



# CONCEPT PLAN APPLICATION

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

## Required Attachments:

- ☐ Applicable fees to be paid (checks made payable to the *City of New Port Richey*)
- ☐ Current survey (not to exceed 24" x 36") that identifies the dimensions, area and location of the property prepared, and is signed & sealed by a land surveyor currently registered in the State of Florida
- ☐ Site Plan (not to exceed 24" x 36") with the information listed below:
  - Site plan name
  - North arrow
  - Engineering bar scale
  - Date(s) prepared and revised
  - Location Map
  - Property Dimensions
  - All proposed parking spaces, driveways, loading areas, and vehicular use areas
  - All proposed buildings and structures with existing/proposed uses identified
  - Existing and proposed points of access

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

4. Site Address	
Tax Parcel Number(s)	
Size of Site	
Square Feet	Acres
Existing Categories	
Zoning District	Land Use Category
Existing Use {Include number of residential units and/or spare footage of non-residential uses}	
Proposed Use {Provide details about the specific use requested}	

### APPLICATION & HEARING PROCESS

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted by Friday at 10:00 am, and deemed complete, to be scheduled for review by the Development Review Committee (DRC), which is regularly scheduled on Thursdays. Case reviews are generally scheduled two weeks out from the date of submittal, and your attendance or that of your representative is required. The DRC will review the application for compliance of codes and regulations, and may require additional information, necessitating additional DRC meetings. Following the DRC, the case will be scheduled for review by the Land Development Review Board (LDRB) or City Council. The primary contact will be contacted via email about when to appear at the DRC meeting. Please reply to the email. The DRC will provide general guidance regarding the proposal.

### 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 727-853-1050 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 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.

\_\_\_\_\_  
Owner's Signature

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

### 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.)

\_\_\_\_\_  
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: \_\_\_\_\_

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