



ADMINISTRATIVE APPEAL APPLICATION

City of New Port Richey
Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone (727) 853-1039 Fax (727) 853-1052

CASE # _____
Meeting Date 1: _____
Meeting Date 2: _____
Date Received: _____
Date Stamp

*** Please print legibly or use fillable form ***

- Submit original signed and notarized application
- Submit \$500 application fee

PETITIONER AND REPRESENTATIVE INFORMATION:

Petitioner(s): _____

Mailing Address: _____

(Street, City, State, Zip Code for all owners)

Daytime Phone Number: _____ Fax Number: _____

Email or Alternate Contact Information: _____

Representative(s) of Petitioner(s): _____

Relationship to Petitioner(s): _____

Mailing Address: _____

(Street, City, State, Zip Code)

Daytime Phone Number: _____ Fax Number: _____

Email or Alternate Contact Information: _____

Who is the PRIMARY contact for this application? _____

SUBJECT PROPERTY INFORMATION:

General Location: _____

Street Address: _____

Size of Site: _____ square feet _____ acres

Legal Description: _____

Parcel Number(s): _____

Existing Categories: Zoning District: _____ Land Use Category: _____

Existing Use and Size: _____

(Existing number of dwelling units or square footage of non-residential use on the property)

REQUESTED APPEAL:

I am petitioning the City of New Port Richey to consider an appeal of an administrative decision made by:

_____ *(state title and/or position, i.e. Building Official, City Manager, etc.)*

This decision involves (state nature of decision) _____

This decision was made on _____ 20 _____. My appeal has been submitted within 30 days from that decision.

The basis of the appeal is as follows (attach additional sheets as necessary):

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 727-853-1039 to find out when this case will be scheduled.

AUTHORIZATION FOR PETITIONER'S REPRESENTATIVE(S):

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

Signature of Petitioner(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: _____

PETITIONER'S AFFIDAVIT:

I _____, **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.)

Signature of Petitioner 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: _____