



PRELIMINARY SITE PLAN APPLICATION

City of New Port Richey
 Development Department
 City Hall, 5919 Main Street, 1st Floor
 New Port Richey, FL 34652
 Phone (727) 853-1039* Fax (727) 853-1052

Case #: PSP _____
DRC Date (1) _____
DRC Date (2) _____
DRC Date (3) _____
Date Received: _____

- Submit 10 complete sets of information** (stapled application with addenda, collated and folded surveys/site plan, etc. *(learn how to fold plans like a pro on our website at www.cityofnewportrichey.org)*)
- Submit application fee \$300 (check made payable to the *City of New Port Richey*)

Property Owner and Representative Information:

Current Property Owner(s):		Phone:
Owner Address:		
Owner Email Address:		
Owner's Representative(s):	Relationship to Owner:	
Representative Mailing Address:		
Representative Email Address:	Phone:	
Primary contact: <i>(This is to whom the City will send all communication regarding this application)</i>		

Property Information:

Site Address:	
Legal Description of Subject Property: <i>(*An electronic copy of the legal description, in Word format, is required as part of this application submittal)</i>	
Parcel Number(s):	
Zoning District <i>(check with Development Department):</i>	Future Land Use Category <i>(check with Development Department):</i>
Existing Use <i>(Include number of residential units/ and or square footage of non-residential use):</i>	
Proposed Use <i>(Include number of residential units/ and or square footage of non-residential use):</i>	

Submittal Information:

Site Plan Package, including the following information : (not to exceed 24" x 36") Bind all site plan sheets with survey and architectural elevations into one set.	
Sheet 1: Cover sheet including:	
	Index referencing individual sheets included in package
	Site plan name
	Property owner's name, address, telephone number, email address and designated representative
	Architect, landscape architect and engineer's name, address and telephone numbers
	Legal description
	North arrow
	Engineering bar scale
	Date(s) prepared and revised
	Dimensions
	Location map
	Utilities providers with names, addresses, phone numbers and websites
Sheet 2: Survey prepared by registered land surveyor with original signature and seal(One original and nine copies)	
	Footprint and size of all existing buildings and structures
	Legal description and acreage
	Location of all public and private easements and streets within and adjacent to the site
	Location of existing fire hydrants
Sheet 3: Site planshowing (Check with the Development Department to determine the applicability of each item)	
	All proposed buildings and structures
	All required setbacks including dimensions between buildings
	All existing and proposed points of access
	All required sight triangles/free vision zones
	All parking spaces, driveways, loading areas and vehicular use areas
	The definition and location of all refuse collection facilities including screening to be provided
	Location of all onsite stormwater management facilities
	Location of all outdoor light fixtures
	Location of all existing and proposed sidewalks
	Location of proposed fire hydrants
	Location of all public and private easements and streets within and adjacent to the site
	Identification of watercourses or wetlands (include jurisdictional wetlands boundaries and setbacks)
Sheet 4: Landscape Plan showing:	
	Location of trees, tree masses and tree species (include description/location of understory, ground cover;vegetation and wildlife habitats or other environmentally unique areas)
	Landscape buffer
	Screening of vehicular use areas (minimum three-foot hedge creating continuous screen with trees)
	Location of proposed irrigation system and hose bibs
	Tree survey and inventory (if proposing to remove any trees) including diameter, tree health, botanical/common name and replacement trees
	Depiction (by shading or cross hatching) of required parking lot interior landscape areas

Sheet 5: Stormwater Plan

Location and size of existing public utilities
Proposed method of water supply and sewage disposal
Identification of watercourses or wetlands
Conceptual drainage and utility plan with flow direction and method of disposition
“Sunshine State One Call” dig information (for location of any utilities in rights-of-way or easements)
Flood zone and base flood elevation
Copy of SWFWMD aerial topographic map with site boundaries, contact Public Works for the required format.
National Pollutant Discharge Elimination System, contact Public Works for the required format.

Site Data Table for existing, required and proposed development:(If this is included on site plan, please note below)

	Required <i>(based on zoning standards)</i>	Existing <i>(existing dimensions, conditions)</i>	Proposed
Land area in square feet and acres			
Dwelling units			
Gross floor area devoted to each use			
Total number of parking spaces			
Total number of handicap spaces			
Total paved area, including all paved parking spaces & driveways, expressed in square feet and % of paved vehicular area			
Total land area devoted to parking lot interior landscaping expressed in square feet and % of paved vehicular area			
Official records book and page numbers of existing utilities			
Building and structure heights			
Impermeable surface ratio (ISR);			
Floor area ratio (FAR) for all non-residential uses			

Conceptual Architectural Building Elevations (cardinal directions, colors, materials and dimensions of height and base flood elevation)

Consistency with Concurrency: The following calculations shall be used to **determine the projected demand** of the proposed project on the applicable public facility/service. The calculations are listed by facility/service type. (*Please fill in blanks.*)

<p>Potable Water - Adopted level of service (LOS) = 152 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p>Residential:</p> <p>Single-family: 152 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Multi-family: 152 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Commercial: See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>	<p>Wastewater - Adopted level of service (LOS) = 114 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p>Residential:</p> <p>Single-family: 114 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Multi-family: 114 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Commercial: See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>
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<p>Solid Waste - Adopted level of service (LOS) = 6.3 lbs/day/capita (nonresidential uses are included in the adopted LOS).</p> <p>Residential:</p> <p>Single-family: 6.3 lbs × 2.12 persons/household × _____ units = _____ bs/day/capita (demand)</p> <p>Multi-family: 6.3 lbs × 1.90 persons/household × _____ units = _____ bs/day/capita (demand)</p> <p>Commercial: See <u>Table I</u> below from the Land Development Code for estimated water/sewage flows.</p>	<p>Recreation/Open Space - Refer to the New Port Richey Comprehensive Plan for adopted level of service standards.</p> <p>Single-family: _____ units × 2.12 persons/household = _____ (population projection)</p> <p>Multi-family: _____ units × 1.90 persons/household = _____ (population projection)</p> <p>Sites over five acres in area and zoned MF-30 District shall provide five percent of the total net acreage of the development for recreational purposes. Refer to Section 7.06.07 of the Land Development Code.</p>
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Stormwater Management. Refer to the Stormwater Management and Erosion Control Policy and Procedures Manual for standards necessary to comply: LOS = 25-year, 24-hour storm event.

Transportation. Refer to the New Port Richey Comprehensive Plan for the adopted Level of Service Standards. Refer to the Land Development Code for the **requirements of a Transportation Study.**

- Determine the number of trips generated by the proposed project during the PM PEAK hour using the most recent edition of the ITE "Trip Generation" report with no adjustments for internal capture or passerby trips. **Include your calculation(s) here:** _____.
- If the total number of trips is equal to or greater than 50 trips, then a transportation study shall be prepared. The report shall be signed and/or sealed by either a registered professional engineer or a member of the American Institute of Certified Planners.
 - If no study is required, the applicant is required to provide only the existing directional PM PEAK hour traffic volumes and level of service for the roadways link to which project driveways connect.
This information shall include project traffic. **Provide this information here:** _____.
 - The data shall be in conformance with Notes 3a and 3b of "Existing Conditions" contained in the Land Development Code.

3. a. Existing directional PM PEAK hour traffic volumes and LOS on all existing collectors/arterials in study area. **Provide information here:** _____.
- b. Existing turning movement volumes at the impacted intersection(s) and intersection LOS.

Process:

A pre-application meeting will be held with City Staff to ensure the application is complete. **Cases that are not complete by the application deadline, may not be processed for the following DRC meeting.** Once deemed complete, the application will be scheduled for review by the DRC. The DRC will approve, approve with conditions, deny or continue the application. Changes may be suggested and additional reviews by the DRC may be necessary.

Attendance at meetings:

The applicant or applicant's representative shall attend all Development Review Committee meetings and other meetings, as applicable.

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, photograph and post a notice on 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.

Signature of Current Property Owner(s): _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____

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.)

Signature of Owner or Authorized Representative: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____

Table I: Estimated Sewage/Water Flows for Commercial Development		
Type of Establishment		Gallons Per Day (GPD)
Airports	Per Passenger	5
	Add Per Employee (per 8 hour shift)	20
Barber and Beauty Shops	Per Chair	100
Bowling Alleys	Toilet Wastes Only per Lane	100
County Club	Per Resident	100
	Per Member	25
	Per Employee (per 8 hour shift)	20
Dentist Office	Per Wet Chair	200
	Per Non-Wet Chair	50
Doctor's Office	All Types	250
	All Types	250
Factories - exclusive of industrial wastes	No Showers Provided (gallons per employee per 8 hour shift)	20
	Showers Provided	35
Food Service Operations	Ordinary Restaurant (per seat)	50
	24-hour Restaurant (per seat)	75
	Single Service Articles Only (per seat)	25
	Bar and Cocktail Lounge (per seat)	30
	Drive-In Restaurant (per car space)	50
	Carry-Out Only	50
	Per 100 Square Feet of Floor Space	50
	Add Per Employee (per 8 hour shift)	20
Hotels and Motels	Regular (per room)	
	Result Hotels, Camps, Cottages (per person)	75
	Add For Self-Service Laundry Facilities (per machine)	400
Office Building	Per Employee (per 8 hour shift)	20
Service Station	Per Water Closet and Urinal	250
Shopping Center - Without Food or Laundry	Per Square Foot of Floor Space	0.1
Stadium, Race Track, Ball Parks	Per Seat	5
Stores	Per Square Foot of Floor Space	0.1
Swimming and Bathing Facilities - Public	Per Person	10
Theaters	Indoor, Auditoriums (per seat)	5
	Outdoor, Drive-Ins (per space)	10
Trailer or Mobile Home Park	Per Trailer Space	200
Travel Trailer or Recreational Vehicle Park	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight with water and sewer hook-up (per trailer space)	100

Table I: Estimated Sewage/Water Flows for Institutional Development		
Type of Establishment		Gallons Per Day (GPD)
Churches	Per Seat	3
Hospitals (does not include kitchen wastewater flows)	Per Bed	200
Nursing Homes/Rest Homes (does not include kitchen wastewater flow)	Per Bed	100
	Per Bed	100
Parks - Public Picnic	With Toilets Only (per person)	5
	With Bathhouses, Showers and Toilets (per person)	10
Schools (per person)	Day-Type	15
	Add For Showers	5
	Add For Cafeteria	5
	Add For Day School Workers	15
	Boarding Type	75
Work or Construction Camps - Semi Permanent	Per Worker	50