	
770	Business Park	1,000 SF	1.29	
Retail				
812	Building Materials and Lumber Store	1,000 SF	4.49	
813	Free-Standing Discount Superstore	1,000 SF	4.35	
814	Variety Store	1,000 SF	6.82	
815	Free-Standing Discount Store	1,000 SF	4.98	
816	Hardware / Paint Store	1,000 SF	4.84	
817	Nursery (Garden Center)	1,000 SF	6.94	
818	Nursery (Wholesale)	1,000 SF	5.17	
820	Shopping Center	1,000 SF	3.71	
823	Factory Outlet Center	1,000 SF	2.29	
826	Specialty Retail Center	1,000 SF	2.71	
841	New Car Sales	1,000 SF	2.62	
842	Recreational Vehicle Sales	1,000 SF	2.54	
843	Automobile Parts Sales	1,000 SF	5.98	
848	Tire Store	1,000 SF	4.15	
850	Supermarket	1,000 SF	9.48	
851	Convenience Market (Open 24 Hours)	1,000 SF	52.41	
852	Convenience Market (Open 15-16 Hours)	1,000 SF	34.57	
853	Convenience Market with Gasoline Pumps	1,000 SF	50.92	
854	Discount Supermarket	1,000 SF	8.34	
857	Discount Club	1,000 SF	4.18	

860	Wholesale Market	1,000 SF	0.88
861	Sporting Goods Superstore	1,000 SF	1.84
862	Home Improvement Superstore	1,000 SF	2.33
863	Electronics Superstore	1,000 SF	4.50
864	Toy / Children's Superstore	1,000 SF	4.99
866	Pet Supply Superstore	1,000 SF	3.38
867	Office Supply Superstore	1,000 SF	3.40
875	Department Store	1,000 SF	1.87
876	Apparel Store	1,000 SF	3.83
879	Arts and Crafts Store	1,000 SF	6.21
880	Pharmacy / Drugstore without Drive-Through Window	1,000 SF	8.40
881	Pharmacy / Drugstore with Drive-Through Window	1,000 SF	9.91
890	Furniture Store	1,000 SF	0.45
896	DVD / Video Rental Store	1,000 SF	13.60

Services			
911	Walk-In Bank	1,000 SF	12.13
912	Drive-In Bank	1,000 SF	24.30
918	Hair Salon	1,000 SF	1.93
925	Drinking Place	1,000 SF	11.34
931	Quality Restaurant	1,000 SF	7.49
932	High-Turnover (Sit-Down) Restaurant	1,000 SF	11.15
933	Fast Food Restaurant without Drive-Through Window	1,000 SF	26.15
934	Fast Food Restaurant with Drive-Through Window	1,000 SF	33.84
935	Fast Food Restaurant with Drive-Through Window and No Indoor Seating	1,000 SF	153.85
936	Coffee / Donut Shop without Drive-Through Window	1,000 SF	40.75
937	Coffee / Donut Shop with Drive-Through Window	1,000 SF	42.80
938	Coffee / Donut Shop with Drive-Through Window and No Indoor Seating	1,000 SF	75.00
940	Bread / Donut / Bagel Shop with Drive-Through Window	1,000 SF	18.99
941	Quick Lubrication Vehicle Shop	Service Bays	5.19
942	Automobile Care Center	1,000 SF	3.11
943	Automobile Parts And Service Center	1,000 SF	4.46
944	Gasoline / Service Station	Fueling Positions	18.87
945	Gasoline / Service Station with Convenience Market	Fueling Positions	13.51
946	Gasoline / Service Station with Convenience Market and Car Wash	Fueling Positions	13.94
947	Self Service Car Wash	Stalls	5.54
948	Automated Car Wash	1,000 SF	14.12
950	Truck Stop	1,000 SF	13.63