



# PASCO COUNTY COMPREHENSIVE PLAN (CP) AMENDMENT APPLICATION

This Comprehensive Plan Amendment (CPA) application provides the data and analysis required for the review of a proposed Comprehensive Plan Amendment, in accordance with the Pasco County Comprehensive Plan, Rule 9J 5005(2) and Rules 9J 11.006(1)(b)1 through 5 of the Florida Administrative Code. The information requested of the applicant includes general information regarding the property, identification of natural resources/features of the subject property, availability of and demand for public facilities and services, and consistency with the Pasco County Comprehensive Plan.

Applications must be submitted during the scheduled submission periods to the Growth Management Department, 7530 Little Road, Suite 320, New Port Richey, FL 34654. Prior to the acceptance of the application for processing, a completeness check will be accomplished. If the application is not complete, the applicant will be contacted to provide additional information. **If the additional information is not submitted in time to meet the deadlines, the application will be rejected or moved into the next amendment cycle.**

Pre-application Meeting \_\_\_\_\_  
Signature of Planning Staff Date

## CPA APPLICATION FORM

### GENERAL INFORMATION

Owner _____	Applicant/Agent _____
_____	_____
Address _____	Address _____
_____	_____
City, State & Zip Code _____	City, State & Zip Code _____
Phone _____	Phone _____
Fax _____	Fax _____
Email _____	Email _____

### TYPE OF REQUEST (Check all that apply)

	Text Change (Goals, Objectives, and Policies of the CP)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Future Land Use Change</b></td> </tr> <tr> <td style="width: 10px;"><input type="checkbox"/></td> <td>Small Scale Amendment (CPAS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Large Scale Amendment (CPAL)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Development of Regional Impact (CPAD)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Future Land Use Map, Sheet No.</b> _____</td> </tr> </table>	<b>Future Land Use Change</b>		<input type="checkbox"/>	Small Scale Amendment (CPAS)	<input type="checkbox"/>	Large Scale Amendment (CPAL)	<input type="checkbox"/>	Development of Regional Impact (CPAD)	<b>Future Land Use Map, Sheet No.</b> _____		CP Element _____ Text Page(s) _____ Goal/Objective/Policy (GOP) Number _____ Map Number/Page _____
<b>Future Land Use Change</b>											
<input type="checkbox"/>	Small Scale Amendment (CPAS)										
<input type="checkbox"/>	Large Scale Amendment (CPAL)										
<input type="checkbox"/>	Development of Regional Impact (CPAD)										
<b>Future Land Use Map, Sheet No.</b> _____											
<b>Prior Submissions:</b> If a prior amendment application has been submitted for any of the properties included in this request, please indicate year, cycle and outcome of the request (adopted, denied, continued, or withdrawn). _____											

### DESCRIPTION OF PROPERTY

Parcel ID No(s):	
General Location:	
Legal Description:	
Gross Acreage:	Developable Acreage (Less water bodies/wetlands acreage):
Project Name (if any):	<a href="#">Commission District:</a>
Existing Future Land Use:	Existing Zoning:
Existing use:	Existing residential Units/non-residential sq.ft.:
Proposed Future Land Use:	Proposed residential Units/non-residential sq.ft.:

	<b>Adjacent Future Land Use</b> (For example "RES-3")	<b>Adjacent Zoning</b> (For example "C-2")	<b>Adjacent Land Uses</b> (For example "bank")
North			
South			
East			
West			

**CPA APPLICATION SUBMITTAL REQUIREMENTS**

Three (3) hard copies and one (1) CD (includes all the application documents) are required to be submitted by the applicant at the time the application is filed. The application package will include each of the checked "Required" items listed under the CPA Application Checklist.

**1. Maps**

- a. Location map of the subject property showing the surrounding developments (approved and proposed), zoning districts and major roadways.
- b. Current aerial with subject property boundaries.
- c. Current photos of the site showing the existing and adjacent uses of the site.
- d. Existing Future Land Use Map.
- e. Proposed Future Land Use Map.
- f. Natural resource feature map to include areas subject to coastal flooding, coastal areas, groundwater recharge areas, marine resources, water wells, wetlands, and wildlife habitat (if applicable).
- g. GIS (Geographic Information System) shape file (on CD) if the subject property contains partial parcel or multiple proposed change.

**2. Certified Survey** ([County Property Appraiser's](#) map illustrating the exact parcel may be accepted as a substitute.)

**3. Amendment Justification Statement** (required for all applications unless directed otherwise by the Growth Management staff) **pursuant to Comprehensive Plan Future Land Use Element Appendix Section FLU A-1: Plan Amendment Standards of Review**

**GENERAL PUBLIC FACILITIES/SERVICES:**

- a. Analyze the availability of, and actual and anticipated demand on, facilities and services serving or proposed to serve the subject property. Assess the effect of the demand on the adopted level of service standard and identify any anticipated improvements. Public facilities and services include emergency services, parks and recreation, potable water, public transportation, sanitary sewer, schools, solid waste, stormwater, and the transportation network.

**NATURAL RESOURCES/FEATURES:**

- a. Identify the existence of natural resource features to include areas subject to coastal flooding, coastal areas, groundwater recharge areas, marine resources, water wells, wetlands, and wildlife habitat.
- b. Identify any historical or archeological sites located on the subject property.
- c. Identify flood zones based upon the latest flood insurance rate map data. Demonstrate that the land uses proposed in flood-prone areas are suitable to the continued natural functioning of flood plains.
- d. Describe the soil type and topography of the subject property.
- e. Identify limitations on development due to one or more of the above-referenced factors. Discuss the suitability of the subject property for the proposed Future Land Use classification and proposed land use, and natural resource protection if applicable.
- f. If there are wetlands on the property, a preliminary environmental assessment is required including a narrative describing the wetland, a table indicating the acreage, and an aerial photograph or map indicating the approximate location and extent of the wetlands on site.

**COMPREHENSIVE PLAN REVIEW:**

- a. Analyze the consistency of the proposed Future Land Use classification with the Goals, Objectives, and Policies in the Comprehensive Plan. Justify the need for the requested amendment, including the appropriate data analysis to support the requested change, illustrating how the amendment is consistent with and furthers the various objectives/policies of the Comprehensive Plan. The justification shall include, but not be limited to, adjacent land use compatibility, public facility availability, and demonstrated need

based on population demands and/or market demand.

- b. Discuss the time line of development, and the coordination of land use decisions with the Schedule for Capital Improvements.

**TRANSPORTATION:**

- a. Unless directed otherwise by the Growth Management staff, each application will be required to demonstrate that the Level of Services standards are met or will be met concurrent with the impacts of development, for both a short-range (5-Year) and long-range (minimum 20-year) planning horizon. In addition the application must disclose the fiscal implications of the existing deficiencies and future needs. Specifically, the analysis shall identify the following:
  - 1. Short-range and long-term roadway improvements (scope, timing and cost) necessary to accommodate the proposed Future Land Use Map Amendment.
  - 2. Roadway improvements necessary to ensure consistency with the currently adopted Pasco County Comprehensive Plan.
  - 3. Suggested amendments to the currently adopted Pasco County Comprehensive Plan.

**4. Supplemental Information**

- a. Proof of Ownership
- b. Agent of Record Letter, if applicable.

**APPLICANT INFORMATION AND RESPONSIBILITIES**

**Fee Information:** Application fee will be determined once a completed application is filed. The applicant is also responsible for any associated fees for newspaper advertisement and poster/sign for the proposed amendment.

**Pre-Application Meeting:** A pre-application meeting with the Growth Management Department staff is required prior to the application submittal. To schedule an appointment, please contact the Growth Management Department at (727) 847-8193; (352) 521 4274, Extension 8193; or (813) 996 7341, Extension 8193.

**Public Notice:** The applicant is responsible for the identification and notification of the adjacent and abutting property owners upon establishment of the public hearing dates. Provide copies of the notification letters to the Pasco County Growth Management Department two weeks prior to the scheduled public hearings.

**Public Hearings:** This application will require a minimum of three (3) public hearings for a CPAS and four (4) for a CPAL/CPAD. Attendance at all hearings by the applicant or a representative is required. If the applicant or representative is not present, the request may be continued or denied. Applicants will be required to participate in a community meeting(s) in order to provide additional information to surrounding residents about the proposed (development) amendment request.

**Supplemental Information for Objections, Recommendations and Comments (ORC) Response (if it's a CPAL/CPAD):** The County is required to submit copies of each CPA to the Florida Department of Community Affairs (DCA) for their review. Subsequent to the County receiving the Department of Community Affairs ORC Report, the applicant must submit to the County a response to the ORC, in an Electronic form, such as Microsoft Word in a timely manner. Failure to submit an adequate response in the time frame allocated may cause the public hearing for the amendment to be continued to a subsequent cycle. It is the applicant's responsibility to provide sufficient information to justify the proposed amendment before the County transmits the application to DCA.

**Additional Information:** This application hereby authorizes the County staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

**Refund Policy:** If the applicant for a CPA withdraws prior to the preparation of the newspaper advertisement, they may request a partial refund. If the applicant requests a postponement after the preparation of the newspaper advertisement, they will be required to pay a postponement fee no less than equal to the cost of the newspaper advertisement, the associated mailings, and any other administration fees associated with a CPA. If the applicant requests more than two (2) postponements, the applicant will be required to pay a postponement fee equal to current application fee prior to requesting the application to proceed. If the applicant withdraws the application after the preparation of the newspaper advertisement they will not receive a refund.

**LEGAL INFORMATION**

**Small Scale Comprehensive Plan Amendment (CPAS):** a CPAS must meet the following criteria pursuant to Ch.163.3187(1)(c), Florida Statute:

- 1. The proposed amendment involves a property of ten acres or less.
- 2. The total number of amendments approved for the year does not exceed 80 accumulative acres.
- 3. The amendment does not involve the same property granted a change within the prior 12 months.

4. The amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months.
5. The amendment does not involve a text change to the Goals, Objectives, and Policies of the local government's comprehensive plan.
6. The amendment is for a site-specific, small-scale development activity.
7. The property that is the subject of the proposed amendment is not located within an area of critical State concern.
8. If the proposed amendment involves a residential land use, the residential land use has a density of ten units or less per acre.

**Development of Regional Impact (DRI) Comprehensive Plan Amendment (CPAD):** a CPAD is not subject to the cycles for comprehensive plan amendments and are processed consistent with Chapter 380.06, F.S. requirements.

**Effective Date of CPA:** Adopted CPAL/CPADs that are not challenged are effective twenty-one (21) days after a finding of compliance by FDCA. CPASs that are not challenged are effective thirty-one (31) days after adoption.

**The approval of a comprehensive plan amendment does not constitute a rezoning or development determination, nor is the applicant exempt from the consistency and concurrency requirements of the Pasco County Comprehensive Plan.**

**SIGNATURE**

Owner's Signature:	Date:
Owner's Signature:	Date:
Applicant/Agent's Signature:	Date:
Applicant/Agent's Signature:	Date:

**FOR OFFICE USE ONLY**

Received by:	Date Received:
Plan Amendment No:	Fee Received:
Reviewed by:	Date deemed complete:

**PUBLIC HEARING SCHEDULE**

	<b>Proposed Phase</b>				<b>Adopted Phase</b> (a CPAS only has this phase)			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
DRC								
LPA								
BCC								

Transmittal Date:	ORC Received Date: (if applicable)
NOI Date: (if applicable)	Effective Date:

## CPA APPLICATION CHECKLIST

Parcel ID No(s):	
General Location:	
Legal Description:	
Gross Acreage:	Developable Acreage (Less water bodies/wetlands acreage):
Project Name (if any):	<a href="#">Commission District:</a>

Req- uired	Atta- ched	
		<b>Comprehensive Plan Amendment (CPA) Application Form</b> (include 3 hard copies and 1 CD)
		<b>Application Fee</b>
		<b>Proof of Ownership</b>
		<b>Agent of Record</b>
		<b>Required Maps</b>
		Location Map
		Current Aerial
		Current Photo of the site
		Existing Future Land Use Map
		Proposed Future Land Use Map
		Natural Resource Feature Map
		GIS Shape File (on CD)
		<b>Certified Survey</b> or Property Appraisers Map
		<b>Amendment Justification Statement</b>
		Public Facilities/Services
		Natural Resources/Features of Subject Property
		Comprehensive Plan Review
		Transportation Analysis
		<b>Proof of notification letters to the adjacent and abutting property owners</b>

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_