



# ZONING CLEARANCE APPLICATION

City of New Port Richey  
 Development Department  
 City Hall, 5919 Main Street, 1<sup>st</sup> Floor  
 New Port Richey, FL 34652  
 Phone: (727) 853-1044 \* Fax (727) 853-1052

Date Received:

Zoning Clearance is required for all new businesses and existing businesses that are relocating to a new location within the City or increasing the intensity of the use. The purpose of this process is to verify that proposed business activities will be in compliance with the City's Land Development Code (LDC) and City Code of Ordinances.

Is this application the result of a **NOTICE OF VIOLATION**?  Yes  No

## Applicant Information:

Business Applicant Name:	Phone:	Email:
Authorized Representative & Relationship:	Phone:	Email:
Property Owner Name:	Phone:	Email:
Property Owner Representative & Relationship:	Phone:	Email:

## Business Information:

Name of Business:	Phone:	Is this a new business in this location? <input type="checkbox"/> YES <input type="checkbox"/> NO
Business Address:		
Type of Business (please circle): Office    Retail    Restaurant    Industrial/Manufacturing    Personal Service    Restricted Personal Service Use ( See Below)    Other		
Days and Hours of Operation	Number of Shifts	Total Number of Employees
Description of Proposed Business Activities		

## Will the business:

1.	Be conducted within a home or apartment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	See Home Occupation information below
2.	Require conversion of residential expansion of floor area within the building?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Additional parking spaces may be required
3.	Change the intensity of use at the site? i.e.: Traffic, Noise Pollution, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan will be required
4.	Require any new or modified sign?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Sign Permit is required
5.	Require any exterior changes to the building?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan and Building Permit will be required
6.	Be new to the site?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan and Building Permit will be required
7.	Conduct any aspect outdoors, including sales, storage, services, or seating?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Site Plan may be required
8.	Involve manufacturing and/or the use of hazardous materials?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Building Permit is required

9.	Involve body work, e.g. massage, nails, hairdresser, etc.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	City Massage License and/or Change of Occupancy Permit may be required
10.	Involve restricted Personal Service Use as defined by LDC Section 2.01.00?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Must comply with Restricted Personal Service Use regulations outlined in LDC Sections 7.08.06 and 7.09.07
11.	Involve medical marijuana treatment center dispensary or a pharmacy	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Must comply with development standards outline in LDC Sections 7.07.07, 7.08.07, 7.09.08, 7.10.09, & 7.12.09

**Restricted Personal Service Use as defined by the Land Development Code (LDC) Section 2.01.00:**

**Note: ALL** Restricted Personal Service Uses are required to have a minimum distance separation to another Restricted Personal Service Use, school, daycare, place of worship, public park, library or recreation center and adult use of 1,000 feet.

- Medical Marijuana Treatment Center Dispensary or Pharmacy as defined by LDC Section 2.01.00; above separation requirements apply plus pharmacy use.
- Pawn Shop
- Tattoo Parlor
- Blood Plasma Center
- Check Cashing Store
- Instant Loan Establishment
- Body Piercing Establishment
- Labor Establishment

**Home Occupation Information**

- 1) No person other than members of the family residing on the premises shall be engaged in such occupation.
- 2) The use of the single-family dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall not change the residential character of the structure.
- 3) There shall be no change in the outside appearance of the structure or premises, or other visible evidence of the home occupation.
- 4) No home occupation shall occupy more than 20% of the first floor area of the residence. No accessory building, freestanding or attached, shall be used for a home occupation.
- 5) No traffic shall be generated by such occupation in greater volumes than would normally be expected in a residential neighborhood, and parking generated by the conduct of the home occupation shall be met off the street and other than the front yard, as required pursuant to this Code.
- 6) No equipment, tools, or materials shall be used in such a home occupation which creates interference to neighboring properties. No retail sales may be permitted at such home occupations.
- 7) Outdoor storage of materials shall not be permitted.
- 8) The following shall not be considered home occupation; beauty shops, barber shops, bank [band] instrument or dance instructors, swimming lessons, dining or tea rooms, gift shops or any other retail sales activity, food processing or day care (except as a qualified family home day care center).
- 9) A home occupation shall be subject to all applicable city occupations licensing requirements, fees, and other business taxes.

I certify that I have read and understand the contents of this application. The information contained in this application is complete and in all aspects true and correct, to the best of my knowledge. I agree that 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 the regulations change and that I am responsible to contact the City to determine if any changes impact my business. (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: \_\_\_\_\_

**For Planning and Development Department Comment Only**

Comments:

Zoning District:	FLU Category:	<input type="checkbox"/> Proposed Use is permitted in the zoning district
<input type="checkbox"/> Proposed Use is a conditional use or special exception in the zoning district	<input type="checkbox"/> Proposed Use is not permitted in the zoning district	<input type="checkbox"/> Proposed Use is legally non-conforming in the zoning district

**CONDITIONAL APPROVAL OR DENIAL (circle one)**      **FINAL APPROVAL**  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_      Approved By: \_\_\_\_\_ Date: \_\_\_\_\_