

Site Development Manual

This document is to augment the LDC and set forth the process which applicants need to follow in order to gain approval of site development permits and pursue construction of land improvements in Pasco County.

The intent of the Development Manual is to establish development application review procedures while providing clear and concise descriptions of the process. The Development Manual is not intended to replace or supersede Pasco County Comprehensive Plan Policies, Pasco County Land Development Code Requirements, previous Development Agreements, or any other regulatory agency's requirements.

SITE DEVELOPMENT IN PASCO COUNTY

Comprehensive Plan

On June 16, 1989, Pasco County adopted the Pasco County Comprehensive Land Use Plan. This document was a requirement of Chapter 163, Florida Statutes. The intent of the Comprehensive Plan is to encourage the most appropriate use of land, water, and resources consistent with the public interest. The Pasco County Comprehensive Plan is a state mandated document designed to guide the future growth and development of Pasco County. The Comprehensive Plan was amended in June 2006 and after a settlement agreement became effective on January 26, 2007; all development orders approved after January 26, 2007, are required to comply.

Zoning

In 1975, Pasco County adopted the original Zoning Ordinance. When the Zoning Ordinance was originally enacted, all land in Pasco County was inspected and a zoning district applied to that parcel of land. The zoning district on a piece of land must be consistent with the Comprehensive Plan. There are 27 zoning districts within Pasco County. These zoning districts list permitted uses, accessory uses, conditional uses, special exception uses, minimum lot sizes, width, setback and height requirements. If a person wishes to change the zoning district on a piece of land, then a public hearing process must be conducted. Zoning amendments and conditional uses require a public hearing before the Planning Commission (PC) and the Board of County Commissioners (BCC). Special exception uses require a public hearing before the PC only. Approval or disapproval of any zoning amendment, conditional use or special exceptions is accomplished by resolutions, which, in the case of conditional use and special exceptions, may, or may not, contain conditions. These resolutions are then recorded on the County GIS layer.

Site Development

Approval or disapproval of all development applications is done in written form with or without conditions and must be acknowledged by the applicant. All land development activities must be in accordance with the Comprehensive Plan, Land Development Code (LDC), and other State and local rules and regulations.

A commercial building permit application can be submitted after receiving initial comments on the site plan review, but the building permit cannot be issued until the site plan is approved. With a few exceptions, a building permit application for a structure in a subdivision cannot be issued until Record Plat approval is complete.

Record Plat

All Record Plats are reviewed for compliance with the development orders, Comprehensive Plan, LDC, and the Florida Statutes. Once reviewed, the Record Plat is submitted to the BCC for acceptance and then recorded in the Public Records of Pasco County.

Pertaining to All Site Development Applications:

Applicability and General Provisions ([LDC 301](#))

Authority to File Development Applications ([LDC 303.2](#))

Authority to Access the Property ([LDC 303.3](#))

Fees ([LDC 303.4](#))

In accordance with [Resolution 18-266](#) (*3.24.2020-anticipated BCC hearing of Fee Schedule) adopting the Development Services Fee Schedule:

“Where work has commenced without obtaining a permit, the permit application fee shall be double.”

Preapplication Consultation ([LDC 303.5](#))

Preapplication consultations are required prior to the submittal and acceptance of applications for: Zoning Amendment, Conditional Use, Special Exception, Preliminary Site Plan (PSP), Preliminary Development Plan (PDP), Minor Rural Subdivision (MRS), and Operating Permits.

Application Submittal and Acceptance ([LDC 303.6](#))

Application Review ([LDC 303.7](#))

Required Public Hearings for Development Approval Applications ([LDC, Table 303-5](#))

Application	PC	LPA	BCC
Development of Regional Impact (DRI)	X		X
DRI Substantial Amendment (NOPC)	X		X
DRI Non-Substantial Amendment (NOPC)			X
DRI Development Order Amendment (no NOPC)			X
DRI Abandonment			X
DRI Rescission			X
Zoning Amendment	X		X
MPUD Amendment	X		X
MPUD Substantial Amendment	X		X
Conditional Use	X		X
Special Exception	X		
Conditional Use and Special Exception Revocation			X
Operating Permits (Except Minor Land Excavation)	X		X
Zoning Variance	X		
Alternative Relief	X		
Alternative Standards as Specified in LDC, Section 407.5 C and D	X		
Wireless Facilities (Tier III)	X		X
Review of Staff Tier II Wireless Facility Determination			
Appeals of Administrative Determinations	X		
Appeals of Zoning Interpretations			X
Appeals of PC Decisions			X
Development Agreement		X	X

Required Public Notice for Development Approval Applications ([LDC, Table 304-1](#))

Application	Mailed	Published	Posted
Development of Regional Impact (DRI)	X	X	X
DRI Substantial Amendment (NOPC)	X	X	X
DRI Non-Substantial Amendment (NOPC)		X	X
DRI Development Order Amendment (no NOPC)		X	
DRI Abandonment	X	X	X
DRI Rescission	X	X	X
Zoning Amendment*	X	X	X
MPUD Substantial Amendment*	X	X	X
MPUD Non-Substantial Amendment**			X
Conditional Use*	X	X	X
Special Exception*	X	X	X
Minor Land Excavation*			
Zoning Variance	X		X
Alternative Relief	X		X
Alternative Standards as Specified in LDC, Section 407.5 C and D	X		X
Wireless Facility (Tier II)	X		X
Appeals (see LDC, Section 407.1)	X	X	X
Preliminary Site Plan and Substantial Modifications to	X		
Preliminary Development Plans and Substantial Modifications to	X		
Mass Grading and Substantial Modifications to	X		
Vested Rights	X		X

*See [LDC, Section 305](#) & [Section 306](#) for Neighborhood Meeting and Neighborhood Notice Requirements.

**Posted notice to occur within two (2) business days of the final written approval.

Neighborhood Meeting ([LDC 305](#))

A Neighborhood Meeting is mandatory for the following development approval applications:

Zoning Amendment within the four (4) rural areas depicted on Map 2-13 of the Comprehensive Plan, Land Excavation and Minor Land Excavation, Mining, Construction and Demolition Debris Disposal Facilities, Yard Trash Processing Facilities, Sanitary Landfills, Wireless Facilities (Tier III), and Helipad(s) and/or Airport Landing Facilities.

Neighborhood Notice ([LDC 306](#))

Construction and Inspection of Improvements ([LDC 309](#))

Review Timeframe where Public Hearing is required:

	Content Review	Final Public Hearing*
Review Time (Calendar Days)	5	180

*Final Public Hearing Action shall be made on or before the end of the 180-day period.

Review Timeframe where no Public Hearing is required:

*Final Action (Approve, Approve with Conditions, or Deny) shall be made on or before the end of the 120-day review period.

Standard Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	28	60	2	21	7

- Post Comment Meeting (Optional)

Collaborative Review Timeframe is the same as that of the Standard Review Timeframe above. Also includes:

- Post Comment Meeting (Optional)
- Collaborative Comment Review – Comments may be discussed outside of the Post Comment Meeting

Expedited Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	21	60	2	14	7

- Shorter initial and final review times
- Post Comment Meeting (Optional)
- Collaborative Comment Review – Comments may be discussed outside of the Post Comment Meeting

REVIEW TIMEFRAME WAIVER

If an applicant feels they will be unable to provide the required information within the timeframes noted above, they shall submit a written request along with the Initial Submittal of the project and required submittal documents. The request shall provide a clear explanation of the unique circumstances that would prevent the project’s review from being completed within the set timeframe for review. If the request is approved the applicant will be permitted to extend their time to respond to Initial Review comments by sixty (60) days or, where Public Hearing is required, will extend the Final Action date by sixty (60) days, and shall pay the Review Timeframe Waiver Fee as noted on the Pasco County Fee Schedule (*3.24.2020-anticipated BCC hearing of Fee Schedule).

Review Timeframe where Public Hearing is required:

	Content Review	Final Public Hearing*
Review Time (Calendar Days)	5	180 + 60

Review Time Frame where no Public Hearing is required:

*Final Action (Approve, Approve with Conditions, or Deny) shall be made on or before the end of the 120-day + 60 days review period.

Standard Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	28	60 + 60	2	21	7

- Post Comment Meeting (Optional)

Expedited Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	21	60 + 60	2	14	7

- Shorter initial and final review times
- Post Comment Meeting (Optional)
- Collaborative Comment Review – Comments may be discussed outside of the Post Comment Meeting

EMERGENCY REVIEW TIMEFRAME WAIVER

If an applicant feels they will be unable to provide the required information within the timeframes noted above due to a Declaration of Emergency by Executive Order by the Office of the Governor of the State of Florida they shall submit a written request to the county stating such. This waiver would extend the applicant’s time by sixty (60) days to receive a Final Action on the development application.

LAST-MINUTE REVIEW TIMEFRAME WAIVER

If an applicant feels they will be unable to provide the required information within the timeframes noted above, they shall submit a written request along with supporting information/documentation identifying the reason for the request. If the request is approved the applicant will be permitted to extend their time to respond to Initial Review comments by sixty (60) days or, where Public Hearing is required, will extend the Final Action date by sixty (60) days, and shall pay the Last-Minute Review Timeframe Waiver as noted on the Pasco County Fee Schedule (*3.24.2020-anticipated BCC hearing of Fee Schedule).

Review Timeframe where Public Hearing is required:

	Content Review	Final Public Hearing*
Review Time (Calendar Days)	5	180 + 60

Review Time Frame where no Public Hearing is required:

*Final Action (Approve, Approve with Conditions, or Deny) shall be made on or before the end of the 120-day + 60 days review period.

Standard Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	28	60 + 60	2	21	7

- Post Comment Meeting (Optional)

Expedited Review Timeframe:

	Content Review	Initial Review	Max Days w/ Applicant	Resubmittal Review	Final Review	Memo Crafting
Review Time (Calendar Days)	5	21	60 + 60	2	14	7

- Shorter initial and final review times
- Post Comment Meeting (Optional)
- Collaborative Comment Review – Comments may be discussed outside of the Post Comment Meeting

Each Development Application has standards/requirements for Review and Approval. It is the Applicant’s responsibility to review the applicable Florida State Statutes, rules and regulations of other government agencies having jurisdiction, Pasco County Comprehensive Plan Policies, Pasco County Land Development Code Requirements, previous Development Agreements, and the Florida Building Code.

COMPREHENSIVE PLAN AMENDMENT [reserved]

Petitions for a CPA have specific requirements ([Application](#) / [Submittal Requirements](#)). A Preapplication Consultation is required for CPAs. Please engage with the [Long Range Planning](#) Division in the [Planning & Development](#) Department regarding specific questions pertaining to CPAs.

ZONING AMENDMENT [reserved]

Petitions for a Euclidean Zoning Amendment, a [Conditional Use](#), or a [Special Exception](#).

MPUD ZONING AMENDMENT [reserved]

Petitions for an MPUD Zoning District have specific requirements ([Application](#) / [Submittal Requirements](#)). A Preapplication Consultation is required for MPUDs. Please engage with the [Current Planning](#) Division in the [Planning & Development](#) Department regarding specific questions pertaining to MPUDs.

PRELIMINARY DEVELOPMENT PLAN – RESIDENTIAL [reserved]

Applications for residential subdivisions will also need to comply with [Construction Plans](#) and [Stormwater Management Plan & Report](#). Prohibitions pertaining to subdivisions and platting can be viewed in [LDC, Section 700.10, Prohibitions](#). Model Center Typical reviews are submitted in conjunction with the PDP.

PRELIMINARY DEVELOPMENT PLAN – NON-RESIDENTIAL/MIXED USE

[reserved]

Applications for non-residential or mixed use subdivisions will also need to comply with [Construction Plans](#) and [Stormwater Management Plan & Report](#). Prohibitions pertaining to subdivisions and platting can be viewed in [LDC, Section 700.10, Prohibitions](#). When residential uses are proposed, the Model Center Typical reviews are submitted in conjunction with the PDP.

PRELIMINARY SITE PLAN [reserved]

Applications for preliminary site plan will also need to comply with [Construction Plans](#) and [Stormwater Management Plan & Report](#) unless otherwise noted.

FILL [reserved]

Applications for Fill Permits shall be submitted through Building Construction Services – Central Permitting.

MASS GRADING [reserved]

LIMITED FAMILY LOT DIVISION [reserved]

TARGETED REDEVELOPMENT

- PASCO COUNTY MARKET AREAS

- [Harbors \(West\)](#)
- [Gateway Crossing \(South\)](#)
- [Midlands \(Central\)](#)
- [Highlands \(East\)](#)
- [Countryside \(North\)](#)

- REDEVELOPMENT LANDSCAPING ([LDC, Table 403.10-A](#))

Circumstance		Conformity Required
Existing structure floor area is expanded	Twenty-five (25) percent or less	<ul style="list-style-type: none"> Building perimeter landscaping shall be required adjacent to any addition.
	Twenty-six (26) percent or more	<ul style="list-style-type: none"> Building perimeter landscaping shall be required adjacent to the addition/additional structure(s), and, where feasible, adjacent to any existing structure(s) requiring building perimeter landscaping per this Code.
Value of work associated with redeveloped, remodeled, or renovated structure. (except ordinary repair and maintenance)	Between twenty-five (25) and fifty (50) percent of the appraised building value	<ul style="list-style-type: none"> Buffers shall be installed along roadways and adjacent to residential properties. Building perimeter landscaping adjacent to addition.
	Between fifty-one (51) and seventy-five (75) percent of the appraised building value	<ul style="list-style-type: none"> All property buffers. Building perimeter landscaping adjacent to any addition/additional structure(s), and, where feasible, adjacent to any existing structure(s) requiring building perimeter landscaping per this Code. All vehicular use landscaping.
	Exceeds seventy-five (75) percent of the appraised building value	<ul style="list-style-type: none"> All property buffers. All building perimeter landscaping, where possible. All vehicular use landscaping.
Alteration of vehicular use area other than restriping, resealing, or resurfacing		<ul style="list-style-type: none"> Expanded area shall provide the required minimum landscape area as required in Table 905.2.C.

Operating Permits:

[Minor Land Excavation](#)

[Land Excavation](#)

[Mining](#)

[Construction and Demolition Debris Facilities](#)

[Land Spreading](#)

[Yard Trash Processing](#)

[SIGNS](#) [reserved]

Applications for Sign Permits shall be submitted through Building Construction Services – Central Permitting.

[BILLBOARDS](#) [reserved]

Applications for Billboard Permits shall be submitted through Building Construction Services – Central Permitting.

DIGITAL BILLBOARDS [reserved]

Applications for Digital Billboard Permits shall be submitted through Building Construction Services – Central Permitting.

Digital Billboard applications will also require a Section 70.20, Florida Statutes, Agreement, a demolition permit, a building permit, and an operating permit.

RIGHT-OF-WAY USE PERMIT [reserved]

Applications for Right-of-Way Use Permits shall be submitted through Building Construction Services – Central Permitting.

GARDEN PLAN PERMITS [reserved]

VILLAGES OF PASADENA HILLS

CONNECTED CITY

- **DEVELOPING IN CONNECTED CITY**
- **ENABLING DOCUMENTS**

Relief Procedures:

Appeals

Zoning Variances

Administrative Variances

Alternative Relief

Alternative Standards

Vested Rights

Unintended Consequences Relief

SPECIAL DEVELOPMENT STANDARDS:

The special development standards may apply to your development proposal in addition to all other development standards noted in [LDC, Section 900, Development Standards](#).

Vehicle Dealerships

Large Scale Commercial Retail Design Standards

Hurricane Hazards

Flood Damage Prevention

Self-Storage Facilities Design Standards

MISCELLANEOUS STRUCTURE REGULATIONS:

Docks and Seawalls [reserved]

Wireless Communication Facilities [reserved]

Gates, Fences, and Walls [reserved]

OVERLAYS AND SPECIAL DISTRICTS:

[Traditional Neighborhood Development](#) (TND) [reserved]

[Pasadena Hills](#) [reserved]

[Connected City Stewardship District](#) [reserved]

[Northeast Pasco Rural Protection Overlay](#) [reserved]

CONCURRENCY [reserved]

ACCELA FOR SITE DEVELOPMENT

*Please note: the Accela link below is for Site Development, the horizontal development of the land.

Follow the link below to create an account and begin your development application.

<https://permits.pascocountyfl.net/CitizenAccess/Default.aspx>

[Register for an Account](#)

[Create an Application](#)

▼ Planning General

- Access Management
- Administrative Variance
- Alternative Standards
- Appeal
- Comprehensive Plan Amendment
- No Improvement Plan
- Operating Permits
- Pain Management
- Plats
- Pre-Application Meeting
- Right of Way
- Site Development Permit
- Substandard Roads
- Timing and Phasing
- Variance

▶ Planning General

▼ Zoning

- Conditional Use
- Rezoning (Including MPUDs)
- Special Exception

▶ Planning General

▶ Zoning

▼ Single Site/User Development

- (Preliminary) Site Plan/Simultaneous Submittal
- Construction/Stormwater Plan & Report
- Landscaping
- Mass Grading
- Site Development Permit

▶ Planning General

▶ Zoning

▶ Single Site/User Development

▼ Subdivision - Residential

- (Preliminary) Development Plan/Simultaneous Submittal (Residential)
- Construction/Stormwater Plan & Report
- Landscaping
- Mass Grading

- ▶ Planning General
- ▶ Zoning
- ▶ Single Site/User Development
- ▶ Subdivision - Residential
- ▼ Subdivision - Non-Residential/Mixed Use
 - (Preliminary) Development Plan/Simultaneous Submittal
 - Construction/Stormwater Plan & Report
 - Landscaping
 - Mass Grading

GUIDELINES FOR PUBLIC NOTICING

Guidelines for Public Notice, Affidavit of Mailing, Neighborhood Notice Sample Letter, and Neighborhood Meeting Invitation Sample can be found under [Public Noticing Documents](#).

Creating mailing Labels for Public Notice can be done using [Pasco Mapper](#) and following the steps below (created 1/31/19).

- Click on the Pasco Mapper link above

OR

- Go to the Pasco County website at www.pascocountyfl.net
- Click on “Government” at the top then click on “Departments” and locate “Geographic Information Services (GIS)” and click the link
- On the GIS page click on “Pasco Mapper”

Then:

- In the search box in the upper left put your address, parcel ID, or street name, etc. and click the magnifying glass or hit Enter
- When your parcel shows up, find and click the “Public Notification” button at the bottom (it looks like an envelope), should be the third icon from the right
- The Public Notification dialogue box will open; click on “Polygon” (for an example – it’s the third icon from the right)
- Use your cursor to ‘draw’ around the perimeter of your parcel(s), clicking at corners and around curves, then double-clicking to end
- In the Public Notification dialogue box, click on the check box next to “Apply a search distance.” 500 Feet is the default but you can select another distance/measurement if desired. Please note some development projects required noticing within 1,000 feet of the project boundary.
- Once you click the check box, Pasco Mapper should populate a circle a distance around your project parcel(s) and in the dialogue box you will see a note that pops up at the bottom that tells you how many addresses showed up within your range and asks you if you want to continue.*
- Click the “Download” button, click “Save” in the pop-up at the bottom, then click “Open” in the additional pop-up at the bottom of the screen.
- An Excel spreadsheet will open with all of your data you will need for your mailing labels.

* You can also select the format that Pasco Mapper uses for the addresses in the “Format” dropdown in the dialogue box, for example, “PDF Label 1 X 4 inches; 20 per page.”