



CERTIFIED PARCEL 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 # _____
DRC Date(s) _____
Date Received _____

- Submit original signed and notarized application with other submittal requirements
- Submit application fee \$500 (check made payable to the *City of New Port Richey*)
- Submit recorded application and survey, upon approval, to the Development Department ***

PROPERTY OWNERS AND REPRESENTATIVE INFORMATION:

Current Property Owner(s): _____

Mailing Address: _____

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

Daytime Phone Number: _____ Fax Number: _____

Email: _____

Representative(s) of Owner(s): _____

Relationship to Owner(s): _____

Mailing Address: _____

(Street, City, State, Zip Code)

Daytime Phone Number: _____ Fax Number: _____

Email Information: _____

Who is the PRIMARY contact for this application? _____

PROPERTY INFORMATION:

Street Address: _____

General Location: _____

Size of Site: _____ square feet _____ acres

Legal Description (include subdivision name): _____

Parcel Number(s): _____

Existing Categories: Zoning District: _____ Land Use Category _____

Existing Number of Lots _____ Proposed Number of Lots and Size: _____

Acres/Size of Site: _____

Public Water: _____

Public Sewer: _____

Name of City/County (owned/maintained) road on which parcel(s) has access: _____

Easements: _____

Date Property Acquired: _____

Has any previous variance/appeal been granted regarding this property? ____ Yes ____ No

If yes, state nature of application/appeal and outcome: _____

SUBMITTAL REQUIREMENTS:

An application is not complete without all requirements submitted. 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).

- Completed application form (signed by all property owners and notarized);
- Proof of ownership in the form of a copy of a recorded deed of the current property;
- Folio number of the current parcel;
- One signed and sealed survey prepared by a professional engineer or surveyor, plus 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";
- Application fee \$500 (checks made payable to the *City of New Port Richey*);
- Recorded copy of this application and the survey (recorded with the Pasco County Clerk of Court) once approved. Please provide these to the Development Department

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).

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 OWNER’S REPRESENTATIVE(S):

I _____, the **owner**, 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.

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. **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.)

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: _____

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 the 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.**