

## GARDEN PLAN PERMIT APPLICATION

Note: Home Gardens that generate less than 14 vehicle trips per day are exempt from filing a Garden Plan Permit Application.

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_

STREET ADDRESS/ CITY/ STATE/ ZIP CODE: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

### GARDEN TYPE:

COMMUNITY GARDEN

COMMUNITY GARDEN

MARKET GARDEN

GARDEN NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

### PROPERTY INFORMATION:

STREET ADDRESS/ CITY/ STATE/ ZIP CODE: \_\_\_\_\_

PARCEL ID #: \_\_\_\_\_

MARJET AREA: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

ZONING: \_\_\_\_\_ FUTURE LAND USE (FLU): \_\_\_\_\_

CURRENT USE(s): \_\_\_\_\_

### IF APPLICABLE GARDEN MANAGER INFORMATION:

NAME: \_\_\_\_\_  PAID  VOLUNTEER

STREET ADDRESS/ CITY/ STATE/ ZIP CODE: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

### IF APPLICABLE GARDEN SPONSOR INFORMATION:

NAME: \_\_\_\_\_

STREET ADDRESS/ CITY/ STATE/ ZIP CODE: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_

STREET ADDRESS/ CITY/ STATE/ ZIP CODE: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT RESPONSIBILITIES:**

CHAPTER 406.8 GARDEN PLAN PERMITS

- **NARRATIVE.** A description of the overall proposed activities including the scope, the location, and the nature of the proposed garden/ farm. The narrative shall include:
  - a. An estimated duration of any gardening activity;
  - b. Hours of operation;
  - c. If for educational or charitable use;
  - d. If on-site structures, parking or irrigation are proposed
  - e. Number of projected daily vehicle trips generated by garden activities;
  - f. If aquaponics and/or hydroponics operations are planned
  - g. Number of full-time and part-time employees & volunteers anticipated on a typical harvest day;
  - h. If selling or bartering of raw or processed produce is planned;
  - i. Garden maintenance plan, including trash and waste removal;
  - j. Plans for on-site tools & equipment storage; and
  - k. Lockable storage plans for fertilizers and pesticides
  
- **Garden Plan Drawing(s):** The application shall include a readable, dimensioned drawing(s) showing the details and location of the proposed garden including:
  - a. Location map. An aerial or survey shall be required for proposed uses involving the installation or removal of structures.
  - b. Proposed work to be done in the garden area.
  - c. Location of driveway cuts shall be clearly marked on the plans.
  - d. Location of any tree(s) five (5) inches dbh that is/are proposed for removal.
  - e. Proposed parking area, if any.
  - f. Proposed buffers, if any.
  - g. Site drainage plan; and
  - h. Signage, if any.
  
- **Gardens without New Structures:**
  - a. Show the property size with readable dimensions
  - b. Reflect existing streets (label), easements or land reservations within the site;
  - c. Include proposed fencing and screening, if any;
  - d. Show setbacks to all structures and from adjoining property lines;
  - e. Show existing driveways and any changes proposed to said driveways;
  - f. Label adjacent property owners; and
  - g. Identify the source of water that will be used for irrigation purposes.

- Gardens with Structures:
  - a. If new structures are proposed, a Site Plan is required, consistent with this Code, Section 530.23.
  - b. Show gates, fences, walls, accessory structures such as farm stands, hoop houses, storage shed, hydroponic and aquaponics systems enclosures, irrigation systems, composting bin, parking.

- Other Required Approvals

The follow approvals may also be required in addition to a Garden Plan Permit:

- a. A right-of-way permit
  - b. Tree replacement in accordance with this Code, Section 802
  - c. Traffic Impact Study and substandard Roadway Analysis or, if completed, the applicable approval statement.
  - d. Access management application or, if completed, the applicable approval statement.
- Application Processing
    1. An application for a Garden Plan Permit shall be reviewed by all appropriate review agencies as determined by the County Administrator or designee.
    2. The County Administrator or designee shall evaluate the request for a Garden Use Permit and shall:
      - a. Approve the application as proposed;
      - b. Approve the application with conditions; or
      - c. Deny the application.
  - The approval of a Garden Plan Permit shall be subject to specific conditions deemed necessary by the County Administrator or designee and appropriate for the fulfillment of the purposes of this Code. The Conditions of Approval shall be stated on the face of the permit or may be incorporated by reference into any document which shall be attached to the permit.
  - Garden Use Permits shall be evaluated with action determined pursuant to subsection E Application Processing, item 2 within 10 business days of application submittal for gardens without permanent structures absent extenuating circumstances.

AUTHORIZATION SIGNATURE: \_\_\_\_\_

\*\*\* If there will be sales to the public, the garden/farm owner or manager must participate in an annual food safety program as recommended by the University of Florida's Institute of Food and Agricultural Sciences (UG/IFAS) and produce a certification of such participation to the Pasco County Food Policy Advisory Council annually and send to Planning and Development within 30 days of completion\*\*\*

**GARDEN PERMIT APPLICATION CHECKLIST:**

Required	Attached	
<input type="checkbox"/>	<input type="checkbox"/>	Narrative
<input type="checkbox"/>	<input type="checkbox"/>	Garden Plan Drawing(s)
<input type="checkbox"/>	<input type="checkbox"/>	Gardens without New structures information
<input type="checkbox"/>	<input type="checkbox"/>	Gardens with Structures information
	<input type="checkbox"/>	A right-of-way permit
	<input type="checkbox"/>	Traffic Impact Study and Substandard Roadway Analysis or, If completed, the applicable approval statement
	<input type="checkbox"/>	Access management application or, if completed, the applicable approval statement